

08/27/2020

Virtual Zoom Meeting

The August 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, August 27, 2020 via Zoom due to COVID-19 Pandemic and Governor's Stay At Home Order. Fred Harris, Chairman, called the meeting to order at 9:09 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; Melissa Zelenak, Vice Chairman; 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; Ben McGuire, Meadow Brook Systems Administrator; Cheryl Patton, Meadow Brook Director of Nursing; Brooke Bates, Meadow Brook Director of Therapeutic Recreation 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 07/23/2020, motion to approve and accept minutes as amended by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept Regular Meeting Minutes of 07/23/20 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 July. 2. May need to use \$300.00 for Back Packs for Kids. We have reached out to some organizations to assist with this program since the funding was cancelled. 3. Provided Kids Count Data for Antrim County. 4. Participating in an Eviction Diversion Program to assist people to not be evicted from their homes due to inability to pay rent caused by the COVID-19 Pandemic. 5. Assistance Payment Focused Program – Reported Error Rate is 11.34%. The State of Michigan must have an error rate below 6% to avoid potential sanctions, including financial penalties. This rate is subject to change based on FNS review and finalization. 6. 2020 MCSSA / MCSSCET Virtual Annual Training Conference and Business Meeting set for September 14th -15th. Theme for this year's conference "Stop Poverty.". 7. Still have not received the Staffing Package yet. As of Monday, there are several openings in the Child Welfare Department even though there is a hiring freeze at this time. 8. Reviewed Contract for Approval for Regional Detention Support Services (RDSS) – Tether Installation and Maintenance for 3 years \$57,000.00.

Motion to approve and accept the DHHS Financial Report made by Fred Harris, seconded by Melissa Zelenak, 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 MA200000001366 for Regional Detention Support Services (RDSS) – Tether Installation and Maintenance for 3 years \$57,000.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the renewal of Contract Renewal MA200000001366 for Regional Detention Support Services (RDSS) – Tether Installation and Maintenance for 3 years \$57,000.00:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. In touch with Pete Garwood and Ed Boetcher regarding upcoming Board vacancy. Pete Garwood will be making a recommendation to the County Board of Commissioners to advertise for interest in the position in November. 2. David was set to retire in December but has since updated his retirement to October 16th, 2020. 3. Union Negotiations are set for October 13th at Shanty Creek in the Bellaire Room. 4. Resident Satisfaction Survey was completed and done in June. Overall Resident Satisfaction was 95.2%. Survey was submitted to the State and has been approved for QMI incentive. 5. In line for visitation – very restrictive. Received notification that the Attorney General is expected to Issue a Press Release Soon regarding Visitation. It is our understanding the AG's Office intent is that long term care providers stick stringently to the outlined exceptions to the visitation restrictions. More information will be shared as soon as it is available. (See attached Executive Order 2020-148). 6. COVID Testing Costs to date: \$90,698.02. Currently in our 8th week of testing. We have received an EFT for the amount of \$90,698.02. Going forward we will submit our Testing Reimbursement form on a monthly basis. 7. We continue to do our testing on Wednesday and Thursday's. So far only two employees have missed the weekly mandatory testing. We have held a strict line and these employees have received an absence occurrence as well as a Disciplinary Action. 8. Incident Command Team: Marna, Cheryl and Rhonda continue to meet daily at 1:30 p.m. for COVID-19 monitoring policies, procedures, trainings, flow of communications and different meetings to attend. 9. Deb Haydell continues to work with David with training in preparation with his early departure. Working diligently on switching Payroll and General Ledger software so we will be down to one system. 10. Continue to participate with our Quality Improvement Organization. One of our key components is focusing on Hand Hygiene / Handwashing. We will be doing 6 observation cycles. We are in our 4th week of observations and we are 97% compliance as it is observed across all departments and functions. Next up will be environmental and infection control on into next year. 11. We had an elopement and reported it into the State. State Surveyor came the day after reporting and conducted her investigation. Nursing and Maintenance did an amazing job answering all of the surveyor's questions. We are receiving a Level D (low level) on Supervision. 12. Resolution #5 of 2020 - Would like to authorize a \$100.00 one-time bonus for the non-direct care staff that did not qualify for Hazard Pay (July 1 – September 30, 2020) during the COVID-19 Pandemic as an appreciation for their service during this time. Would also like to authorize a one-time bonus for the following employees for their roles in the Incident Command Leadership: Rhonda Tomczak, Administrative Assistant \$1,000.00; Cheryl Patton, Director of Nursing \$2,000.00 and Marna Robertson, Administrator \$2,500.00 to be paid the pay period ending 10/03/2020.

Motion to approve Resolution Number 5 of 2020, authorizing a one-time \$100.00 bonus for non-direct care staff that did not qualify for Hazard Pay and special one-time bonus for Rhonda Tomczak, \$1000.00; Cheryl Patton, \$2,000.00 and Marna Robertson, \$2,500.00 for Incident Command Leadership during COVID-19 Pandemic made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve Resolution Number 5 of 2020:

Yes: Melissa Zelenak; Fred Harris;

No: None.

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. This will end 8/31/2020.

2. Equipment:

- Ordering CBC Analyzer that Board approved. Have not received yet.
- Continue to monitor supplies carefully due to back orders and "allotments".

3. COVID 19:

- Weekly testing of all staff continues, excellent compliance from staff.
- Baseline testing was completed on 6/17/2020 as mandate, great difficulty getting test results.
- Closely monitoring personal protective equipment (PPE).
- We ordered three temperature kiosks for monitoring of temps. These kiosks have face recognition. We will have two for the employees in the vestibule area and the other one we will use in the Front Lobby for visitor entrance.

4. Resident Safety:

- Issue with alarm on front doors, working with Maintenance on fixes.
- We are working on plan of correction for the Level D on Supervision.

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

1. Projects –

- The Access Control Project on the card readers was postponed. We now have Compass Communication on board to help us get this project completed.
- We may have to carry over several projects to 2021 due to the Pandemic.
- Unforeseen Issues Outside:
 - i. Flooding issues – both sump pumps failed on the outside area of Glacier Hill. Turns out they are all on one breaker so they needed to be replaced.
 - ii. Also have a 4-inch drain that cannot keep up with the flow of water.
 - iii. We had to dredge the upper pond.
 - iv. Repairing the dirt road by the upper garage due to being washed out from the rain.
 - v. Dredge out the ditch line in the back parking lot.
 - vi. Total cost to date of these repairs \$26,787.50
- Elopement Issues – we have triple layer of defense on all outside, stairwall, back doors, and household doors. It was an emergency decision to make and will update the board when all the invoices come in.

2. Staffing:

- Cecil F. continues to be off for surgery on his foot.

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

1. Census: June 86.9% vs. May 90.3% YTD 87.5% and Budgeted at 90%.
2. Net Loss/Gain for June \$495,830.00 vs. May (\$159,554.00) YTD 2020 \$1,442,535.00.
3. Cost Per Patient Day for June \$420.74 vs. May \$392.16 YTD 2020: \$404.54.
4. Accounts Receivables Balance: June \$1,511,723.00 vs. May \$1,530,518.00 (33 days).
5. Private Pay Past Due Accounts: June \$103,695.58 vs. May \$89,278.98.
6. Restricted Funds Balances: June \$695,531.83 vs. May \$695,529.26.
7. Depreciation Fund Balances: June \$347,474.05 vs. May \$480,044.00.
8. Meadow Brook Debt Retirement Balance: June \$105,689.78 vs. May \$105,681.11.
9. General Cash Balance: June \$8,741,810.67 vs. May \$8,056,706.44.
10. Contingency Fund Balance: June \$1,543,372.59 vs. May \$1,542,052.02.
11. Meadow View Apartments Report: June \$4,891.92 vs. May \$234.73. Occupancy at 94% YTD \$26,992.32.
12. Completed the 2017 Medicaid Cost Report Audit.
13. Received notification that the State will be taking back from the Certified Public Expenditure \$920,000.00 from the 2019 overpayment.
14. Working on the 2018 Medicaid Cost Report Audit. Deadline is September 7, 2020.
15. Wage and Insurance Opener Union Negotiations set for October 13, 2020. Negotiations will be held at The Bellaire Room at Shanty Creek.
16. Working \$2.00 per hour Hazard Pay for direct care workers.
17. Tracking COVID-19 related expenses.

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

Roll Call Vote to accept and approve the June 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 \$495,832.00 made by Melissa Zelanek, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the June 2020 Invoices and Check Register total amount paid \$495,832.00:

Yes: Fred Harris; Melissa Zelanek;

No: None.

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

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

Yes: Fred Harris, Melissa Zelanek;

No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board