

03/27/2025

March 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, March 27, 2025, at Meadow Brook Meguzee Hall. Those present were 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.

The Governing Board meeting was called to order by Melissa Zelenak, Vice Chairman at 10:01 a.m., but the roll call revealed that a quorum was not present. Therefore, official business cannot proceed, but the meeting will continue with informal listening to reports and discussion of topics.

Public Comment: None.

Maureen Clore, MDHHS Director reported with updates on 1. Financials – Expenditures for January \$114.78 for Foster Youth holiday gifts. Balance of \$1,318.95 for the year. Reported last month requested \$3,566.27 balance to get to \$5,000.00 Mr. Rizzo mailed the request March 17th and still has not received it. This ultimately affects 3 kids getting registered for Drivers Education. 2. BSC1 is moving to a Team Decision Making Process (TDM) similar to Family Team Meetings every three months but more formal with a facilitator to improve outcomes for Michigan families. 3. Staffing – Heidi McNichol is moving to the U.P leaving a Coordinator position open. 4. Stats – encouraging everyone to write your legislatures to not cut Medicaid. In January 3,255 people helped with access to medical care and 903 families with food assistance. Adult Services – filling adult position in Charlevoix. Deep Dive into referral numbers – law enforcement came in with the lowest number across the state. 5. World Elder Abuse Day is coming up in June. Looking to do training with law enforcement partners across to get the referral numbers up. 6. Maureen will not be at the April meeting – Jenn Deutsch will be reporting in her place.

Marna Robertson, Meadow Brook Administrator reported with updates on:

1. Met with MMRA Legal Counsel Friday, March 21, 2025, to discuss lawsuit.
2. Preparing for ESTA Town Hall Meeting with non-union staff, 2nd week in April.
3. Kids Fish Day on deck for this year (Saturday, April 26th)
4. Employee Separation Agreement has been signed and returned to Legal Counsel.
5. Training Various Opportunities – MCMCFC Grants: Eden Training, Leadership, DON Bootcamp and State hosting 3-part webinar series – Resident Rights, Advance Directives, Honoring Choices.
6. Joint Provider Surveyor Training – sending 1-2 staff to this in April.
7. MMC pulled our power chart access. Waiting for Theoria to let us know when this has been corrected.
8. Family members are refuting 4 days in February patient pay amount.
9. Cost reporting and Medicaid Audit preparations underway.

10. Meadow View Tenant Meeting yesterday – will have the meeting minutes for the next board meeting.

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

1. Infection Control, Measles, Respiratory Hygiene: Measles case present in Michigan. Infection Preventionist has been in contact with the Local Health Department for direction. More to come – Measles is the most contagious infection for humans.
2. Staffing – Utilization of travel C.N.A.'s and travel Nurses currently **increased** due to house staffing and the needs for staff opening of Lakeshore Cottage.
3. Disappointment regarding recent agency staff, failure to complete assignment etc.
4. Continue to receive applications for nurse aides, nurse apps.
5. Job offered to new Unit Clerk; conditional job offer set for second week in April.
6. Interviewed 2 C.N.A. for midnights.
7. We have another C.N.A. signed up for the next Certified Medication Aide course in May.
8. Current resident census is 95
9. Significant changes to regulations regarding Psychotropic Medications and all Medications:
 - Nursing and Social Services working on changes to our process to be in compliance.
 - Initial Quality Assurance sweep completed; process change implemented for compliance.
 - Next step will be documentation and process change for all resident medications, documenting resident / responsible party notification of medication changes, implementations of new medications including indication for use, possible side effects, potential benefits and permission to administer before first dose given.

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 – still work in process.
 - The State Boiler Inspector and Snow Melt Boilers – Inspection paperwork sent, violation cleared after offsite review.
 - Life Safety Inspection – Inspectors due onsite for final inspection 3/24/25. We are complete, all Life Safety Citations are cleared!
 - Camera System Upgrade – Materials ordered and awaiting arrival. Scheduling installation soon.
 - February 6th windstorm fallout:
 - Multiple Daiken sensor failures and error codes
 - Daiken I-Touch Master Control Unit is still down. Establishing a plan with a new vendor.
 - 3 Story Hot Water Issues – Still on the hunt for the cold-water source.
2. Water Management:
 - Annual monitoring samples obtained 3/21/25.
 - We will be reviewing Operating and Emergency Policies in April.
3. Meadow View Apartments:
 - Ordered replacement dryer.

- The contractor is coming today to give a quote on replacing the sidewalk in the front. It is a safety issued at this point.
 - The contractor is set to come paint the building the first week in May.
1. Department Update / Staffing needs:
 - Welcome to Joe Neuman! Joe has completed his first 2 weeks of training and is doing great.

Paige Windish, Meadow Brook Finance Director, will report on January and February Financial Reports in April:

1. Working on removing Denise Wilks from the Visa Card.
2. Submitted Cost Report items to Plante Moran.
3. Started the Finance Audit.
4. Provided all materials requested for Workman's Comp Audit.
5. Working on making AP / GL more efficient and automated.
6. Update from John Lanacheck regarding Rebilling Claims – the claims were accidentally sent them to the wrong State email address. We are expecting a sizeable settlement.
7. Bond Payment was made for April 1st.

Meeting adjourned at 11:05 a.m.

Melissa Zelenak, Vice Chairman

Maureen Clore, Secretary to the Board