

12/19/2024

December 2024 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, December 19, 2024, at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:10 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Bill Hefferan, Antrim County Commissioner Liaison, Maureen Clore, MDHHS Director; Ben McGuire, Meadow Brook Systems Administrator; Alan Shumaker, Meadow Brook Director of Maintenance; Paige Windish, Meadow Brook Finance Director; Cheryl Patton, Meadow Brook Director of Nursing; Marna Robertson, Meadow Brook Administrator; and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Board Members were presented with a schedule of the 2025 Antrim County Health and Human Services Board Meeting dates.

Meeting minutes of the Regular Board Meeting 11/21/2024, motion to approve as presented by Gary Muller seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, MDHHS Director reported with updates on: 1. Financials – Expenditures for November \$163.51 for Shop with a Hero and Foster Youth Medical needs. Outstanding payment \$591.48 plus Board payment that will be submitted after this meeting. Balance of \$1,600.71 for the year. Next year will make sure more camperships are offered. 2. MCSSA (Michigan County Social Services Association) dues \$1,880.00. 3. State Agencies form Safety Net Partnership to better serve residents with immediate emergency needs. MSP troopers will have prepaid visa cards (\$25.00) if they encounter a clear and apparent need to hand out. Other items such as car seats, formula, diapers etc. will be readily available. 4. Shop With A Hero – Huge Success again this year! 15 kids came, and we had (4) Heros returned this year. 5. Title 4 E Review process beginning. In total 80 cases from Foster Care get pulled in the State. 6. Assistance Payments – continue to adjust to make it easier for clients to apply and receive services. We can verify their identity over the phone and can sign on their behalf. No longer have to read the Rights and Responsibilities. 7. Adult Services - Left over ARPA monies that will be used for marketing and PSA etc. 8. Building Update – HVAC is not working and some other details. Hoping for January.

Motion to approve MDHHS Financial report as presented made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to decline payment of membership and dues in the amount of \$1,880.00 to MCSSA in made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve expenditure request for Emergency Services Visa and / or Meijer Gift Cards in increments of \$25.00 for a total of \$1,000.00 made by Fred Harris seconded by Melissa Zelenak, all yeas, motion carried.

Anne Walsh, Meadow Brook Director of Food Services, joined the meeting to present JOLT Monitoring Software. Digital Food Safety Compliance with automated temperature monitoring, food, and date labeling, protect inventory, automate checklists etc.

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Thanks to Antrim County – we had to re-enroll with PECOS system for billing and payment and we needed a letter from the County, and they helped us very quickly.
2. Contacted by Janet Koch, Deputy County Administrator announced that there is a new Commission on Aging Director – Paula Chermisde. Marna Robertson will reach out after the first of the year and do a meet and greet.
3. TAA Building is needing to add on to the building. In 2002, when the Ambulance building was first built there is documentation in the original By-Laws that if there were any additions to the building TAA needed to get Meadow Brook's permission.
4. Work Comp Good News! Our Experience Mod last year was .73. We have reduced our experience mod .59, which reduces our premium by about \$22,000.00.
5. We have the State's First Certified Medication Aide! Jeremy Feenan.
6. Adopt-A-Resident and Adopt-A-Family successful again this year!

Cheryl Patton, Meadow Brook Director of Nursing, the Nursing Department report on:

1. Currently have COVID positives on Jordan House.
2. Working through our Plan of Correction, Quality Assurance studies are in process to be submitted to portal in compliance by January 6, 2025.
3. Staffing:
 - Put in a request for additional Agency Staff.

Alan Shumaker, Meadow Brook Director of Maintenance reported to the Board with updates on the following:

1. Physical Plant / Environmental:
 - 3 Story Air Handler Project – Finally received assistance from Air Tech with the Daikin issues. Compressor's came in and shorted out the computer board.
 - Breakroom renovations are progressing 95% complete.
 - The Respite Room (Small Breakroom) is complete.
 - Life Safety Inspection Update - expecting Fire Marshall any time for revisit:
 - o K-222 Egress Doors Delayed Egress Locking Arrangements
 - o K-343 Fire Alarm System Notification
 - o K-761 Maintenance Inspection & Testing Doors
2. Water Management:
 - EGLE Site Visit – Received Water Works Testing Violation and we appealed it. We were notified that the Violation has been overturned and removed from our records.
3. Department Update / Staffing needs:
 - 1 staff member has Medical Leave pending from an injury at home and remains on leave at this time.

Paige Windish, Meadow Brook Finance Director reviewed with the Board the October 2024 Financial Reports:

1. Census: October 97.4% vs. September 97.7%, YTD 2024 96.8% and Budgeted at 92%.

2. Net Loss/Gain: October Net Gain \$105,566.00 vs. September Net Gain \$13,384.00 YTD 2024 \$2,451,052.00.
3. Cost Per Patient Day for October \$605.31 vs. September \$575.77 YTD 2024: \$559.17.
4. Accounts Receivables Balance: October \$1,575,632.00 vs. September \$1,273,673.00 (34 days).
5. Private Pay Past Due Accounts: October \$16,327.73 vs. September \$16,376.01.
6. Restricted Funds Balances: October \$764,957.57 vs. September \$764,954.26.
7. Depreciation Fund Balances: October \$302,715.99 vs. September \$302,082.28.
8. Meadow Brook Debt Retirement Balance: October \$10,886.29 vs. September \$124,676.15.
9. General Cash Balance: October \$14,793,293.66 vs. September \$15,425,827.98.
10. Contingency Fund Balance: October \$1,019,662.13 vs. September \$847,487.10.
11. Bond Debt Retirement Fund Balance: October \$651,947.50 vs. September \$818,522.50.
12. Meadow View Apartments Report: October Net Gain \$1,072.48 vs. September Net Gain \$3,088.20 Occupancy at 100% YTD Net Gain \$13,277.28.
13. Jill McKay is through rebilling, and we are just now waiting for all the remits to come through before we notify the State.
14. Food Service Equipment is here, and all set up in the Employee Breakroom. Respite Room is finished. Unfortunately, we had a casualty with a recliner already. Looking into warranty for replacement.
15. Submitted the letter for opening of 13 beds on our NABP to the State of Michigan. Still have not received word back.
16. Procurement Partners – we are looking at a Go Live date in the second week of January. This is our ordering / invoice tracking software.
17. Adopt-A-Resident has been amazing. We are getting plenty of gifts back in time for Christmas.

Motion to approve the October 2024 Financial report presented made by made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the November Invoices and Check Register for the total amount paid of \$758,531.82 made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the increase of CAR #11 of 2024 to \$275,000.00 to cover all the costs relating to the AHU replacement. Unforeseen costs due to Daiken unit issues, made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve CAR #11 for 2025 in the amount of \$8,033.72 JOLT system that will be used for monitoring temperature sensors for all fridge / freezers for Dietary and Medication Fridges for Nursing made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve CAR #12 for 2025 in the amount of \$15,000.00 for the purchase of (1) one more set of lifts to go to Lakeshore Cottage when we open that floor made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the Meadow View Apartment October 2024 Financials made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to adjourn at 12:00 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator wanted to give a shout out to our Admissions Team, Kelly Bailey, Jill McKay, Alysa Ohneck, and Paige Windish for an outstanding job of keeping our beds full.

Fred Harris, Chair

Maureen Clore, Secretary to the Board