

09/25/2025

September 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, September 25, 2025, at Meadow Brook Meguzee Hall. Those present were Fred Harris, Chairman called the meeting to order at 10:03 a.m. Melissa Zelenak, Vice-Chairman; Gary Muller, Member; Maureen Clore, MDHHS 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; Alan Shumaker, Meadow Brook Director of Maintenance; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: Robin Roger from Compass Communications acknowledged a recent service issue and apologized. He introduced a new AI-powered security suite that enhances camera systems with natural language search, facial and license plate recognition, and real-time alerts to improve campus safety. Compass will cover subscription costs and upgrade equipment at no additional charge.

Meeting minutes of the Regular Board Meeting on 08/28/25, 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 – \$1,777.28 in expenditures in August. Requests for expenditure of \$400.00 for Home Health Client that needs new boots/shoes/clothing. Balance for August \$2,379.94. 2. Annual Foster Family Picnic was held in collaboration with Grand Traverse County with six families were in attendance. Event was held at Friskie's Market – great time was had by all. 3. Departmental Transition – Maureen is preparing for a virtual "Welcome to BSC-1" meeting with incoming staff. Onboarding will include (1) Supervisor and (4) Adult Services Staff.

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

Motion to approve expenditure in the amount of \$400.00 to assist Home Health Client made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

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

1. Census: July 96.8% vs. June 94.5% YTD 2025 93.2% and Budgeted 90%.
2. Net Loss/Gain: July (\$784,439.00) vs. June \$117,205.00 YTD 2025 (\$1,014,569.00).
3. Cost Per Patient Day for July \$608.24 vs. June \$593.01 YTD 2025: \$607.79.
4. Accounts Receivables Balance: July \$1,884,741.00 vs. June \$1,624,854.00 (36 days).
5. Private Pay Past Due Accounts: July \$45,915.00 vs. June \$38,062.50.
6. Restricted Funds Balances: July \$783,704.92 vs. June \$783,691.75.
7. Depreciation Fund Balances: July \$504,818.99 vs. June \$503,826.25.
8. Meadow Brook Debt Retirement Balance: July \$11,267.90 vs. June \$11,259.30.
9. General Cash Balance: July \$17,185,919.57 vs. June \$17,560,157.85
10. Contingency Fund Balance: July \$1,065,410.99 vs. June \$1,061,444.14.
11. Bond Debt Retirement Fund Balance: July \$651,947.50 vs. June \$651,947.50

12. Meadow View Apartments Report: July (\$6,896.79) vs. June (\$14,112.32) Occupancy at 95% YTD Net Loss (\$48,964.14).
13. Paige has applied for the new Non-Available Bed Plan for Antrim Lodge starting 10/01/25. We are just waiting for the state to approve the bed hold.
14. Health Insurance Rates came back lower at about an 8% increase from last year. So overall staff will not see a huge increase in their deductions for Health. Vision and Dental have remained the same as we are still in our 3-year contract with them.
15. Medicaid rates have not been sent out yet. The State has stated that they will be delayed as they are finalizing the budget.
16. Paige reported that she will be on vacation next month during the Board Meeting. Marna will present on behalf of her. Paige will have the budget ready for final approval – hopefully we will have our Medicaid rates by then.
17. We are having our 1st Annual Meadow Brook Foundation Mum Sale today, so Paige and Kate our new Accounts Payable Clerk will be doing that!

Motion to approve the July 2025 Financial Report made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the August Invoices and Check Register for the total amount paid \$854,775.25 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Emergency CAR #17 for 2025 to replace the cooling unit on Lakeshore Cottage IT Room, amount not to exceed \$9,000.00 made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the July 2025 Meadow View Apartment Financial Report made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Marna Robertson, Meadow Brook Administrator, reported with updates on 1. Annual Survey is currently in process. 2. Plan of Correction for previous noncompliance has been completed and submitted. We continue to implement Quality Assurance measures to demonstrate substantial compliance. 3. Legal Matters – There are two ongoing legal cases. We have met with our legal team and are actively providing documentation as requested. 4. Participated in Joint Provider Surveyor Training webinar on 9/18 which provided valuable updates on regulatory expectations and best practices. 5. Resident Right Training – On 9/23 we welcomed an onsite State Consultant focused on Resident Rights Training reinforcing our commitment to resident-centered care. 7. Action Pact Evaluation -On 9/17 we hosted onsite evaluation with Action Pact emphasizing person centered care strategies and operational improvements. 7. Quarterly MVA Tenant Meeting was held on 9/24 with positive feedback from tenants. They did request a new flag. 8. Celebrating a Legacy – Marge Kroupa, Registered Dietician Consultant retired after 35 years of service. Her contributions have left a lasting impact, and she will be deeply missed. 9. Reminder we have Union Negotiations October 7th and we will be meeting up on Antrim Lodge. 10. We are preparing for the remaining 10 beds of Lakeshore Cottage to open as of October 1st. New maximum census will be 113. 11. A health services instructor from the Career-Tech Center in Traverse City (formerly TBA) reached out about job shadowing opportunities for students from Mancelona. Two students visited Meadow Brook for a 4-hour job shadow and may transition into Co-op roles. There's potential for them to become junior aides, which would

count toward their Co-op hours. Meadow Brook could also support their career advancement through its foundation if they pursue becoming CNAs or nurses.

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

Physical Plant / Environmental:

1. Camera System Upgrade – Picking up the pieces, current system is not capable of our smart specifications.
2. Glacier Hill Sewer Main Repairs – Repairs are complete. Experienced a backup, greatly reduced time back in service.
3. Advance Satellite Communications – Tech Walk and site specifics discussed (4 hours onsite) sub-contractors brought in for project planning.
4. Three-Story Hot Water System – Receiving work orders for hot water in the cold taps, replacing isolation check valves with vendor.
5. Air Filtration – Moved to MERV-13 filtration for all air handlers at the beginning of the wildfire season to improve indoor air quality, successful results.
6. Fire Sprinkler System Annual – 2 repairs scheduled for 10/14.
7. MVA Main Entry Door Replacement – Wrong window arrived and has been reordered.
8. MVA Fire Alarm Troubles – Dialer line 1 communications.
9. Power Line Incident – Power pole fire across the street from the facility on Saturday 9/20, no damage, no issues noted from the incident.
10. Walk In Cooler Rebuild – Unit 3 of 3 scheduled for rebuild during the week of 9/29.
11. Fire Marshall completed inspection. Preliminary feedback suggests we will receive a few citations related to sprinkler inspection documentation.

Water Management:

1. Legionella Testing – Policy and Procedure development in progress, identifying testing locations, discussed with Water Operator in Charge.

Department Update:

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

Meeting adjourned at 11:48 a.m. made by Fred Harris seconded Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board