

07/23/2020

Virtual Zoom / Facebook Live Meeting

The July 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, July 23, 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 9:11 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; Melissa Zelenak, Member; Marna Robertson, Meadow Brook Administrator; David Schulz, Meadow Brook Director of Administrative Services; John McCleese, Meadow Brook Director of Maintenance; 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:

Meeting minutes of the Regular Meeting 06/25/2020, motion to approve and accept minutes as presented by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept Regular Meeting Minutes of 06/25/20 as presented:

Yes: Melissa Zelanek; Fred Harris

No: None.

Maureen Clore, Director of Health and Human Services reported to the Board with updates on: 1. No expenditures for the month of June. 2. Received notification from the County to submit request for Appropriation for next year. Every year we request \$15,000.00 but have yet to spend that amount. Board expressed support to continue requesting that amount. Would like support in line item for \$5,000.00 for Camperships for next year. 3. Submitted electronically the Antrim County Department of Health and Human Services 2019 Annual Report. 4. MCSSA Conference is September 14th – 16th (as of right now it is being held in person). 5. CPS Redesign Townhall today at 10:00 a.m. Excited to hear what our Department has in store for us. Seeing tremendous changes in our residential program. A new order in place that there will no longer be restraints in residential facilities unless absolutely necessary. 6. Completely revamped the redetermination process. We went from eight pages down to two. This new process will be rolled out in August. 7. Copier Update – Found out that DHS owns the copier and was paying for service. Have since put service on hold for the time being. 8. Contract renewal MA200000000821 for Family Preservation – Family Assistance Program for (3) years for \$154,002.00.

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;

No: None.

Motion to approve and accept Contract Renewal MA20000000821 for Family Preservation – Family Assistance Program for (3) years for \$154,002.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the renewal of contract MA20000000821 for Family Preservation – Family Assistance Program for (3) years in the amount of \$154,002.00:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. We are weekly testing due to MI Start Map changes. Our Region is 6. It changed from Blue to Yellow. Low to Medium High risk after the 4th of July. This automatically puts facilities into weekly testing mode for all employees. Resident's will not be included in this weekly testing unless a resident becomes positive. This has been a logistics nightmare but we finally have a plan, will start our weekly testing July 15th and 16th and every Wednesday / Thursday 6:00 a.m. to 4:00 pm until further notice from the State. We completed week 1 of testing and all results came back negative. 2. Testing policies are in place. We had to have one for baseline, weekly, Admissions / Re-Admissions / and Symptom based for resident / staff. 3. Our person who tested positive was a false positive! 😊 This was confirmed last week when the 3rd test came back negative. We also had a call from the State's epidemiology office regarding our reporting of this episode. 4. Visitation – It's complicated! The short of it is to date: The Governor's Executive Order restricting all visitation is set to expire July 24th. However, we have an Emergency Order placed by Director Robert Gordon, MDHHS that is in effect and will remain so until further notice placing restriction on visitation to ONLY End of Life / Actively Dying / Serious Illness or Major Condition Change. Visitation Policy will be prepared for staff and family. 5. Town Hall Meetings were conducted with staff on July 9th and 10th to keep staff posted on new happenings on: Testing – Weekly / State of Michigan Policies; Handwashing Audits – CMS QIO Mandates – Infection Control Quality Improvement; Senate Bill 690 – Wage Pass Through \$2.00 / hour for Nurses and CNA's. There are caveats within this Bill, certain nurses are exempt: i.e. administrative roles. David and Deb are working through the guidance from Legal Counsel; Pandemic Staffing Crisis Plan. 6. Received resignation from Kris School, Medical Records / Coder / Corporate Compliance – Kris has accepted a position at KMH. She has been with us 10.5 years and will be missed. 7. Prayers and updates for Diana Kelly as I know surgery scheduled for 7/13/20.

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

1. Staffing:

- Staffing continues to be a challenge. We have 13 nurse aides on either FMLA or Worker's Compensation.
- Overtime continues for Nurses and Nurse Aides.
- Allowed "light duty" assignments for those staff on leaves or Workmen's Comp as part of the Facility Pandemic Crisis Staffing Plan.

2. Equipment:

- Ordering CBC Analyzer that Board approved.
- Continue to monitor supplies carefully due to back orders and "allotments".

3. COVID 19:

- Baseline Testing was completed on 6/17/20 as mandated, great difficulty getting test results.
- End Baseline tests per notification from the Health Department:
 - 178 tests were sent in

- 160 negative test results
- 3 missing tests
- 15 samples were not valid / could not be tested
- All resident tests were negative
- Weekly Testing as mandated for all staff and residents – Begin 7.14.20
- Closely monitoring personal protective equipment (PPE)

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

1. Projects –
 - a. The Wander Management project is complete. We had several issues with Compass staff and several mistakes were made on their end. I believe all issues have been resolved and Compass covered any additional cost due to the mistakes they made.
 - b. We are getting quotes to replace all drinking fountains with bottle fill stations.
 - c. Temperature Control should be installing the Jace's to the Building Management System next week.
2. Staffing:
 - a. Cecil F. is off for 6-8 weeks for surgery on his foot.
3. Flooding issues over the weekend. We had two pumps fail on Glacier Hill and Orchard Hill House. In the investigative stage. Have contacted contractors to see where improvements to the grounds can be done for future preventative measures.

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

1. Census: May 90.3% vs. April 84.8 % YTD 87.7% and Budgeted at 90%.
2. Net Loss/Gain for May (\$159,554.00) vs. April (\$384,071.00) YTD 2020 \$946,704.00.
3. Cost Per Patient Day for May \$392.16 vs. April \$443.34 YTD 2020: \$401.37.
4. Accounts Receivables Balance: May \$1,530,518.00 vs. April \$1,676,341.00 (33 days).
5. Private Pay Past Due Accounts: May \$89,278.98 vs. April \$91,771.18.
6. Restricted Funds Balances: May \$695,529.26 vs. April \$695,526.77.
7. Depreciation Fund Balances: May \$480,044.00 vs. April \$479,962.47.
8. Meadow Brook Debt Retirement Balance: May \$105,681.11 vs. April \$105,672.16.
9. General Cash Balance: May \$8,056,706.44 vs. April \$7,493,169.05.
10. Contingency Fund Balance: May \$1,542,052.02 vs. April \$1,541,602.35.
11. Meadow View Apartments Report: May \$234.73 vs. April \$7,074.92 Occupancy at 93% YTD \$22,100.40.
12. Tracking COVID-19 related expenses.
13. Completed 2017 Medicaid Cost Report Audit. Accepting the findings and minor adjustments will be made.

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

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

Yes: Melissa Zelanek; Fred Harris;

No: None.

Motion to approve and accept the June 2020 Invoices and Check Register total amount paid \$564,048.53 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the June 2020 Invoices and Check Register total amount paid \$564,048.53:

Yes: Fred Harris; Melissa Zelenak;

No: None.

Motion to adjourn the meeting at 10:33 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to adjourn meeting at 10:33 a.m.:

Yes: Fred Harris, Melissa Zelenak;

No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board