

02/27/2020

The February 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, February 27, 2020 at Meadow Brook Medical Care Facility. Fred Harris, Chairman, called the meeting to order at 9:04 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; 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; Brooke Bates, Meadow Brook Activities Director; Cheryl Patton, Meadow Brook Director of Nursing and Rhonda Tomczak Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests Present: None.

Meeting minutes of the Regular Meeting 01/23/2020, motion to approve and accept minutes as presented by Melissa Zelenak, seconded by Diana Kelly, all yeas, motion carried.

Maureen Clore, Director of Health and Human Services reported to the Board with updates on: 1. \$1492.55 in expenditures for January for 4<sup>th</sup> quarter board pay. First appropriation received from the County in the amount of \$7437.00. Carryover balance from 2019 \$1902.17. Current balance \$7909.62. Director Clore made the following requests for funding \$604.00 to assist an adoptive family with their overdue electric bill; \$360.00 to pay overdue daycare costs for a foster youth; \$600.00 to assist with tutoring for a foster youth; \$1,436.00 to pay MCSSA yearly dues. 2. MCSSA has distributed a meeting agenda template. 3. Reviewed 4<sup>th</sup> quarter child welfare and adult services statistics. State is reviewing the screen out rate of CPS referrals. 4. UCL is continuing at this time with a few pilot counties trying a different method for processing cases. Final decisions to keep the project will occur in the next few months. 5. Paula Sweet is retiring as a CPS Supervisor after 32 ½ years. The Department is seeking her replacement. Jackie Muzyl is the full time Adult Services worker for Antrim County. 6. DHHS is partnering with COA and Probate Court to offer free legal assistance to adults needing assistance with completing Power of Attorney paperwork. 7. Shared the MDHHS HOPE values with the Board. 8. Board approved the MDHHS counseling contract agreement.

Motion to support requests for funding totaling \$3,000.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

Motion to approve Counseling Agreement for Clinical, Group and Ancillary Services (COUN20-various) made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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

1. Jordan House and Antrim Lodge switch took place on February 19<sup>th</sup>. Jordan House kitchen was revamped. Painting, cleaning and new beds are getting all set up. All residents were moved and in their places by 10:00 a.m. Great Teamwork will all that was involved. Hope to relocate the short term residents down to Jordan House the first week of March.
2. Union Negotiations – were held on February 12, 2020. Remaining bargaining unit were only affected. Approved .40 wage increase, retro active to November 2019. Non Bargaining-Unit 2% wage increase.
3. Ramona Belanger’s retirement dinner was on February 12<sup>th</sup>.
4. State of Michigan Budget Update – Not good news. I guess the State of Michigan will be moving from a cost based system to a patient driven model. I have no answers on what or how that will look like for the Medicaid resident. Stay tuned.
5. MVA Apartments – meeting with Deb Haydell and David Schulz on February 11, 2020 to review background and credit checks.
6. Sound Physicians – Navi Health now doing Medicare A managements.
7. New Board President of MCF’s in June.
8. I’ll be joining the Northwest Community in Action Agency Board in March.
9. Michigan Area Agencies on Aging.

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

1. Staffing:

- Hired new RN for midnights (12 hr shift), 1 full time opening for Day Shift Nurse. Hired LPN for irregular part-time.
- 7pm-7am 7 openings for C.N.A’s (budgeted for 10 openings), 7am-7pm 5 openings
- Continue with 12 hr shifts for C.N.A’s (4-12’s one week, 3 12’s the next with every other weekend off) indefinitely.

2. Equipment

- Ordered and received 2 Welch Allyn Vital Signs monitors (these automatically send the vital signs date to the electronic medical record)
- New beds for Jordan House arrived and are installed.
- New Omnicell machine for back up medications is working well

3. Compliance

- One new Facility Reported Incident (FRI) submitted – resident allegation of Rape, no incident occurred- resident was confused during cares, however she made the allegation and we are mandated to report and complete the investigation. Surveyor came last week and was cleared from all incidences.
- Moving forward with decreasing our “paper” medical record and scanning and categorizing information into our electronic health record.

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

1. Kitchen Floors – All household kitchen floors are now tile.
2. Heating / Cooling:
  - a. We still have the Daikens off in all of the renovated area except for Jordan and our new roof top units are performing well.
  - b. Increasing the exhaust capability in the Cedar River kitchen did not accomplish what we were hoping. Installing a mini split A/C unit will be our best option for the kitchens in the future.

Convene for break at 10:09 a.m.

Reconvene from break at 10:15 a.m.

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

1. Census: December 88.2% vs. November 87.9% YTD 87.7% and Budgeted at 91%.
2. Net Loss/Gain for December \$347,116.00 vs. November \$99,749.00 YTD 2019 \$1,724,742.00.
3. Cost Per Patient Day for December \$451.61 vs. November \$416.43 YTD 2019: \$417.86.
4. Accounts Receivables Balance: December \$1,418,238.00 vs. November \$1,543,477.00 (32 days).
5. Private Pay Past Due Accounts: December \$119,082.16 vs. November \$188,871.19.
6. Restricted Funds Balances: December \$691,133.03 vs. November \$683,688.82.
7. Depreciation Fund Balances: December \$349,528.30 vs. November \$349,468.94.
8. General Cash Balance: December \$5,990,213.07 vs. November \$5,621,347.76.
9. Contingency Fund Balance: December \$1,536,272.19 vs. November \$1,534,908.37.
10. Meadow View Apartments Report: December (\$4,571.63) vs. November (\$15,421.36) Occupancy at 94% YTD (\$30,328.67).
11. Met with vendor on potentially what solar power farm could do for us (investment vs return).
12. Union Negotiations - approved for the remainder of the Union Members (except C.N.A.'s) \$.40 wage increase retroactive to 11/03/2019
13. Monthly Insurance Cap to remain at \$586.00
14. Non-Bargaining Unit Wage Increase 2% retro back to January 12, 2020
15. MVA Apartment 201 Repairs and Replacements

- 16. 2020 CAR Budget Amendment Request
- 17. Resolution No. 3 of 2020

**Motion #1**

Motion to approve a \$.40 per hour wage increase for all union represented positions (with the exception of Certified Nursing Assistants) retroactive to the pay period beginning 11/03/2019 made by Melissa Zelenak, seconded by Diana Kelly, all yeas, motion carried.

**Motion #2**

Motion to approve monthly insurance cap for all employees to remain at \$586.00 made by Fred Harris, seconded by Diana Kelly, all yeas, motion carried.

**Motion #3**

Motion to approve a 2% wage increase for all non-union positions retroactive to the pay period beginning 01/12/2020 made by Fred Harris, Melissa Zelenak, all yeas, motion carried.

**Motion #4**

Replace three (3) original windows with Polar Seal double hung windows \$1,992.00  
(See Mike's Glass quote)

Replace existing damaged countertop with a new laminate countertop \$478.59  
(See Home Depot email quote)

Repair damage, holes, stains on walls, paint walls and ceiling plus minor repairs \$850.00  
(See Cecil Fernandez email quote)

Replacement and Repair Total = \$3,320.59

Motion to approve the following replacements and repairs for Meadow View Apartments, Apartment 201 replacement and repairs made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve carpeting replacement in Apartment 201 not to exceed \$2,400.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve 2020 CAR Budget Amendment for Maintenance Department kitchen flooring not to exceed \$21,000.00 made by Fred Harris, seconded by Diana Kell, all yeas, motion carried.

Motion to approve Resolution No. 3 of 2020, be it resolved that Antrim County Human Services Board / Meadow Brook Governing Board authorizes the transfer of \$350,000.00 from Meadow Brook Medical Care Facility Fund #512 (General Cash account) to Meadow Brook Funded Depreciation #780 (Funded Depreciation account) effective March 2, 2020 for approved 2020 Capital Appropriation Projects made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

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

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

Motion to adjourn at 10:46 a.m. by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board