

12/18/2025

December 2025 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, December 18, 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-Chair; Gary Muller, Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Cheryl Patton, Meadow Brook Director of Nursing; Alan Shumaker, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook Finance Director; Teressa Potter, Meadow Brook Risk Assessment Coordinator; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: Brooke Ruble, COO, Director of Management Bellaire Lofts

Brooke Ruble proved the Board with a comprehensive update on the Bellaire Lofts housing project, including construction progress, unit details, tiered pricing structure, application process and prioritization for local workforce.

Meeting minutes of the Regular Board Meeting on 11/20/2025, 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 – \$485.00 in November. Balance of \$1468.50. Previously approved expenditures that have not shown up on the books were \$145.00 for Shop with a Hero and \$900.00 for gift cards purchased from Family Fare, Amazon and Dollar General. Requests for expenditure of \$200.00 on a Toddler Bed. We are in the process of reuniting three kids with their mom. 2. Preliminary FY26 Budget prepared, significant reductions in flexible spending. 3. Program Updates: Northern Family Intervention Services Continues to provide cost-effective in-home support through two contracts - \$112,000 intensive program providing multiple weekly visits and Step-Down Program for less frequent visits. 4. Lump sum payments were issued for children in cash assistance: \$1,300.00 for underage six, \$440 for over the age of six. Ongoing efforts to reduce payment error rates in food assistance. 5. Staffing: Two new Assistance Payments staff hired. Family Resource Specialist hired to support welfare programs. Training for new staff is virtual (9 days) followed by a one-year probationary period with in-office mentorship. 6. Office Updates: Full return to office mandate not feasible. Child Welfare staff are required in-office three days per week. Assistance Payments staff mandated one day per month for engagement and meetings.

Motion to approve expenditure in the amount of \$200.00 to assist with purchase of a toddler bed for foster youth reuniting with mother made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

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

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: December report keeping it light with no major updates, full report is expected next month. Lawsuit status: Ongoing between legal teams and mediation, with little progress. Next meeting is scheduled for January or February. No other significant developments beyond this time.

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 103.
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.
5. Equipment: Need for an increase in number of in-house full body lifts due to the number of residents who utilize the lifts. Plan to order replacement Arjo bath chair.

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

1. Physical Plant / Environmental:
 - Continue to deal with heating issues.
 - Completing Life Safety Inspection process.
 - Bureau of Fire Services permitting approved. Still waiting for Health Facilities Engineering Section approval.
 - Ongoing repairs due to aging building infrastructure.
2. Department Update:
 - Back to full staff.
 - One staff member is on vacation.

Paige Windish, Meadow Brook Finance Director, reviewed with the Board with updates on:

1. The motion we had last month approving CAR #18 for the purchase of a new bath chair will not arrive in time for the 2025 schedule. Requesting to move CAR #18 to the 2026 CAR schedule.

Motion made to amend the previous approval of CAR #18 for the purchase of a new bath chair by moving it from the 2025 CAR schedule to the 2026 CAR schedule due to delivery delays made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Meeting adjourned at 10:56 a.m. made by Fred Harris seconded Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board