

08/28/2025

August 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, August 28, 2025, at Meadow Brook Meguzee Hall. Those present were Fred Harris, Chairman called the meeting to order at 10:02 a.m. Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Teresa Potter, Meadow Brook Corporate Compliance / Risk Management; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook Finance Director; Cheryl Patton, Meadow Brook Director of Nursing; Alan Shumaker, Meadow Brook Director of Maintenance and Marna Robertson, Meadow Brook Administrator.

Guest Present via Teams Meeting: Nick Maeder, Accounting Consultant, Plante Moran, LLC.

Public Comment: None.

Meeting minutes of the Regular Board Meeting on 07/24/25, motion to approve as presented by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Fred Harris, Chairman, presented to the Board a letter from Luther Lovell, BSC1 Director, regarding the performance review of Maureen Clore, MDHHS Director. Following this, the Board conducted a formal performance review of Maureen in her role as Director and Secretary to the Board.

The Board expressed strong satisfaction with Maureen's performance, noting that she consistently exceeds expectations across all areas of her role. Highlights of the review included her exceptional communication in keeping the Board well-informed, her keen awareness of community needs and challenges, and her proactive involvement in activities that enhance departmental options and responsiveness. The Board commended Maureen for her dedication, leadership, and continued contributions to the success of the department.

Maureen Clore, MDHHS Director, presented to the Board with updates on 1. Financials – \$1,033.00 in expenditures that had previously been approved by the Board. No requests for expenditures. Balance for July \$4,157.22. Maureen reported that there is \$4,000 left in our budget. Our Community Resource Coordinator is connecting with staff and schools to identify family needs. We aim to use the remaining funds before year-end, especially to support students and families facing challenges. 2. The 2024 MDHHS Annual Report was presented last month to the Board of Commissioners. It summarized key updates shared with board members throughout the year. There were no questions from the Commissioners, which was appreciated. 3. A memo was shared regarding the potential impact of Medicaid cuts and the need for improved food assistance accuracy. Michigan could face a \$420 million federal fine in FY 2027–2028 if error rates aren't reduced. The current payment error rate is 9.53%, with a federal target of under 6%. Efforts are underway to meet compliance standards. 4. Staffing Updates - Both Adult Services positions in Antrim and Charlevoix Counties have been filled, which created a gap in the CPS team in Antrim. Staffing was adjusted, including a team member returning to Antrim from Charlevoix. Due to case saturation rates, the Charlevoix CPS position will not be backfilled at this time. Teams are currently stretched but continuing to support Grand Traverse County, which is operating at approximately 50% staffing, including their supervisory

team. 5. Return-to-Office Update - Child Welfare staff will be required to return to the office three days per week starting October 5, 2025. There is concern about a potential full return, as current office space only accommodates 75% of capacity following recent remodels. 6. ARPA flex dollars provided to Adult Services during COVID have been a vital resource, similar to the ongoing flex funds available in Child Welfare. Unfortunately, this funding will end on September 30. The state is exploring options to supplement or extend the program, as it has been especially helpful in meeting needs that fall outside standard funding limits. 7. The Tri-County licensing audit was completed, with the exit interview held yesterday. Only one citation was issued, related to a missing signature on a parent agency treatment plan. A Corrective Action Plan (CAP) will be submitted to address this. There were no safety concerns, policy violations, or other licensing issues, which is a strong outcome. 8. Contract Review - Two RDSS contracts were reviewed. Contract Number: MA250000001202 is valued at \$75,000 over three years for Tether Installation and Maintenance and Contract Number: 250000001161 is valued at \$54,000 over three years for holdover, transportation, home detention etc.

Motion to approve July Financials as presented made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Contract Number: MA250000001202 valued at \$75,000 over three years for Tether Installation and Maintenance made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the Contract Number: 250000001161 is valued at \$54,000 over three years for holdover, transportation, home detention etc. made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Nick Maeder, Accounting Consultant from Plante Moran LLC, presented the results of the 2024 audit. The audit was conducted in accordance with generally accepted auditing standards and resulted in an unmodified (clean) opinion, the highest level of assurance. Nick commended the Meadow Brook finance team—especially Paige and Marna—for their responsiveness and dedication, particularly while managing challenges such as COVID-related financial complexities and an ice storm during fieldwork. Nick emphasized the team's strong performance and preparedness, noting improvements over prior years.

Motion to accept the 2024 Plante Moran Audit as presented made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator, reported with updates on: 1. Action Pact Engagement – Meadow Brook previously partnered with Action Pact during the initial implementation of person-centered care. Given recent staffing changes and the onboarding of new team members, leadership feels it is important to revisit foundational principles and re-engage with Action Pact to reinforce the core values of the Household Model and person-centered practices. This renewed collaboration will help ensure consistency in care and culture across the facility. 2. Meadow Brook Foundation Mum Sale – We kicked off our first Annual Mum sale for the Meadow Brook Foundation – Blooming Futures with Meadow Brook. 3. Meadow Brook was contacted by a researcher from the American Research Institute that is

conducting a national study on nursing homes with strong COVID-19 outcomes. Meadow Brook was identified as being in the top 10% nationally. 4. Meadow Brook is participating in a National Dementia Workforce Study – Surveys were distributed to random picked staff and of those who complete the study will get \$100.00 incentive. This supports broader research into workforce development and care quality in dementia services. 5. Television Service Transition – due to persistent issues with Spectrum Meadow Brook is moving to a new provider. This will begin on September 13th. Staff have documented all outages and communication attempts. The transition is expected to improve reliability and reduce costs. 6. Leadership Training – Leadership staff recently completed Part 3 of Series Flourishing Humans Build Flourishing Facilities Training. These sessions focus on communication, conflict resolution and team development and are part of an ongoing initiative to strengthen leadership and improve workplace culture. 7. Legal Matters – Legal Counsel was here last week to complete depositions relating to an ongoing lawsuit. 8. Employee Relations – An employee has threatened to file a complaint with the EEOC. Leadership and HR are actively managing the situation, ensuring all documentation and protocols are in place. Legal Counsel will be coming in to conduct interviews with the staff. 9. State of MI FRI Survey – Meadow Brook was cleared of facility reported incident. However, while reviewing camera footage Meadow Brook reported another situation that involved two staff members on Midnights who were immediately put on Administrative Leave pending the investigation.

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

Physical Plant / Environmental:

1. The camera system upgrade is still in progress. Project had a change in leadership, user training scheduled, progress is back on track for the moment.
2. Glacier Hill Sewer Main: A section of flooring was removed near the Cedar River nursing unit to address plumbing issues. The project ran past its timeline, but led to the discovery of a major cause of backups in Glacier Hill. Repairs included reconfiguring the line connection and installing a new access point for easier maintenance. This was not part of the original plan but will help prevent future issues.
3. Total building soft wash completed and invoiced.
4. Advance Satellite Communications – Initial onsite meeting for access controls went well, budget specs in progress.
5. Three-Story Hot Water Recirculation System – work has been completed, good feedback from floor staff.
6. Fire Sprinkler System Annual – 2 repairs authorized for this year, 2026 CAR repair in progress.
7. MVA Main Entry Door Replacement – New door and frame installed. Contractor returning to install the sidelight when it arrives.
8. Daiken issues again – The saga continues with several shortened control boards and several bad compressors.
9. New service vendors coming onboard.

Water Management:

1. Running into chlorine supply issues with our normal vendor, issues are resolved for now.
2. Developing a new testing procedure for Legionella, no concerns currently, just peace of mind confirmation, more to come.

Department Update:

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

Paige Windish, Meadow Brook Finance Director reviewed with the Board the May 2025

Financial Reports:

1. Census: May 94.2% vs. April 92.7% YTD 2025 92.2% and Budgeted 90%.
2. Net Loss/Gain: May (\$89,556.00) vs. April (\$755,996.00) YTD 2025 (\$1,074,900.00).
3. Cost Per Patient Day for May \$610.94 vs. April \$600.40 YTD 2025: \$610.69.
4. Accounts Receivables Balance: May \$1,690,671.00 vs. April \$1,689,511.00 (35 days).
5. Private Pay Past Due Accounts: May \$20,390.00 vs. April \$9,838.70.
6. Restricted Funds Balances: May \$783,685.07 vs. April \$783,676.80.
7. Depreciation Fund Balances: May \$502,899.26 vs. April \$501,878.45.
8. Meadow Brook Debt Retirement Balance: May \$11,250.97 vs. April \$11,242.38.
9. General Cash Balance: May \$17,420,700.27 vs. April \$17,647,099.95
10. Contingency Fund Balance: May \$1,056,418.86 vs. April \$1,051,497.22.
11. Bond Debt Retirement Fund Balance: May \$651,947.50 vs. April \$651,947.50.
12. Meadow View Apartments Report: May (\$1,818.57) vs. April (\$40,899.37) Occupancy at 98% YTD Net Loss (\$27,955.03).

Paige Windish, Meadow Brook Finance Director reviewed with the Board the June 2025

Financial Reports:

1. Census: June 94.5% vs. May 94.2% YTD 2025 92.6% and Budgeted 90%.
2. Net Loss/Gain: June \$117,205.00 vs. May (\$89,556.00) YTD 2025 (\$957,692.00).
3. Cost Per Patient Day for June \$593.01 vs. May \$610.94 YTD 2025: \$607.64.
4. Accounts Receivables Balance: June \$1,624,854.00 vs. May \$1,690,671.00 (32 days).
5. Private Pay Past Due Accounts: June \$38,062.50 vs. May \$20,390.00.
6. Restricted Funds Balances: June \$783,691.75 vs. May \$783,685.07.
7. Depreciation Fund Balances: June \$503,826.25 vs. May \$502,899.26.
8. Meadow Brook Debt Retirement Balance: June \$11,259.30 vs. May \$11,250.97.
9. General Cash Balance: June \$17,560,157.85 vs. May \$17,420,700.27
10. Contingency Fund Balance: June \$1,061,444.14 vs. May \$1,056,418.86.
11. Bond Debt Retirement Fund Balance: June \$651,947.50 vs. May \$651,947.50.
12. Meadow View Apartments Report: May (\$1,818.57) vs. April (\$40,899.37) Occupancy at 98% YTD Net Loss (\$27,955.03).
13. Meadow View Apartments Report: June (\$14,112.32) vs. May (\$1,818.57) Occupancy at 98% YTD Net Loss (\$42,067.35).
14. The remainder of the beds on Lakeshore Cottage will be opened October 1, 2025.
15. We will have to apply for a new non-available bed plan for the 20 beds on Antrim Lodge.
16. We just received our Health Insurance rates back and came in lower than anticipated at 11.14%. We will be meeting our Account Manager at the beginning of September to talk about the final rates for Health, Vision and Dental policies.

17. We received roughly 1.2 million in CPE money earlier this month.
18. New Accounts Payable Clerk Kate Kent is working out well and catching on quickly.

Motion to approve the May 2025 Financial Report made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the June 2025 Financial Report made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the July Invoices and Check Register for the total amount paid \$1,022,090.13 made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the increase of CAR #12 for 2025 for the ARJO Lift Set in the amount of \$196.64, the cost ran a little higher than anticipated made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the May 2025 Meadow View Apartment Financial Report made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the June 2025 Meadow View Apartment Financial Report made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Meeting adjourned at 12:07 p.m. made by Melissa Zelenak seconded Gary Muller.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board