

01/23/2020

The January 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, January 23, 2020 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:05 a.m. Those present were Fred Harris, Chairman; Jen Duch, Antrim County Program Manager; Melissa Zelenak, Member; Diana Kelly, Member; Josh Watrous, Antrim County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; Deb Haydell, Meadow Brook Finance Director; John McCleese, Meadow Brook Director of Maintenance; Brooke Bates, Meadow Brook Activities Director; Ramona Belanger, Meadow Brook Activities Director; Cheryl Patton, Meadow Brook Director of Nursing and Rhonda Groeneveld Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests Present: Rick Teague.

Meeting minutes of the Regular Meeting 12/19/19, motion to approve and accept minutes as presented by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Fred Harris relinquished the chair to Jen Duch, Antrim County HHS Program Manager for reorganization of the Board. Nomination for Fred Harris to remain Chairman of the Board by Melissa Zelenak. All yeas, motion carried. Nomination for Melissa Zelenak to remain Vice Chairman of the Board by Fred Harris. All yeas, motion carried.

Jen Duch relinquished the chair to Fred Harris, Antrim County HHS Board Chairman.

Jen Duch, Antrim County Program Manager reported with updates on: 1. \$702.56 in expenditures for January. \$300.00 in utility assistance for a newly reunified family and \$402.56 for the foster parent holiday party and Shop with A Hero event. \$80.00 was requested to assist with an unpaid medical bill for a foster youth. 2. Staffing package was received. Overall the tri-county lost one Assistance Payments worker position and an Adult Services position. 3. An Assistance Payments worker from the Emmet DHHS office passed away unexpectedly over the holidays. The UAW was a huge help to staff and provided great support. 4. The Antrim County Trauma Coordinator Contract was terminated due to lack of staffing. Unspent funds will be added to existing contracts to ensure families have available services. 5. Director Gordon has not made a decision regarding the continuation of UCL. 6. Shop with a Hero event was a huge success.

Motion to approve and accept the DHHS Financial Report made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve expenditure of \$80.00 to assist payment of a medical bill made by Melissa Zelenak, seconded by Diana Kelly, all yeas, motion carried.

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

1. Jordan House and Antrim Lodge switch. Please see attached letter. I have invited the resident's, family, responsible parties to meet with me on January 21, 2020.
2. Preparing for major overhaul of policies and procedures this year. We have purchased upgraded Adobe software to assist with this task.
3. We are moving along with our new paging system in January. All household staff will be trained to use the cell phones/paging devices.
4. New code alert system is targeted to start implementation early February.
5. Union Negotiations - we have reached out to the Teamsters and legal council to start the proceedings. Embedded in the budget is the proposed wage increases. Union Negotiations are set for February 12<sup>th</sup>.
6. We are reviewing bulk purchasing agreements with Vendors to assure we are maximizing our dollars.
7. Employee Service Awards are January 30, 2020.
8. No update from the State of Michigan regarding VCL rates.
9. QAPI shout out to our CNA's for maintaining 100% documentation for the last 6 months!
10. Congratulations to Gus (Alan) Szoka for completing the LPN class. Gus has been a CNA with us for over a year and received full scholarship for nursing has been working 3 days/week and carrying full load. He will be taking boards on January 20<sup>th</sup>, 2020.
11. Last couple of weeks we have been having issues with the Ambulance Authority. Marna asked Rick Teague to attend this meeting as he is on the Board of the Ambulance Authority. A meeting has been scheduled with Chris Thompson on Monday.

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

1. Staffing: Hired a new RN for midnights; lost a Supervisor on Midnights. (3) students in the nurse aide class.
2. Equipment: Ordered 10 beds for Jordan House. Also ordered two new vital signs towers that connect directly to our E.H.R.
3. Discussed Ambulance issues.
4. Discussed new code alert system and paging system.
5. Received Omnicell Medication Vending Machine.
6. Formed an Electronic Health Record Workgroup and had our first meeting yesterday.

John McCleese, Meadow Brook Director of Maintenance reported to the Board with updates on:

1. Heating / Cooling:
  - a. I received quotes to add mini-split air conditioners to 4 kitchens, 4 nurses stations, the mail room, activities office and Grass Creek utility.
  - b. Temperature Control, Inc. will be installing a more powerful exhaust motor in the Cedar River kitchen as a test to see if we can pull more heat out of the kitchen.

- c. I am in the process of getting quotes to replace several resident room windows that are fixed position windows. We have 11 windows that cannot be opened to accommodate portable A/C units if needed.

Convene for break at 10:07 a.m.

Reconvene from break at 10:15 a.m.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the November 2019 Financial Reports:

1. Census: November 87.9% vs. October 89.1% YTD 87.7% and Budgeted at 91%.
2. Net Loss/Gain for November \$99,749.00 vs. October \$134,497.00 YTD 2019 \$1,372,002.00.
3. Cost Per Patient Day for November \$416.43 vs. October \$389.96 YTD 2019: \$414.67.
4. Accounts Receivables Balance: November \$1,543,477.00 vs. October \$1,549,215.00 (34 days).
5. Private Pay Past Due Accounts: November \$188,871.19 vs. October \$177,282.47.
6. Restricted Funds Balances: November \$683,688.82 vs. October \$683,681.12.
7. Depreciation Fund Balances: November \$349,468.94 vs. October \$398,457.99.
8. General Cash Balance: November \$5,621,347.76 vs. October \$7,854,121.02.
9. Contingency Fund Balance: November \$1,534,908.37 vs. October \$1,517,372.30.
10. Meadow View Apartments Report: November (\$15,421.36) vs. October (\$17,726.30) Occupancy at 94% YTD (\$25,757.04).
11. Met with vendor on potentially what solar power farm could do for us (investment vs return).
12. 2020 Budget
13. Resolution No. 1 of 2020
14. Union Negotiations are set for February 12, 2020.
15. Resolution No. 2 of 2020

Motion to approve Resolution No. 1 of 2020 subject to the Antrim County Human Services Board acknowledges the due diligence and documentation of the actions taken in the attempt to collect the following bad debts of \$32,751.02 in write offs; \$35,602.55 in Adjustments and Contract charges with a grand total of \$68,353.57 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve and accept the 2020 Operations Budget as presented made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve 2% wage increase plus pro-ration for all non-union positions made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve a \$.35 per hour wage increase plus pro-ration for all union represented positions pending results of the February 12, 2020 wage and health insurance reopener negotiations made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution Number 2 of 2020 be it resolved that the Antrim County Human Services Board / Meadow Brook Governing Board, in regards to the principal and interest payments associated with the \$7,665,000.00 County of Antrim General Obligation Limited Tax Bonds – Series 2020, gives the Meadow Brook Administrator the authority to direct the transfer of funds based on the attached document titled “Schedule of Principal and Interest Requirements on a Calendar Year Basis” from Meadow Brook Medical Care Facility Fund #512 (General Cash Account) to Meadow Brook Project Debt Retirement Fund #351 as requested by the Antrim County Treasurer’s office made by Fred Harris, seconded by Diana Kelly, all yeas, motion carried.

Motion to pay Meadow Brook bills, made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to pay Meadow Brook Monthly Vouchers made by Melissa Zelenak, seconded by Diana Kelly, all yeas, motion carried.

Motion to adjourn at 11:12 a.m. by Melissa Zelenak, seconded by Diana Kelly, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board