

10/23/2025

October 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, October 23, 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-Chair; Gary Muller, Member; Jenn Duch, MDHHS Program Manager; Bill Hefferan, Antrim County Commissioner Liaison; Teresa Potter, Meadow Brook Corporate Compliance / Risk Management; Ben McGuire, Meadow Brook Systems Administrator; Alan Shumaker, Meadow Brook Director of Maintenance; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: None.

Meeting minutes of the Regular Board Meeting on 09/25/25, motion to approve as presented by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Jenn Duch MDHHS Program Manager presented to the Board with updates on: 1. Financials – No expenditures in September. Balance of \$2,379.94. Requests for expenditure of \$150.00 for family to have Pest Control Inspection. 2. MCSSA Newsletter – Manuel Cordova, Emmett County Board Member is the new President MCSSA. The MCSSA is actively supporting the Guardianship Assistant Act. 3. Departmental Transition – Erin Christie has been appointed Senior Deputy Director of the Economic Stabilization Administration transitioning from Child Support Services. 4. Michigan Medicaid Program Updates – noted as extensive and complex with several unknowns particularly regarding health-related changes. 5. Foster Care Restructuring – Transitioning to a “pod” model. Each pod includes 3 investigators (abuse/neglect) and 2 case managers overseeing both CPS and Foster Care Cases. Supervisors must now be knowledgeable across multiple programs, increasing workload and complexity. The pod model aims to improve permanency outcomes by maintaining continuity with families.

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

Motion to approve expenditure in the amount of \$150.00 to assist family to have a Pest Control Inspection made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Brooke Ruble, Marketing & Operations, Artemis Development was on the agenda for today however she provided a quick update via email:

Bel Air Lofts Update

- Construction is progressing, with half of the structures in place and site work underway.
- 82 individuals are on the waitlist for 50 units.
- Rent pricing is being finalized with Housing North and MISHTA.
- Full update moved to next month’s agenda to allow for complete information.
- Pre-leasing and press release will begin once rent details are confirmed.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on:

1. Life Safety Code Citations:

- Sprinkler Monitoring: Meadow Brook was cited for deficiencies in the monitoring of its sprinkler system. While the site itself is not considered high-risk, the citation reflects a need for improved oversight and documentation of fire suppression systems.
 - Permit Violation – Employee Break Room Remodel: The facility was also cited for failing to obtain proper permits during the recent remodel of the employee break room. Administration had previously understood that permits were not required for non-structural renovations (i.e., no changes to walls or barriers). However, the Fire Marshal determined that a permit was necessary, resulting in a citation.
 - Follow-Up Actions: Alan is currently navigating the correction process, including permit reconciliation and compliance documentation. He will provide further details during his report.
2. PBJ Audit & Staffing Rating:
- A data error occurred between OnShift (scheduling) and UKG (payroll), resulting in duplicate entries for staff during a PBJ audit. This led to a temporary downgrade to a one-star staffing rating for a period of three months, although no financial penalty was issued. To prevent future issues, administration is exploring a “scrubber” software system that can clean and validate PBJ and MDS data before submission. A meeting with the vendor “Simple” is planned once Paige returns from vacation.
3. Nurse Aide Investigation:
- Two CNAs were terminated following substantiated abuse allegations. An independent state investigator reviewed the cases and determined that neither incident warranted revocation of certification. However, CMS issued a Level G citation for abuse, requiring Meadow Brook to take action.
- One CNA, whose involvement was less severe, will return under a six-month probationary “Last Chance Agreement” on dayshift, with union and legal support.
 - The second CNA, whose conduct was more serious, will not be reinstated at Meadow Brook or any affiliated facility. The Union is in agreement with this decision.
4. Legal Update:
- Mediation has begun regarding a pending lawsuit filed by a resident’s family. Initial demand was \$15 million, later reduced to \$7 million. Legal counsel has deemed these amounts outside reasonable scope. Another mediation session is expected before the scheduled January court date in Antrim County.
5. Other Updates:
- Halloween Open House preparations are underway.
 - Union Negotiations are ongoing; thanks to Fred for participating.
 - Marna and Cheryl attended the MCMCFC Fall Conference - Medication Aide Programs were discussed.
 - Implicit Bias Training will be held on-site for staff beginning November 19, with additional sessions planned to accommodate varying schedules.

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

1. State Visit & Plan of Correction: Maintenance has been actively involved in addressing issues identified during the recent state visit, including implementing the Plan of Correction and coordinating with external vendors for compliance.
2. Camera System Upgrade: The current camera system is being removed and replaced with a Quorum AI Smart System. New equipment is expected to arrive this week, with installation beginning shortly after. The upgraded system will feature higher-than-4K resolution cameras and improved software integration, offering enhanced performance and meeting all original specifications at no additional cost.

3. Sprinkler System Citations (K353 Tags): Meadow Brook received two K353 citations in the past two years related to the glycol antifreeze loop servicing the front sprinkler zone.
 - One citation was for a component previously addressed, indicating a lapse in inspection follow-up.
 - In response, the Sprinkler Division Manager and General Manager from the Traverse City office will now review all inspection reports within 8 hours and provide repair quotes within 24 hours to ensure timely resolution of deficiencies.
4. Sewer Main Repairs: Repairs were completed on the sewer main at the Cedar River S-curve near Glacier Hill. Since the new system was installed, two backups have occurred, but improved access has reduced downtime from 2–4 hours to just 15–30 minutes. One additional adjustment was made at no cost.
5. Hot Water System Update: The three-story hot water system continues to be problematic. After consulting with Zurn, it was found that the check valves in the mixing valves at each sink are near failure. Forty replacements were ordered and are being installed, with additional plumbing support scheduled to complete work at Orchard Hill.
6. Break Room Remodel Citation (K100 Tag): Despite obtaining local permits and completing inspections for the employee break room remodel, Meadow Brook was cited for not submitting the project to the Healthcare Facilities Engineering Section (HFES) for review.
 - The remodel involved new appliances and electrical circuits but did not alter walls, fire systems, or occupancy type.
 - HFES requires state review for any healthcare facility project exceeding \$25,000, which this project did.
 - Permitting fees totaled \$705, with additional engineering and documentation costs.
 - All required documentation has now been submitted via the state's online portal, and a waiver request was filed to extend the permitting timeline due to the tight 60-day correction window.
7. Boiler Relicense Inspection: The state boiler inspector visited and reviewed approximately 11 units. The following day, the Fire Marshal also conducted an inspection. There was initial concern about missing permits; however, it was clarified that the boilers in question were below the BTU threshold requiring permits. The issue was resolved within a few hours, and no citations were issued.
8. EGLE Site Visit – Source Water Assessment: The Emerging Contaminants Division of EGLE conducted a source water assessment site visit. The inspection went smoothly, with no deficiencies or concerns noted. A formal report is expected within the next few weeks.

Marna Robertson, Meadow Brook Administrator reviewed with the Board the August 2025 Financial Reports:

1. Census: August 96.8% vs. July 96.8% YTD 2025 93.7% and Budgeted 90%.
2. Net Loss/Gain: August \$315,544.00 vs. July (\$784,439.00) YTD 2025 (\$699,996.00).
3. Cost Per Patient Day for August \$530.99 vs. July \$608.24 YTD 2025: \$597.54.
4. Accounts Receivables Balance: August \$2,018,633.00 vs. July \$1,884,741.00 (40 days).
5. Private Pay Past Due Accounts: August \$37,370.00 vs. July \$45,915.00.
6. Restricted Funds Balances: August \$783,718.09 vs. July \$783,704.92.
7. Depreciation Fund Balances: August \$159,590.87 vs. July \$504,818.99.
8. Meadow Brook Debt Retirement Balance: August \$11,276.52 vs. July \$11,267.90.
9. General Cash Balance: August \$17,506,873.24 vs. July \$17,185,919.57
10. Contingency Fund Balance: August \$1,069,880.74 vs. July \$1,065,410.99.

11. Bond Debt Retirement Fund Balance: August \$651,947.50 vs. July \$651,947.50
12. Meadow View Apartments Report: August \$32,439.90 vs. July (\$6,896.79) Occupancy at 95% YTD Net Loss (\$16,524.24).
13. The new Medicaid rate is in effect - \$468.91. Private Pay increase \$10.00. Letters will be sent out with November billing statement.
14. NABP has been approved.
15. Direct Care Worker stipends were approved, and rates remained at \$3.40 for the clinical staff and \$0.85 for non-clinical staff as of 10/01/25.

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

Motion to approve the September 2025 Invoices and Check Register for the total amount paid \$934,668.05 made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve final Budget for fiscal year 2026 as presented made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approval the final CAR Requests for fiscal year 2026 for \$802,300.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the internal transfer of the 2024 Annual Bond Savings to the Bond Debt Retirement Fund within the Contingency Fund in the amount of \$186,825.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Resolution #5 of 2025 to approve the Private Pay rate increase to \$520.00 effective January 1, 2026, made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve wage increases for both Union and Non-Union positions. 3.5% increase for last wage step on wage scale and 3% increase for all other wage steps on wage scale. 4% increase for Department Heads, Administrative Assistant and HR Assistant made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

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

Motion to approve the Meadow View Apartments and Meadow Brook MCF Shared Agreement made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Meeting adjourned at 11:37 a.m. made by Fred Harris seconded Gary Muller, all yeas, motion carried.

Fred Harris, Chairman

Rhonda Tomczak, Acting Secretary to the Board