

The January 2025 Regular meeting of the Meadow Brook Antrim County Human Services Board was held on Thursday, January 23, 2025, at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 10:05 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice Chairman; Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; 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.

Fred Harris, Chairman called the meeting to order at 10:05 a.m.

No public comment.

Meeting minutes of the Regular Board Meeting 12/19/2024, motion to approve as presented by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported with updates on: 1. Financials – Expenditures for December \$1,314.47 for Foster Youth Stroller, Foster Youth holiday gifts and Gift Cards for Foster Parents / Youth. Balance of \$1,433.73 for the year. Maureen was unable to purchase the extra emergency gift cards. 2. Child Welfare Stats – 25-30%, 10 kids in care. MISEP Federal Monitoring continues. 3. Staffing – Gifted a new Assistance Payment Worker. 4. Assistance Payment Stats – Backlog on overdue in Food Assistance. None of which are in our County. 5. Leadership is mandating a 6 day Leadership Training at the Great Wolf Lodge. 6. Department Staff have asked to come back to Meadow Brook and paint with our residents in the Fall. 7. New Foster Youth to Independence Voucher coming out. Antrim didn't make the cut, but Charlevoix did. 8. Building update – getting closer.

Marna Robertson, Administrator, expressed concerns regarding an APS case that has been reported on a MVA Tenant on multiple occasions that keeps getting declined.

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

Marna Robertson, Meadow Brook Administrator presented to the Board with updates on:

1. Lakeshore Cottage and Jordan House – We are preparing to receive resident's on 2/3/25. 10 open beds on LSC and 3 on Jordan. We are utilizing contract staff and continue to hire viable candidates in Nursing and Dietary.
2. Updating our Employee Handbook with the aid of legal counsel. Revisions will include new leave acts: Pregnancy Leave Act, Earned Sick Time Leave Act and various section updates.
3. HR and Payroll are preparing for the new Earned Sick Time Leave Act effective 2/22/25.
4. Updating the Facility Risk Assessment.
5. Making significant progress in moving all facility policies to Policy Stat. We are also moving all of our contracts and Business Associate Agreements into Contract Safe program.
6. Leadership training in the coming months:
  - a. Eden Certification - 4 staff will be attending the training.
  - b. LARA Webinar Series on Elder Justice Act and Person-Centered Care
7. Meadow View Apartments:
  - a. All apartments are rented.
  - b. Reported two tenants for APS Referral (1 was accepted, 1 was declined)

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on:

1. Respiratory Hygiene (COVID, Influenza, TB):  
COVID positive in January on Jordan House and Orchard Hill House  
Anticipate being out of COVID on Orchard Hill 1/20/25, Jordan is out
  - 2 Staff positive for COVID currently
  - 5 Resident
2. Staffing:
  - Utilization of travel C.N.A 's and travel Nurses currently **increased** due to house staffing and the needs for staff for the opening of Lakeshore Cottage
  - Continue to receive applications for Nurse Aide, Nurses apps (small #'s not keeping pace with need)
  - Medication Aide is being utilized and going well. Still working out the specifics of this new role.
3. Resident Census:
  - 89 max
  - 85 residents today
4. Facility Reported Incidents:
  - Reported 2, one a missing/stolen blanket, and one for a resident-to-resident incident.
  - Both have been cleared.
  - Excellent assistance from Antrim County Sheriff's Department in both incidents.
5. Opening of Lakeshore Cottage:
  - Clinical Care Coordinator will be Irene Paszkowski, RN
  - Working on staffing - it is challenging.
  - More changes coming for some pivotal roles. A posting is up now for another Clinical Care Coordinator (2 applicants)

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

1. Physical Plant / Environmental:
  - 3 Story Air Handler Project - Unit is running well, Passed mechanical inspections.
  - The State Boiler Inspector was in to inspect the snow melt boilers we installed in spring of 2024, both units passed.
  - Breakroom Renovations - Tying up a few loose ends prior to opening.
  - Life Safety Inspection - Work began during the week of 1/20 on the courtyard A/V notification devices.
  - Working with Compass Communications to plan the camera system upgrade.
  - Lakeshore Cottage preparation is under way.
2. Water Management:
  - All is well currently, awaiting 2025 monitoring schedule.
3. Department Update / Staffing needs:
  - Back to full staff, all are well.

Paige Windish, Meadow Brook Finance Director requested a motion to approve the corrected Resolution #1 of 2025 to adjust Accounts Receivable for contractual adjustments and write offs for Quarter 4 of 2024 in the amount of \$99,631.79 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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