

06/25/2020

Virtual Zoom / Facebook Live Meeting

The June 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, June 25, 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 9:07 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; Melissa Zelanak, 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; Ben McGuire, Meadow Brook Systems Administrator and Rhonda Tomczak Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests Present: Melissa Kingsbury, CPS Supervisor, MDHHS

Meeting minutes of the Regular Meeting 05/28/2020, motion to approve and accept minutes as presented by Melissa Zelanak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept Regular Meeting Minutes of 05/28/20 as presented:

Yes: Melissa Zelanak; Fred Harris

No: None.

Maureen Clore, Director of Health and Human Services reported to the Board with updates on: 1. Introduction of new Antrim County Children's Protective Services Supervisor, Melissa Kingsbury. 2. \$119.00 in expenditures in May for glasses for a foster child. 3. Discussion held regarding renewing lobby copier at DHHS office. Board recommended terminating lease while office is closed. Will resume contract when lobby opens. 4. Discussion held regarding Assistance Payments data and increase in food assistance in the month of April. 5. Return to Office plan is being developed with no exact date of when MDHHS will re-open lobbies to the public. 6. MDHHS is redesigning Children's Protective Services program across the state. Virtual Town Hall will be held July 23, 2020 to obtain community input. Invitations will be sent to Board Members. 7. BSC1 Director, Cindy Pushman, is retiring the end of July.

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

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

Yes: Melissa Zelanak; Fred Harris;

No: None.

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

1. Projects – We are slowly beginning to start projects again. The courtyard plantings and irrigation projects are complete and will begin the Wander Management project soon.
2. Life Safety Code Inspections – We have completed all required fire alarm and fire suppression testing.

3. Meadow View Air Handler – Received a quote for a heating and cooling unit to be placed on the Meadow Brook roof for \$60,050.00
4. Our Building Management software is outdated and needs updating. This system is used to monitor and adjust all heating and cooling systems. Received a quote to replace 2 Jaces to get the system back to normal operation – cost \$13,700.00.

Motion to approve purchase of new Building Management Software not to exceed \$14,000.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the purchase of new Building Management Software not to exceed \$14,000.00:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Working with Public Health Department to conduct Baseline Testing. This is not mandatory at this time. National Guard will be onsite Wednesday, June 17, 2020. A. National Guard will conduct the testing B. Meadow Brook staff will conduct the testing of the residents. We received notice yesterday afternoon that 10 test kits were compromised during transit to the lab. These 10 employees will need to be retested. 2. New Guidance expected from MDHHS any day regarding criteria for testing. May be mandatory for staff and resident's (although residents may opt out) regarding testing. We are expecting updated memo the week of June 15th. Much discussion within the Associations and between MDHHS and Director Gordan. 3. Cheryl and I have a meeting with our Lake Superior Health QIO (Quality Improvement Organization) regarding CMS mandate to review and complete another Infection Control Assessment along with QAPI development for the year. 4. Finance Director has been working with Kronos to get our Payroll system converted from MDI. 5. Deb Haydell and David Schulz will be presenting a Draft Budget for 2021. 6. Meadow Brook Foundation Meeting – Wednesday, June 17, 2020 at 5:00 p.m. via Zoom. 7. NMCAA Board Meeting on Thursday, June 18th. 8. Staffing is Pandemic Crisis mode! – This is due to FMLA's (sunburns, broken wrist, pregnancies, and (2) Work Comp Cases for back strains; vacations. 9. Media – Record Eagle articles in the last 2 Sunday papers 6/07 and 6/14. 10. Senate Bill 690 – waiting to pass the full house. If it does, RN / LPN and CNA's will receive \$3.00 / hour for hours worked between 04/01/20 – 09/30/20. You have to be employed at the time and only hours worked. FMLA, vacations, etc. will be excluded. Payroll taxes will be included. Stay tuned. 11. Officially sworn in as President of the Michigan Medical Care Facility Council (MCMCFC) on June 1, 2020. 12. Charles Westphal turning 100 on June 30th – a lot of involvement with Social Media, received over 200 Birthday Cards from all over the United States and over 32,000 views on FB and 662 shares, American Legion is coming, Tristan Cole is coming with some Legislatures, 9 & 10 News is coming to do a story. 13. Still no visitation as this time.

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

1. COVID 19:
 - Partnered with Superior Health Quality Improvement partnership regarding our Infection Control program. Participated in a 2 hour phone conference on strategies for improvement. Will be working on handwashing compliance.
2. Staffing:
 - We have 12 nurse aides off the schedule right now for various reasons.
 - In Pandemic Staffing crisis.

- 2 new hires and 1 internal HHA that is attending Nurse Aide class starting on Monday, June 29th.

3. Equipment:

- Request for Sysmex-xw 100 CBC Analyzer as an addition to the 2020 CAR Budget.

Diana Kelly, Board member joined the meeting.

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

1. Census: April 84.8 % vs. March 88.1% YTD 87.8% and Budgeted at 90%.
2. Net Loss/Gain for April (\$384,071.00) vs. March (\$81,427.00) YTD 2020 \$425,469.00.
3. Cost Per Patient Day for April \$443.34 vs. March \$383.46 YTD 2020: \$403.72.
4. Accounts Receivables Balance: April \$1,676,341.00 vs. March \$1,802,172.00 (38 days).
5. Private Pay Past Due Accounts: April \$91,771.18 vs. March \$95,686.07.
6. Restricted Funds Balances: April \$695,526.77 vs. March \$695,518.96.
7. Depreciation Fund Balances: April \$479,962.47 vs. March \$479,883.58.
8. Meadow Brook Debt Retirement Balance: April \$105,672.16 vs. March \$105,663.50.
9. General Cash Balance: April \$7,493,169.05 vs. March \$6,726,019.00.
10. Contingency Fund Balance: April \$1,541,602.35 vs. March \$1,540,844.26.
11. Meadow View Apartments Report: April \$7,074.92 vs. March \$6,906.05 Occupancy at 95% YTD \$21,865.67.
12. Tracking COVID-19 related expenses.
13. Updated CAR Budget Request for 2020 for Sysmex-xw 100 CBC Analyzer not to exceed \$7,500.00. This brings the 2020 CAR Budget to \$465,100.00.
14. 2021 Draft Budget
15. 2021 Tentative MVA Budget

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

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

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve the increase to the 2020 CAR Budget for a Sysmex-xw 100 CBC Analyzer not to exceed \$7,500.00 increasing the 2020 CAR Budget to \$465,100.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and increase to the 2020 CAR Budget for a Sysmex-xw 100 CBC Analyzer not to exceed \$7,500.00:

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve the presented 2021 Draft Meadow Brook Medical Care Facility Budget as presented made by Fred Harris, seconded by Melissa, all yeas, motion carried.

Roll Call Vote to accept and approve the 2021 Draft Meadow Brook Medical Care Facility Budget as presented:

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve the presented 2021 Tentative Meadow View Apartment Budget as presented made by Melissa Zelanek, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the 2021 Tentative Meadow View Apartment Budget as presented:

Yes: Melissa Zelenak; Fred Harris; Diana Kelly

No: None.

Motion to approve and accept the April 2020 Invoices and Check Register total amount paid \$540,836.37 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the April 2020 Invoices and Check Register total amount paid \$540,836.37:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly

No: None.

Motion to approve and accept the May 2020 Invoices and Check Register total amount paid \$712,500.38, made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the May 2020 Invoices and Check Register total amount paid \$712,500.38:

Yes: Fred Harris; Melissa Zelenak; Diana Kelly

No: None.

Motion to adjourn the meeting at 10:43 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