

05/28/2020

Virtual Zoom / Facebook Live Meeting

The May 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, May 28, 2020 via Zoom / Facebook Live Stream due to COVID-19 Pandemic and Governor's Stay At Home Order. Fred Harris, Chairman, called the meeting to order at 9:15 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; Melissa Zelenak, Member; Diana Kelly, Member; 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; 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 02/27/2020, (note March and April meetings were not held due to Pandemic COVID-19). motion to approve and accept minutes as presented by Diana Kelly, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept Regular Meeting Minutes of 02/27/20 as presented:

Yes: Diana Kelly; Melissa Zelanek; Fred Harris

No: None.

Maureen Clore, Director of Health and Human Services reported to the Board with updates on: 1. \$2,650.55 in expenditures for March. Board previously approved expenditure for \$604.00 for Adoptive Family Assistance with Utilities; Daycare Assistance for Foster Child \$360.00; MCSSA dues \$1436.55 and Adult Services Assistance \$250.00. Approved Counseling services for Foster Youth in the amount of \$250.00. 2. A youth has reentered congregate care and in need of trauma assessment that is not covered by the State. Requesting assistance for \$500.00. 3. Requesting assistance for a youth that needs Equine Therapy up to \$700.00. 4. Update on Antrim County 1st Quarter Data regarding Children's Protective Services, Adult Protective Services and Independent Living Services / Adult Community Placement. Seeing a steady decline in CPS referrals overall. What is even more concerning is that since COVID-19 numbers declined significantly so that is concerning. The same is true for adult cases. 5. Discussed Rapid Reunification Project Update and Prevention Outreach Project. It has been difficult to see our families due to COVID and we are taking the necessary precautions to stay safe. For a period of time we had stopped all visitation for supervised visitation times and since have been able to return 4 children in Tri-County area. We do have field team workers 2 CPS Workers keeping contact with families and still working and 1 adult worker in the field actually seeing clients. 6. Moving back in the next week to Face to Face parenting time starting next week and will be implementing a safety plan to follow. 7. Assistance Payments – significant increase in applications across the state. The state has loosened regulations tremendously so that families that need our assistance are getting the assistance they need. Moved all families to the cap for their family size. 8. Partnered with the Health Department to partner with Farmers Markets. 9. Not closing any Medicaid cases until the end of the year. 10. Completely up to date in Universal Caseload. Do anticipate when offices reopen that we will promote working remotely. 11. Entire state is on furlough. We have 50% staff working on Fridays and the other 50% working on Mondays. Staff do qualify for Unemployment benefits as Federal Unemployment Benefits. County Directors and above and Administration taking 5% pay cut. 12. No discussion yet about reopening lobbies.

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

Roll Call Vote to accept and approve the DHHS Financial Report:

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve counseling assistance for youth reentering congregate care in the amount of \$500.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve counseling assistance for youth reentering congregate care for \$500.00:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly;

No: None.

Motion to approve assistance with Equine Therapy for youth in the amount of \$700.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the DHHS Financial Report:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly;

No: None.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. COVID-19 Update. 2. Record of Adoptions for the following Policy and Procedure Manuals: COVID-19 Pandemic Response Manual and HACCP (Hazard Analysis Critical Control Point) Policy and Procedure Manual. 3. MAC (Michigan Association of Counties) Bill 690. The Bill allocates more than \$500 million of the \$3.8 billion of federal COVID relief Funding. Long Term Care Facilities have since been included in this but we are still waiting to hear the final word on this as Legislation passes. This is only for a specific period of time yet to be determined. 4. Courtyard CAR – finish plantings / irrigation will be starting the work the first week of June. 5. Memorial Weekend Window Visits / Parade – went very well and families really appreciated it. Lifted the spirits of the residents and the staff! ☑ 6. Courtyard Concerts – The Social Distancing Series. 7. Phone conference yesterday with Leslie Meyer, Antrim County Emergency Preparedness Director. We have touched based routinely with Leslie. Discussed Pandemic Plan and working towards establishing a three month supply of PPE, chemicals etc. at any time in the event that we have future supply disruption. 8. Mandated reporting – Cheryl is signed up with CDC – NHSN to report COVID and other infections but right now is COVID specific. Cheryl reports weekly. EMResource we update and report on daily PPE, bed availability, staffing levels and COVID infection rates. 9. Deb and David are working on 2021 Budget and will report on that later in the meeting. 10. Hot Topic now is the State is LTC are doing baseline testing of all residents and staff. We received notice that Grand Traverse County is next on the docket. It is strictly voluntary and do not receive much notice. We are anticipating the Nation Guard to assist with testing. Next week CCC's will be touching base with families when and if they come do your want your loved one tested. 11. Explained to the Board how we handling admissions since the Pandemic and the three ways that we have resources for COVID-19 testing.

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

1. COVID 19:

- Continue to work on interim policies specific to COVID 19 prevention.
- Development of system for testing residents and staff if suspected COVID 19, screen all residents and staff.
- Focus on inventory of supplies, obtaining supplies.
- Manage donations of supplies.
- Training of staff on infection control practices and on numerous changes that have been implemented per CMS / CDC / Governors Orders.

2. Staffing:

- Able to continue training of new nurse aides, this is critical during this time frame.
- Hired New RN for 3 pm – 11 pm shift.
- Reviewing staffing to ensure numbers required for resident care.
- We continue to be “short” of CNA’s and nurses which has caused some overtime shifts.
- No active / known cases of COVID 19 in staff, have had a few staff off the schedule due to respiratory symptoms and off while awaiting testing. Assisting staff in obtaining testing thru Health Department #3, all staff tests for the Coronavirus have returned as negative.

3. Equipment:

- Focus has been on COVID 19 prevention and equipment needs related to the requirement for infection control measures.
- Budget has been stretched, tracking incoming supplies related to COVID 19 and costs.
- Continue implementation of cellphone/call light system. (we had put it on hold during immediate pandemic crisis) we have 4 households to implement.

4. Compliance:

- Total focus on infection control and resident safety, prevention of COVID 19 in Meadow Brook.
- Infection Control Survey from State of Michigan in April. Received 1 citation, corrected, no harm. Preparing for future infection control surveys.
- Focus on staff compliance with infection control directives.
- One Facility Reported Incident (FRI) for a resident bruise, investigation shows bruise was self inflicted.

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

1. Projects – All projects have been put on hold due to the COVID-19 Pandemic.
2. Life Safety Code Inspections – We have postponed several required inspections that would require outside contractors to work through the entire facility and suspended all in house inspections that would require entrance to all resident rooms. I have had multiple conversations with the Fire Marshal Supervisor and he supports this decision. We also recently learned our Fire Marshal for the last few years has taken a new job. As of now his position has not been filled.
3. Our Building Management software is outdated and needs updating. The upgrades are just as costly as getting a new system installed. Waiting on a quote from Johnson Controls. It will be critical to get replaced as it helps us control heating and cooling systems and our hot water systems. Received a verbal quote on the how much it would cost to upgrade the system - up to \$10,000.00.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the January 2020 Financial Reports:

1. Census: January 89.3% vs. December 88.2% YTD 89.3% and Budgeted at 90%.
2. Net Loss/Gain for January \$121,585.00 vs. December \$347,116.00 YTD 2020 (\$765,540.00.)
3. Cost Per Patient Day for January \$399.78 vs. December \$451.61 YTD 2020: \$399.78.
4. Accounts Receivables Balance: January \$1,431,894.00 vs. December \$1,418,238.00 (31 days).
5. Private Pay Past Due Accounts: January \$84,759.62 vs. December \$119,082.16.
6. Restricted Funds Balances: January \$695,476.84 vs. December \$691,133.03.
7. Depreciation Fund Balances: January \$349,587.67 vs. December \$349,528.30.
8. General Cash Balance: January \$6,536,678.05 vs. December \$5,990,213.07.
9. Contingency Fund Balance: January \$1,538,344.49 vs. December \$1,536,272.19.
10. Meadow View Apartments Report: January \$3,757.67 vs. December (\$4,571.63) Occupancy at 86% YTD \$3,757.67.

Motion to approve and accept the January 2020 Financial Report made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the January 2020 Financial Report:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly

No: None.

Motion to approve and accept the January 2020 Invoices and Check Register total amount paid \$1,019,477.14 made by Fred Harris, seconded by Diana Kelly, all yeas, motion carried.

Roll Call Vote to accept and approve the January 2020 Invoices and Check Register total amount paid \$1,019,477.14:

Yes: Fred Harris; Diana Kelly, Melissa Zelenak

No: None.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the February 2020 Financial Reports:

1. Census: February 88.8% vs. January 89.3% YTD 89.0% and Budgeted at 90%.
2. Net Loss/Gain for February \$88,593.00 vs. January \$121,585.00 YTD 2020 \$210,179.00.
3. Cost Per Patient Day for February \$394.96 vs. January \$399.78 YTD 2020: \$395.22.
4. Accounts Receivables Balance: February \$1,554,544.00 vs. January \$1,431,894.00 (33 days).
5. Private Pay Past Due Accounts: February \$108,193.99 vs. January \$84,759.62.
6. Restricted Funds Balances: February \$695,489.97 vs. January \$695,476.84.
7. Depreciation Fund Balances: February \$349,643.22 vs. January \$349,587.67.
8. Meadow Brook Debt Retirement Balance: February \$101,128.52.
9. General Cash Balance: February \$6,884,694.50 vs. January \$6,536,678.05.
10. Contingency Fund Balance: February \$1,539,650.11 vs. January \$1,538,344.49.
11. Meadow View Apartments Report: February \$17,939.13 vs. January \$3,757.67 Occupancy at 95% YTD \$21,696.80.

Motion to approve and accept the February 2020 Financial Report made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the February 2020 Financial Report:

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve and accept the February 2020 Invoices and Check Register total amount paid \$607,450.16 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the February 2020 Invoices and Check Register total amount paid \$607,450.16:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly

No: None.

David Schulz, Meadow Brook Administrative Services Director reviewed with the Board the March 2020 Financial Reports:

1. Census: March 88.1% vs. February 88.8% YTD 88.7% and Budgeted at 90%.
2. Net Loss/Gain for March (\$81,427.00) vs. February \$88,593.00 YTD 2020 \$128,752.00.
3. Cost Per Patient Day for March \$383.46 vs. February \$394.96 YTD 2020: \$391.24.
4. Accounts Receivables Balance: March \$1,802,172.00 vs. February \$1,554,544.00 (39 days).
5. Private Pay Past Due Accounts: March \$95,686.07 vs. February \$108,193.99.
6. Restricted Funds Balances: March \$695,518.96 vs. February \$695,489.97.
7. Depreciation Fund Balances: March \$479,883.58 vs. February \$349,643.22.
8. Meadow Brook Debt Retirement Balance: March \$105,663.50 vs. February \$101,128.52.
9. General Cash Balance: March \$6,726,019.00 vs. February \$6,884,694.50.
10. Contingency Fund Balance: March \$1,540,844.26 vs. February \$1,539,650.11.
11. Meadow View Apartments Report: March \$6,906.05 vs. February \$17,939.13 Occupancy at 95% YTD \$14,790.75.
12. Tracking COVID-19 related expenses.
13. Resolution #4 2020

Motion to approve and accept the March 2020 Financial Report made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the March 2020 Financial Report:

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve and accept the March 2020 Invoices and Check Register total amount paid \$603,285.35 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the March 2020 Invoices and Check Register total amount paid \$603,285.35:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly

No: None.

Motion to approve Resolution No. 4 of 2020 be it resolved that the Antrim County Human Service Board / Meadow Brook Governing Board acknowledges the due diligence and documentation of the actions taken in the attempt to collect the debts (1st Quarter) in the amount of \$2,123.86 for Total Write Offs and \$2,735.79 Total Adjustments and Contra Charges for a Grand Total of \$4,859.65 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

***** Due to COVID-19 this meeting is being held via Zoom / Facebook Live. This Resolution is being approved verbally and arrangements will be made to have official signatures submitted on the Resolution No. 4 document. *****

Roll Call Vote to approve motion to approve Resolution No. 4 of 2020 be it resolved that the Antrim County Human Service Board / Meadow Brook Governing Board acknowledges the due diligence and documentation of the actions taken in the attempt to collect the debts in the amount of \$2,123.86 for Total Write Offs and \$2,735.79 Total Adjustments and Contra Charges for a Grand Total of \$4,859.65:

Yes: Fred Harris, Melissa Zelenak, Diana Kelly

No: None.

Motion to adjourn the meeting at 11:11 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to adjourn meeting at 11:11 a.m.:

Yes: Fred Harris, Melissa Zelenak; Diana Kelly

No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board