

6/26/2025

June 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, June 26, 2025, at Meadow Brook Meguzee Hall. Those present were Fred Harris, Chairman called the meeting to order at 10:01 a.m. Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Maureen Clore, MDHHS Director Program Director; Bill Hefferan, Antrim County Commissioner Liaison; Teressa Potter, Meadow Brook Corporate Compliance / Risk Management; 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: Gary Muller, Member, discussed concern from a large local public group concern over proposed cuts to Medicaid, Mental Health Services, Food Assistance SNAP Program and Healthy Michigan Plan. These services are critical to the community, with approximately 92% of the population and 85% of Meadowbrook patients relying on them.

Gary Muller emphasized that while the Board of County Commissioners typically refrains from taking positions on broad policy issues, the public was directed to Meadow Brook's Board for support. The Governing Board expressed strong opposition to the proposed cuts, citing the severe impact they would have on patients, local hospitals, and the county's budget.

Maureen Clore, Director of DHHS, noted that the proposed changes would shift a greater financial burden to the state and local governments, including a shift in SNAP funding from a 50/50 federal-state split to a 75/25 split. Additionally, the cuts could lead to the elimination of the Healthy Michigan Plan, which provides essential coverage for many residents.

The board discussed the importance of taking a formal stance and agreed that the issue directly affects the services they oversee.

The Meadow Brook Governing Board goes on record in vehement opposition to any proposed cuts to Medicaid, Mental Health Services, and Food Assistance (SNAP). The resolution also includes opposition to any changes that would negatively impact the Healthy Michigan Plan, which is vital to the health and well-being of the community, motion made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Meeting minutes of the Regular Board Meeting on 05/22/25, motion to approve as presented by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Maureen Clore, MDHHS Director, presented to the Board with updates on 1. Financials – \$1,384.78 in expenditures. Prior approved Camperships for \$3,825.00 are being processed for payment. Balance for May \$8,615.22. 2. Request for Appropriation for assistance on behalf of a senior client under Adult Protective Services (APS) whose electricity had been shut off due to an outstanding utility bill totaling \$1,100. In collaboration with the Commission on Aging (COA), which can contribute \$500, request that the Board approve an appropriation of \$633 to cover the remaining balance and restore the client's electricity. 3. Children Services Update: Staffing levels have been strong enough recently to allow the tri-county team to assist neighboring

counties facing severe staffing shortages, including Grand Traverse, Kalkaska, Leelanau, Delta, Dickinson, and Menominee. Child welfare staff also participated in local water safety events, and a new foster care worker, Angie Heron, has joined the team. 4. Continuation of Summer Food Assistance Program: Eligible children ages 6–18 on food assistance or Medicaid will receive \$40/month for June, July, and August—\$120 total per child. Families are encouraged to use the funds at local farmers markets, which are promoted through program materials. 5. Adult Services Update: Hosted a successful World Elder Abuse Awareness Day at Bay Bluffs MCF, featuring flowerpot painting and planting with seniors. Several counties also screened *Alive Inside*, a documentary on music therapy for dementia. Activities like step challenges and penny wars added fun and engagement for residents and staff alike. 6. APS Audit Update: The Adult Protective Services (APS) program was recently re-audited by feds. After previously receiving four substantial non-compliance findings, the program is now fully in compliance. Kudos to the adult services staff for their hard work and dedication! 7. Quarterly Program Participation Update (April 2024 – April 2025): A review of program participation across the tri-county area shows a decline in Health and Medicaid recipients, largely due to last year’s redetermination process. Some individuals may have transitioned to other coverage options like employer-sponsored insurance or the Health Insurance Marketplace. 8. Request for continued support for its statewide counseling contract MA 25-Various, which reimburse contracted therapists at \$81.50 per session, including group counseling and ancillary services like court appearances.

Motion to approve May Financials as presented made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve emergency appropriation to restore electricity for APS client in partnership with the COA for \$633.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve support of Statewide Counseling Contract MA-25 Various for \$81.50 per session, made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported with updates on:

Marna Robertson, Meadow Brook Administrator, introduced Teresa Potter to the board. Teresa has been with the organization for 19 years in various roles, including Registered Nurse and Clinical Care Coordinator. She is now serving as the Quality Assurance and Corporate Compliance Officer and holds a Nursing Home Administrator license. Teresa will begin providing reports to the board starting in the new year as part of ongoing succession planning.

1. Training & Conferences:

- Attended Spring Conference at Boyne Highlands June 9th-11th.
- Department Heads, Management and Business Office staff are participating in a 4-part leadership series titled “*Flourishing Humans Make Flourishing Homes.*”

2. Transportation Rates: Met with new ACT Director Christina and Al Meechum who is retiring this month. Great discussion and ACT are requesting a rate increase from \$30 to \$50/hour—the first increase in 10 years.

3. A misappropriation of funds was reported to the State of Michigan, APS referral and police report were made.
4. Attended Ambulance meeting on June 4th. Concerns were brought forward regarding the increase in ambulance calls that are perceived non-emergency issues. The DON and Marna have discussed and will investigate. The information will be used towards a quality assurance focus for nursing in the coming months
5. Budget Planning: Paige Windish, Finance Director, is doing an excellent job coordinating the budget process. She has reached out to department heads to gather input and will present the interim budget at next month's board meeting.
6. Recruitment & Retention: Team met on June 3rd and discussed launching Random Acts of Kindness, inspired by recent leadership seminars. Additional initiatives include sending handwritten postcards to local nurses and CNAs and placing newspaper ads to boost recruitment efforts.
7. Staffing Updates: Four CNAs completed June training; six are scheduled for July. Two CNAs hired for night shifts; four junior aides and two HHS staff added.
8. Facility Planning: Plans are in motion to open 10 beds in Lakeshore Cottage by September 30. Antrim Cottage will remain on hold.

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

1. Infection Control /Measles / Respiratory Hygiene (COVID, Influenza, TB) Infection Preventionist is working diligently to demonstrate compliance with Measles documentation requirements as outlined by the Michigan Department of Health and Human Services.
Covid Positive / Influenza
 - 0 Staff positive for Influenza / 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 and anticipated expansion of Lakeshore Census.
 - Due to the increase in applications for nurse aides, nurses we have begun to decline the renewal of travel staff. (Dayshift primarily).
3. Resident Census:
 - 102 max
 - 97 residents today
4. Teressa Potter has taken the lead in launching the DAISY Award Program at Meadow Brook. The DAISY Award is a globally recognized program that honors the extraordinary compassion and clinical skill of nurses. It is widely used in hospitals and healthcare settings to celebrate nurses who go above and beyond in patient care.

An informational kickoff meeting was held earlier this week, and there is interest in expanding the program regionally. Marna Robertson suggested exploring the possibility of implementing the DAISY Award across facilities within the Medical Care Facilities Council, recognizing the unique collaboration among counties in Northwest Michigan.

5. Attended the National Conference for National Association Directors of Nursing (NADONA) as the Michigan Chapter president.
 - Thank you to Meadow Brook for their continued support.
 - While there Cheryl completed the 2-day training for Staff Development, in July 2025 will take the examination to become Certified in Staff Development.

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

1. Physical Plant / Environmental:
 - Camera System Upgrade - Phase 4 of 4 is in progress. Working on scheduling for user training.
 - Glacier Hill Sewer Main – Materials are on order and coordinating with contractors.
 - Window Security Film Project – Scheduled to begin June 23rd on site for 6-10 days for installation.
 - Krown Rustproofing will be onsite on June 23rd and open to staff to have their vehicles done.
 - MVA Paint Project – complete and invoiced. Looks great!
 - Parking Lot Sealcoating – June 29th
 - Working on scheduling with vendors to have a total building wash.
 - Hot Water System Issue – Three-Story The facility continues to experience hot water inconsistencies in the three-story section, believed to be caused by a phenomenon known as cold stacking. Despite extensive troubleshooting — including staff tracking, temperature checks, and equipment inspections — no single point of failure has been identified. The proposed solution involves installing a recirculating system at the far end of the water main to eliminate cold water slugs and ensure consistent hot water delivery. This upgrade would improve resident comfort, particularly during peak care times, and align the system with standard commercial water heating practices.
2. Water Management:
 - 2024 Consumer Confidence Report coming soon.
3. Department Update / Staffing Needs: Full staff, all are well. Alan Shumaker attended the Maintenance Director Symposium in Lansing on June 17th. Lots of good information from the Life Safety Inspectors.

Paige Windish, Meadow Brook Finance Director reviewed with the Board the April 2025 Financial Reports:

1. Census: April 92.7% vs. March 91.8% YTD 2025 91.7% and Budgeted 90%.
2. Net Loss/Gain: April (\$755,996.00) vs. March (\$730,378.00) YTD 2025 (\$978,754.00).
3. Cost Per Patient Day for April \$600.40 vs. March \$578.57 YTD 2025: \$610.02.
4. Accounts Receivables Balance: April \$1,689,511.00 vs. March \$1,489,648.00 (35 days).
5. Private Pay Past Due Accounts: April \$9,838.70 vs. March \$7,588.70.
6. Restricted Funds Balances: April \$783,676.80 vs. March \$783,663.35.
7. Depreciation Fund Balances: April \$501,878.45 vs. March \$500,917.10.
8. Meadow Brook Debt Retirement Balance: April \$11,242.38 vs. March \$740,034.07.
9. General Cash Balance: April \$17,647,099.95 vs. March \$16,312,612.51

10. Contingency Fund Balance: April \$1,051,497.22 vs. March \$1,045,893.59.
11. Bond Debt Retirement Fund Balance: April \$651,947.50 vs. March \$651,947.50.
12. Meadow View Apartments Report: April (\$40,899.37) vs. March \$5,195.12 Occupancy at 100% YTD Net Loss (\$26,136.46).
13. Plante Moran Finance Audit is complete and was submitted to the County as of last week. The presentation details are still unknown.
14. Beginning stage of 2026 Budget. Plan to have the Interim Budget to be presented at the July meeting.
15. Posted Accounts Payable position last week. Currently we have received 15 applications.
16. Asking for the last 6-month extension for our NABP for Lakeshore Cottage. On October 1st we will be opening the remaining beds on Lakeshore Cottage for a full census of 113 beds. We will have Antrim remain offline for a year under the new NABP through the state, they will have to be offline for a year.
17. MCMCFC Wage Survey will be submitted by June 30th.

Motion to approve the April 2025 Financial report as presented made by made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the May Invoices and Check Register for the total amount paid \$1,057,238.58 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Emergency CAR #16 for 2025 to add a hot water recirculation system for the 3-story building to help improve the flow of hot water in resident care areas, not to exceed \$20,000.00 made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the Meadow View Apartment April 2025 Financials as presented made by Gary Muller, seconded by Melissa Zelenak. All yeas, motion carried.

Meeting adjourned at 11:36 a.m. made by Fred Harris seconded Gary Muller.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board