

07/24/2025

July 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, July 24, 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; 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; Paige Windish, Meadow Brook Finance Director; and Marna Robertson, Meadow Brook Administrator.

Public Comment: None.

Meeting minutes of the Regular Board Meeting on 06/26/25, motion to approve as presented by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Maureen Clore, MDHHS Director, presented to the Board with updates on 1. Financials – \$3,425.00 in expenditures. No requests for expenditures. Balance for May \$5,190.22. 2. Requested appropriation for Fiscal Year 2026. 3. Department Updates: Significant progress has been made toward resolution of the long-standing lawsuit initiated in 2008. The remaining issues are limited to a few items related to human care. With continued progress, the department anticipates the lawsuit could be resolved by spring 2026. While there have been both advances and setbacks over the years, Maureen emphasized that the department is now in a much stronger position than in previous years. 4. Child Welfare and Adult Services: Caseloads remain high and staffing levels have decreased, creating additional challenges. Currently, there are 11 children in care, including two voluntary foster placements, with staff providing school and work support. 5. The department remains focused on improving permanency rates. We are actively working with local judges—particularly in the Charlevoix / Emmet area—to address challenges in securing unsupervised parenting time, which is essential to meeting the state’s 12-month permanency target. 6. In the tri-county area, maltreatment-in-care rates remain strong, but recurrence rates are higher than desired. These figures are currently skewed due to the department’s prior assistance to other counties—particularly Wayne County—where recurrence cases are counted against local statistics despite originating elsewhere. The matter is being addressed with state analysts. 7. Upcoming changes in assistance payment processes. While the initial UCL rollout allowed flexibility in developing local procedures, the state is now moving toward standardization. This shift has created some dissatisfaction among staff, and discussions are ongoing to address concerns. 8. In adult services, staffing shortages are a concern. Additionally, a recent hire in Charlevoix County has resigned, adding to the workload for the remaining team. Maureen is seeking ways to provide relief for staff during this transition.

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

Marna Robertson, Meadow Brook Administrator, reported with updates on: 1. Interviews for the Accounts Payable position completed, offering the position to Katie Kent, a current dispatcher with the Antrim County Sheriff’s Department, who will begin August 7th. This will ease workload pressures as Paige has been managing multiple responsibilities since Denise’s departure. 2. Common Angle, Cybersecurity Firm conducted a compliance audit, with a

summary report pending. 3. Union negotiations are scheduled for October 7th. 4. 9 & 10 News was here to do a Good News segment on our resident fishing. Plans are set for them to return for our Annual Car Show on September 8th. 5. Medicaid Legal Inquiry: Marna reported concerns from attorney Courtney Marshall regarding the department's Medicaid support role. The department clarified it provides general eligibility info, not legal advice. Due to past communication issues, Ms. Marshall is not on the preferred attorney list. Staff are instructed to refer families to vetted legal counsel. 6. Marna provided updates on Legal matters include ongoing preparations for a lawsuit involving the Hebden family, with depositions scheduled for late August. 7. Discussed results of the annual Resident Satisfaction Survey, noting a slight increase in dissatisfaction to 3%. While some dissatisfaction is expected given the nature of care facilities, recruitment and retention efforts are ongoing to address staffing concerns raised by residents. Marna reassured the Board that staffing levels are adequate to meet residents' needs, acknowledging that perceptions can vary on any given day. She confirmed ongoing efforts to identify and address any outlier concerns raised in the resident satisfaction survey. The Recruitment / Retention Team recently completed employee service surveys, with management reviewing the data and planning next steps to improve recruitment and retention. Innovative engagement strategies are being explored, including a recognition app called Nectar, which allows staff to offer immediate peer acknowledgments to foster a positive work environment. 8. Meadow View Apartments: Presented quarterly Tenant Meeting Minutes from June 25, 2025, with no issues or concerns. We are planning another 5% rent increase for January 1, 2026. 9. Staffing: Ongoing staffing challenges within the Household Assistants, in Dietary Department where employee turnover remains high. The department is exploring alternative options, including potential contracting, to address these shortages. 10. Brooke Ruble, Marketing & Operations and Derek Coppess of Artemis Development has requested to be on the Agenda for the September meeting to present updates on the Bellaire Lofts.

Marna Robertson reported on behalf of Alan Shumaker, Meadow Brook Director of Maintenance, with updates on the following:

Physical Plant / Environmental:

1. The camera system upgrade is still in progress; Compass is working on integrating the two video units and configuring the interface. Staff training is pending.
2. Glacier Hill sewer main materials have arrived; project scheduling is underway, coordinating plumbers, concrete crew, and floor installers to minimize workflow gaps.
3. Exploring alternative toilet paper options to reduce pipe clogging, including bamboo and enzyme-treated papers; cost-effectiveness is a priority.
4. Window security film project completed; parking lot seal coating done despite weather delays.
5. Working with Advanced Satellite Communications on potential TV service replacement and building access control systems; negotiations are ongoing to exit the existing Spectrum contract.
6. Installation of the three-story hot water recirculation system is near completion, ahead of schedule.

7. Fire sprinkler system passed annual inspection; some repairs are needed, with quotes pending for replacing parts including an air pressure switch and outdated sprinkler heads. A major valve replacement for 2026 is planned due to obsolete parts.
8. Concrete replacement in the MVA entryway was completed.
9. Tree stump grinding performed to improve grounds appearance, with some areas still pending.
10. Kubota tractor received full maintenance including filters, tires, and alignment in preparation for winter.
11. Ongoing heating system issues at Orchard Hill are being addressed with part replacement and technician support.

Water Management:

1. Consumer Confidence Report on water quality completed and posted; chlorine supply issues persist due to vendor delays. Due to poor communication with the usual chlorine supplier, Alan has reached out to the water management firm Gourdie Frazier & Associates, who can supply needed chlorine in small volumes. Another potential supplier, Brent Tag from Great Lakes (chemical supplier to Gordy Frazier), can provide larger quantities.
2. A plan is being developed to coordinate orders through Brent Tag and Gordy Frazier's deliveries to Traverse City to avoid small delivery fees and excess chemical storage, preventing degradation of chemicals over time.
3. Chlorine is critical for water supply treatment and regulatory compliance.

Department Update:

1. Alan reports his department is fully staffed with no current issues.

Paige Windish, Meadow Brook Finance Director, tabled the May Financials until the August Meeting.

Paige provided an overview of the Draft Budget for 2026, highlighting key financial projections and operational updates:

- **Revenue Growth:** Patient care revenue is projected to increase significantly due to the full opening of all Lakeshore beds (11 additional beds). Total income is estimated at \$24.3 million, a \$2.2 million increase.
- **Expenses:** Administrative costs will rise due to a planned 3% wage increase and pay step restructuring. IT expenses are expected to grow with cybersecurity upgrades and equipment replacements. Fringe benefits may increase by 20%, pending final rates.
- **Medicaid & Private Pay Rates:** Medicaid rates are projected to rise to approximately \$469–\$470/day, with private pay proposed to increase from \$510 to \$520/day to maintain a margin above Medicaid.

- Bond & Tax Updates: Mileage tax will slightly increase, with \$1 million allocated for bond payments.
- Capital Asset Requests (CARs): Includes a \$400,000 placeholder for door access keypad replacements, along with plans to replace aging equipment and furnishings.
- Quality Assurance & Emergency Transfers: A study is underway to reduce non-emergency hospital transfers, supported by telemedicine services and enhanced nurse training.
- Net Gain: Estimated at \$1.4 million, pending final state updates.
- Next Steps: Final Medicaid rates expected in October; budget and private pay rates will be finalized thereafter.

Paige presented the Meadow View DRAFT 2026 Budget which includes a 5% rent increase across apartment types. Rent adjustments are as follows:

- Small Apartments from \$567 to \$595,
- Large Apartments from \$664 to \$697, and
- Special Rate Unit from \$453 to \$476.
- Minor changes were made to interest income and miscellaneous income. Increases were applied to insurance and bonds, management services (due to wage increases), and utilities. A \$1,300 increase was added for elevator maintenance in anticipation of upcoming upgrades. The projected net gain for the next fiscal year is \$7,900.

Paige also reported on the following department updates:

1. Plante Moran presentation (remotely) is planned for the next Board meeting in August.
2. We have been approved for our 2-month extension of NABP for Lakeshore and Antrim.
3. Met with Plante Moran- outlook is good on Medicaid rates and QAS rates for next year. We are looking at another increase to both. We will not know for sure until September / October.
4. We are expecting about 1.2 million in CPE settlement soon.

Motion to approve the Interim Budget and Interim CAR Requests for 2026 (these will not be final until October) made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the June Invoices and Check Register for the total amount paid \$892,595.95 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution #4 to adjust accounts receivable for contractual adjustments for Quarter 2 of 2025 in the amount of \$28,696.06, with the clarification that none of these are actual write-offs, made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the Meadow View Apartment 2026 Budget as presented made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Meeting adjourned at 11:26 a.m. made by Fred Harris seconded Melissa Zelenak.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board