

The January 2025 Special meeting of the Meadow Brook Antrim County Human Services Board was held on Wednesday, January 22, 2025, at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 9:04 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice Chairman; Marna Robertson, Meadow Brook Administrator; Paige Windish, Meadow Brook Finance Director and Rhonda Tomczak, Acting Secretary for the Antrim County Human Services Board.

Fred Harris, Chairman called the meeting to order at 9:04 a.m.

No public comment.

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

1. Census: November 95.8% vs. October 97.4% YTD 2024 96.7% and budgeted at 92%.
2. Net Loss/Gain: November \$71,521.00 vs. October Net Gain \$105,566.00 YTD 2024 \$2,522,573.00.
3. Cost Per Patient Day for November \$592.17 vs. October \$605.31 YTD 2024: \$562.10.
4. Accounts Receivables Balance: November \$1,549,604.00 vs. October \$1,575,632.00 (35 days).
5. Private Pay Past Due Accounts: November \$22,081.43 vs. October \$16,327.73.
6. Restricted Funds Balances: November \$784,686.43 vs. October \$764,957.57.
7. Depreciation Fund Balances: November \$303,351.03 vs. October \$302,715.99.
8. Meadow Brook Debt Retirement Balance: November \$10,895.42 vs. October \$10,886.29.
9. General Cash Balance: November \$14,941,512.27 vs. October \$14,793,293.66.
10. Contingency Fund Balance: November \$1,025,117.60 vs. October \$1,019,662.13.
11. Bond Debt Retirement Fund Balance: November \$651,947.50 vs. October \$651,947.50.
12. Meadow View Apartments Report: November Net Gain \$2,763.58 vs. October Net Gain \$1,072.48 Occupancy at 95% YTD Net Gain \$18,729.06.
13. Non-available bed plan has been approved for the remainder of beds on Jordan House to open and 10 beds on Lakeshore. Max census of 102.
14. End of year processes are taking place. Wrapping up 2024.
15. Dealing with ESTA and what it means for us going forward. Earned Sick Time Act.
16. Procurement Partners – we are working on getting this implemented for all departments for ordering and invoicing.
17. Approved Plante Moran, LLC cost reporting agreement.

Motion to approve the November 2024 Financial report presented made by made by Melissa Zelenak, seconded by Fred Harris all yeas, motion carried.

Motion to approve the December Invoices and Check Register for the total amount paid of \$1,131,781.70 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Resolution #1 of 2025 to adjust Accounts Receivable for contractual adjustments and write offs for Quarter 4 of 2024 in the amount of \$99,631.29 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution #2 of 2025 for the transfer of \$475,000.00 to the funded depreciation account for Capital Appropriation Projects for the year 2025 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the Meadow View Apartment November 2024 Financials made by Melissa Zelenak, Fred Harris, all yeas, motion carried.

Motion to adjourn at 9:40 a.m. made by Fred Harris, seconded by Melissa Zelanek. All yeas, motion carried.

Fred Harris, Chair

Rhonda Tomczak, Acting Secretary to the Board