

02/27/2025

The February 2025 Regular meeting of the Meadow Brook Antrim County Human Services Board was held on Thursday, February 27, 2025, at Meadow Brook Medical Care Facility. Fred Harris, Chairman called the meeting to order at 10:00 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice Chairman; 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.

Fred Harris, Chairman called the meeting to order at 10:00 a.m.

No public comment.

Meeting minutes of the Special Board Meeting 01/22/2025, motion to approve as presented by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Meeting minutes of the Regular Board Meeting 01/23/2025, 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. Budget: Balance of \$1,433.73 at the end of the year. Requested first appropriation of \$3,566.27 to meet the \$5,000.00. 2. Requests for Board Approval: A. (3) youth receiving MDHHS Services would like to sign up for Driver's Training, with the intent of gaining employment. The cost is \$485.00 each for a total of \$1,455.00. B. This year, Hayo-Went-Ha is giving us a 50% break on the cost of camperships, the same as last year. 1 week of Day Camp at Hayo-Went-Ha is going to cost \$132.50. The 2-week camp sessions will cost \$750.00. Board members agreed that the total cost would be paid with County funds. 3. Department Updates: A. MDHHS announces plan to close Shawano Detention Center and transfer to Macomb County as part of juvenile justice system improvements. B. Down to one licensing worker. Emmet County Prosecutor is no longer representing us. Looking to hire an Attorney to represent the Department in Emmet County. C. Assistance Payments was approved for overtime due to the backlog as a state has increased significantly. D. Press Release on SUD (Substance Use Disorder Treatment) embedded mapping tool added to MI Bridges site to help residents find treatment and recovery providers. E. Adult Protective Services – Adding Mason County to BSC1. APS Worker Louise Rohr is retiring as of Monday. Jackie Muzyl is leaving in August who is an Antrim County APS Worker. 4. ACE Handyman Services a company based out of Traverse City and has an office in Gaylord. The wife is an OT and will go into the home and do an assessment for repairs that may need to be made to keep people safe in their homes. Her husband, who is a Vet has a crew that will come in and do the minor repairs / fixes in the home.

Marna Robertson, Meadow Brook Administrator requested to speak to Maureen in a quieter moment regarding an Emergency Guardianship / APS with one of our residents.

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

Motion to approve (3) youth receiving MDHHS Services to take Session 1 Driver's Training with the intent of gaining employment for \$485.00 each. Totaling \$1,455.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve (2) youth attending the 2-week Camp Hayo-Went-Ha adventure camp and (1) youth attending day camp in the amount of \$132.50 for a total of \$1,632.50 made by Melissa Zelenak and seconded by Fred Harris.

Motion to enter into a closed session to discuss employment issues at 10:22 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

The Board moved to return to regular session at 10:31 a.m.

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

1. Census: December 96.7% vs. November 95.8% YTD 2024 96.7% and Budgeted 92%.
2. Net Loss/Gain: December \$3,482.00 vs. November \$71,521.00 YTD 2024 \$2,526,055.00.
3. Cost Per Patient Day for December \$594.36 vs. November \$592.17 YTD 2024: \$564.84.
4. Accounts Receivables Balance: December \$1,460,545.00 vs. November \$1,549,604.00 (32 days).
5. Private Pay Past Due Accounts: December \$15,613.46 vs. November \$22,081.43.
6. Restricted Funds Balances: December \$786,663.96 vs. November \$784,686.43.
7. Depreciation Fund Balances: December \$25,184.82 vs. November \$303,351.03.
8. Meadow Brook Debt Retirement Balance: December \$10,904.26 vs. November \$10,895.42.
9. General Cash Balance: December \$14,795,167.18 vs. November \$14,941,512.27.
10. Contingency Fund Balance: December \$1,030,829.72 vs. November \$1,025,117.60.
11. Bond Debt Retirement Fund Balance: December \$651,947.50 vs. November \$651,947.50.
12. Meadow View Apartments Report: December Net Gain \$4,566.77 vs. November Net Gain \$2,763.58
Occupancy at 95% YTD Net Gain \$20,532.25.

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

Motion to approve the January Invoices and Check Register for the total amount paid of \$767,439.85 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve 2025 CAR Project #13 for the Courtyard Fire Alarm Project in the amount of \$20,000.00 to be in compliance with Life Safety Code made by made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

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

1. Marna Robertson presented a final copy of the Facility Risk Assessment.
2. ESTA – Earned Sick Time Act. This is for Michigan only, not Federal. There is lots of behind-the-scenes work being done with Legal Counsel, Paige Windish, Allison Fales to come into compliance by 03/23/2025.
 - a. In conjunction with this we are also working with Legal Counsel on updating our Employee Handbook to reflect all these changes.
3. Hiring has been on the uptick for Nursing and Dietary staff. We currently have one Maintenance position opening.
4. Great News! Our CMS Star ratings improved to all 4 and 5 stars in Quality Measures, Staffing and Survey.
5. Brooke Bates, TR Director, had submitted some artwork from our residents and all of them were accepted for the Downtown Bellaire Banner Project!

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

1. Respiratory Hygiene (COVID, Influenza, TB):
 - 1 Staff positive for COVID currently
 - 0 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
 - Three new Certified Nurses Aides (already certified) hired, 2 for dayshift, 1 for midnights.
3. Resident Census:

- 102 max
 - 90 residents today
 - Re-Opened Lakeshore Cottage on 2/03/25 increasing overall census to 102
4. Lakeshore Cottage and other Changes:
 - Clinical Care Coordinator will be Irene Paszkowski, RN
 - Changes coming March 1, 2025 – Patty Wiltse, RN will be Clinical Care Coordinator for Cedar River Road. Dan Frye, RN will be transitioning to the MDS Coordinator.
 5. Significant changes to Regulations regarding Psychotropic Medications:
 - Nursing and Social Services working on changes to our process to be in compliance.
 6. Michigan State Police Investigator came in to give us an update on the incident that was reported by us regarding Nurse Aide theft.
 7. Meadow Brook was subpoenaed for employment records of a nurse that was employed prior to 2018.

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. However, we have figured out that the units do not like power fluctuations and have a lot of self-protection methods and programming built into its drive controllers. We worked with Temperature Control and ordered some uninterrupted power supplies so it can continue with smooth power through a generator transfer switch.
 - The State Boiler Inspector was in to inspect the snow melt boilers we installed in Spring 2024, both units passed.
 - Life Safety Inspection – Preemptive work completed. We are still in limbo with state plan review ahead of schedule per POC, CAR in progress.
 - Camera System Upgrade – Received deposit request invoice, looking at March / April for the project to begin.
 - Severe Weather / Windstorm Fallout from February 6th.
2. Water Management:
 - All is well currently, we will be reviewing operation and emergency policies with our Operator in Charge in the next month.
3. Department Update / Staffing needs:
 - Currently (1) open position, (6) applicants so far. Starting interviews the week of 2/17/25.

Motion to adjourn at 11:39 a.m. made by Fred Harris, seconded by Melissa Zelanek. All yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board