11/20/2025

November 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, November 20, 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-Chair; Gary Muller, Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook Finance Director; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: None.

The Board requested that the staff be recognized for their hard work and dedication in helping Meadow Brook become #2 Nursing Home in the State of Michigan. Marna Robertson, Meadow Brook Administrator reported that we are having Mitten Licken's Donut Truck come on December 9th and 10th 7:00 am – 11:00 am to provide coffee and donuts for staff. Meadow Brook is also planning to have a Taco Truck come to the facility in January 2026.

Meeting minutes of the Regular Board Meeting on 10/23/25, motion to approve as presented by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Maureen Clore, MDHHS Director, presented to the Board with updates on 1. Financials – $426.44 in October. Balance of $1,953.50. Requests for expenditure of $150.00 for Shop with a Hero on December 5th. Request for expenditure of $1,000.00 for purchase of various gift cards for emergencies to support foster families / foster youth. 2. County Commissioners have appropriated $15,000.00 again for fiscal year 2026. 3. Department Update – Sad news, sudden unexpected loss of Emmet County Secretary Karen Wells. She will be deeply missed. 4. Staffing - Hiring two assistant payment workers in Antrim County, CPS Worker in Emmet County and recruitment ongoing for CPS Worker in Antrim County. Posted for a Family Resource Specialist also. 5. SNAP Benefits / Payment Error Rate – Governor Whitmer approved our food assistance. Everyone in Michigan got their full benefits in November. 6. October Statistics - 870 families with food, 3304 with medical care, 67 families with daycare, 99 emergency relief and 6 families with cash assistance. 7. Child Welfare team remains very busy; Adult Services team is stable. 8. Legislative Updates - House Bill 4750: Requires screening of all foster youth for potential benefits. House Bill 4820: Would allow the department to sell or donate fleet vehicles (currently auctioned after 100,000 miles) to foster youth.

Motion to approve expenditure in the amount of $150.00 to assist with Shop with a Hero made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve expenditure in the amount of $1,000.00 to assist with purchasing various gift cards to be used in emergency need foster families / foster youth made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

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

1. Plan of Correction:
    - State Survey was in the building yesterday and cleared us up for our plan of correction.
2. Incident Reporting – Cheryl Patton submitted a Facility Reported Incident to the State relating to a fracture of unknown origin on Friday. Expecting the State to come in to investigate.
3. PBJ / MDS Review:
   Engaged with a company called Simple which is a software program that will scrub our data to alert us to errors relating to PBJ / MDS Data.
4. Person First Goals:
   Teressa is setting up a Steering Committee of 15 staff across all disciplines. The Steering Committee will help with Quality Assurance that will look at household centric areas for improvement to improve quality care.
5. Staffing Software: Moving forward with fully integrating with UKG to include face recognition timeclocks and staff scheduling software.
6. Agency Meetings:
    - Working with a company called Flint that works with foreign nurses for permanent placement.
    - Also met with a company called Hearthstone that assists with Dietary agency staff.
7. Call System Vendor:
    - Ongoing connectivity issues and delays with recent camera installations were discussed.
    - Concerns raised about Compass vendor performance, including trust issues due to repeated complications and additional software requirements after installation.
    - Board noted that alternative bids are being sought for the card reader system; one quote received was higher but more comprehensive than Compass's.
    - Discussion emphasized the need for dependable vendors to avoid disruptions in quality care.
8. Resident Call System:
    - Challenges with the current system were noted, including compatibility issues and reluctance to revert to outdated pager systems.
9. Other Updates:
    - Halloween Community Open House was awesome!
    - Holiday Bazaar was held November 14th – great success!
    - Paige and Marna attended the Fall Financial Conference November 5th-7th.

Cheryl Patton, Meadow Brook Director of Nursing reported to the Board with updates on:

1. Currently there are no COVID positives or Influenza with staff or residents.
2. Staffing: Utilization of travel C.N.A's and Nurses continues due to staffing challenges.
3. Resident Census is currently at 105.
4. Resident Care: Educational training of resident care, falls and lift use is our primary focus. Education of direct observation and real policy and process that was directly related to the facility reported incidents that we've had.
5. Equipment: Need for an increase in number of in-house full body lifts due to the number of residents who utilize the lifts.
    - Received quotes from ARJO for a needed replacement bath chair out of budget cycle.

- Received quote for a Maxi (full-body lift) needed now out of budget cycle.

Marna Robertson, Meadow Brook Administrator reported on the Maintenance Report with updates on:

1. Physical Plant / Environmental:
   - Camera System Upgrade – System head works installed; camera heads are in transit. User training to be scheduled.
   - 3 Story Hot Water System – Many new parts installed, victory achieved.
   - Multiple rooftop air handler failures in the first cold snap.
   - Life Safety Inspection Annual – Just received an email from Chris for a desk review.
   - Re-signed with Symmetry Energy large commercial gas choice program.
2. Water Management:
   - Water main leak and repair.
3. Department Update:
   - Back to full staff.
   - Alan is still working with vendors for 2026 CAR Projects.

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

1. Census: September 96.3% vs. August 96.8% YTD 2025 94% and Budgeted 90%.
2. Net Loss/Gain: September $1,054,959.00 vs. August $315,544.00 YTD 2025 $193,850.00
3. Cost Per Patient Day for September $589.50 vs. August $530.99 YTD 2025: $601.41.
4. Accounts Receivables Balance: September $1,763,212.00 vs. August $2,018,633.00 (35 days).
5. Private Pay Past Due Accounts: September $46,444.00 vs. August $37,370.00.
6. Restricted Funds Balances: September $806,614.70 vs. August $783,718.09.
7. Depreciation Fund Balances: September $159,867.29 vs. August $159,590.87.
8. Meadow Brook Debt Retirement Balance: September $11,328.18 vs. August $11,276.52.
9. General Cash Balance: September $18,540,711.90 vs. August $17,506,873.24.
10. Contingency Fund Balance: September $887,429.91 vs. August $1,069,880.74.
11. Bond Debt Retirement Fund Balance: September $838,772.50 vs. August $651,947.50.
12. Meadow View Apartments Report: September $6,508.68 vs. August $32,439.90. Occupancy at 95% YTD Net Loss ($10,015.56).
13. Non-Available Bed Plan was approved. Our current max census is 113.
14. Currently working on wage increases for this upcoming pay period with payroll.
15. Marna and Paige met with Mark Fisher for Work Comp. We will be moving from Grand River to Frankenmuth Insurance in 2026.
16. We received our QAS settlement in the amount of $225,000.00 this will be paid 12/18/25.
17. Working on implementation with UKG Schedule and moving away from OnShift as the system has not been consistent and reliable for some time now.
18. We received another PBJ audit for 4/01/2025-6/30/2025 due to hours being duplicated for staff that have a PBJ ID# that starts with a zero. This will put us back down to a 1 star for staffing when they come back with their final determination.
19. On the heels of the above note – we demoed Simple LTC. which is a scrubbing software that will help us achieve better Quality Measures through our MDS and it will scrub our PBJ data as well as submit to CMS. This will eliminate myself and payroll manually checking PBJ data.

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

Motion to approve the October 2025 Invoices and Check Register for the total amount paid $883,531.47 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the increase of CAR #14 of 2025 to $23,000.00 for flooring replacement and repair expenses that were more than anticipated made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the cancellation of CAR #8 of 2025 to replace med cabinets on Jordan House. We found an alternative to replacing the cabinets and Maintenance has been able to repair for a lower cost while maintaining quality made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the increase of CAR #12 of 2025 to $24,500.00 to purchase an additional Carlo Lift, to meet the needs of resident care. We have multiple lifts on several floors, and the facility would benefit from having an extra lift for better quality care and ease on nursing staff made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve CAR #18 of 2025 to purchase a new bath chair in the amount of $12,000.00. We have an aging bath chair that consistently needs replacement parts. After discussion, it was determined that it was not economical to continue repairing the old bath chair. The new chair comes with a 4-year contract for preventative maintenance schedule and warranty made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution #6 of 2025, to adjust accounts receivable for contractual adjustments and write offs for Quarter 3 of 2025 in the amount of $106,825.39 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

Meeting adjourned at 11:55 a.m. made by Fred Harris seconded Melissa Zelenak, all yeas, motion carried.

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Fred Harris, Chairman   Maureen Clore, Secretary to the Board