

10/22/2020

Virtual Zoom Meeting

The October 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, October 22, 2020 via Zoom due to COVID-19 Pandemic and Governor's Stay At Home Order. Fred Harris, Chairman, called the meeting to order at 9:07 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; Alan Shumaker, Interim Meadow Brook Director of Maintenance; Deb Haydell, Meadow Brook Finance Director; Ben McGuire, Meadow Brook Systems Administrator; Brooke Bates, Meadow Brook Therapeutic Recreation Director; Cheryl Patton, Meadow Brook Director of Nursing; and Rhonda Tomczak Meadow Brook Administrative, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Medical Leave: Diana Kelly, Board Member.

Public Comment: None.

Guests Present: David Schulz and Allison Fales, Meadow Brook Human Resources Specialist

***Meeting minutes of the Regular Meeting 09/24/2020, 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 09/24/20 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. Expenditures for September \$2,584.28 of which included Board Salaries and payment Trauma Assessment for Foster Youth. Have not asked for further appropriation this year from the County because just do not believe it can be spent. Still waiting for approval from the County for 2021 appropriations. 3. Presented statistics on referral rates for Child and Adult Protective Services during COVID. Numbers seemed a little higher. Most were law reinforcement referrals or rejected referrals that didn't meet our requirements or vulnerability. We are at an all time low for children out of home care. 4. We did have a site visit with our Children Services Administration Director, she did a virtual site visit due to COVID. She was incredibly complimentary of our staff. 5. We still do not have our staffing allocation or budget for 2021. 6. Provided statistics to the Board on Assistant Payment Programs. There wasn't a huge increase from last year to this year but obviously a huge increase in the amount each family received through November.

***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 Zelanek; Fred Harris;***

***No: None.***

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Infection Control Focused Survey on 10/06/20 by the State of Michigan. Awaiting report. We were the first one in the State to

have this done. We did very well. a. Comments on use of Alcohol Based Sanitizer. Per CDC use of AHBS should be used for about 20 seconds. b. No items under sinks. We'll lock those or zip tie to avoid temptation. c. Very complimentary of our Laundry area and how clean it is. 2. Union Negotiations – Conducted Union Negotiations on 10/13 at Shanty Creek. Union did their vote yesterday and passed with a 50 (yes) and (3) no. Motions to be presented for the Union Vote. 3. Voluntary Separation with Maintenance Supervisor, October 15<sup>th</sup> is the last day of retraction of agreement. Alan Shumaker has been acting Maintenance Supervisor. Posting for Maintenance Supervisor will be up on 10/12/20 for 5 days per Union Agreement. 4. David's last day as Meadow Brook employee was on 10/16. Contracts in place for consulting for Human Resources and Financial. David will be in attendance via Zoom for this Board Report to assist Allison with Union outcome. 5. Cheryl and Marna were scheduled to attend MCMCFC Fall Administrator / DON Conference this week on Mackinaw Island but received a call late Friday stating it was moved to virtual due to 2 employees at Mission Point were positive for COVID-19. 6. Outside Visiting ended on October 18<sup>th</sup> due to inclement weather, but we had 2 COVID positive employee cases so we had to close visitation regardless. Executive Order for Indoor Visiting – there are a lot of caveats and rules. Visitors have to be tested within 72 hours of scheduled visit. In the process of developing new policies / protocols. Only one visitor at a time per household. 7. Two (2) Board seats posted in the paper. Fred Harris has submitted his application. Suspect we will hear something from the County in November. 8. Kronos Payroll Software implemented and live! Tremendous effort and Great work from Deb and Nancy! Next will be the Human Resources software integration. Allison Fales, HR Specialist, Rhonda Tomczak, Administrative Assistant and myself will be learning and completing the implementation. Will start scheduling this for November. 9. Our testing week of 10/08/20 we had 2 employees that tested positive, both were asymptomatic. We immediately rapid tested both employees and results were negative. Removed employees from the facility for mandatory 10 days. Both employees continue to be asymptomatic.

***Motion #1 to approve 3% wage increase for all non-union staff positions effective the pay period beginning 11/01/2020 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.***

***Roll Call Vote to accept and approve Motion #1: 3% wage increase for all non-union staff positions effective the pay period beginning 11/01/2020:***

***Yes: Melissa Zelenak; Fred Harris;***

***No: None.***

***Motion #2 to approve a \$ .50 per hour wage increase for all union represented positions and health insurance cap effective the pay period beginning 11/01/2020 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.***

***Roll Call Vote to accept and approve Motion #2: \$ .50 per hour wage increase for all union represented positions and health insurance cap effective the pay period beginning 11/01/2020:***

***Yes: Melissa Zelenak; Fred Harris;***

***No: None.***

***Motion #3 to approve and accept increasing the monthly insurance cap for all employees for coverage to begin January 1, 2021 to \$601.00. Deductions will start beginning the first pay in December (12/03/2020) for January's coverage made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.***

**Roll Call Vote to accept and approve Motion #3: to approve and accept increasing the monthly insurance cap for all employees for coverage to begin January 1, 2021 to \$601.00. Deductions will start beginning the first pay in December (12/03/2020) for January's coverage made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.**

**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.
- Overtime continues for Nurses and Nurse Aides.

2. Equipment:

- Ordering small and large equipment per budget.
- Continue to monitor supplies carefully due to back orders and "allotments", increased "burn rates" for disposable gowns, masks and gloves.

3. COVID 19:

- Weekly testing of all staff continues, excellent compliance from staff.
- Continue in house testing as needed. Use for in house resident symptoms and random employee testing for symptoms or possible exposures.

Alan Shumaker, Meadow Brook Director of Maintenance with updates to the Board on:

**1. Projects/Equipment**

Boiler Replacement:

- Boiler 1 in the Maintenance Shop that feeds the hot water coil for 3 story air handling unit has been replaced by Temperature Control. This is 2 of 2 replaced on that system.

Water Heater Replacement:

- The 2<sup>nd</sup> of 2 water heaters for the 1968 addition (Jordan House / Grass Creek) has been replaced by Temperature Control.
- 1 unit currently on order for Glacier Hill / Cedar River that will be 2 of 3 units replaced in that location. We will be scheduling that work as soon as the unit arrives.

Building Management System:

- New Building Management System software is up and running.
- The new system has much more storage space because it is server based, vs onboard device memory only, allowing more frequent data point monitoring and logging.
- The graphics interface provides more information about the performance and operational status of our equipment.
- Staff Training with Temperature Control scheduled for 10/16/20.

Van Garage:

- New shelving ordered and installed to accommodate supply stock.

- Flooring remnants from construction that cannibalized much of the shelving in the garage were sorted, a stock of repair items was palletized and moved to the barn, remainder was offered to staff or discarded to further free up storage space.
- Maintenance is looking at options, including removing a partition wall in the garage to increase access to emergency equipment and supplies.

## **2. Winter Prep**

2020/2021 Snow Removal contract was put out for Bids per Marna Robertson.

- Advertised publicly via Antrim Review and Builders Exchange in Traverse City.
- The Facility reached out to Bert's Excavating (Current Snow Contractor), Union Designs Landscaping (Current Lawncare Contractor), and TNT Outdoors of Elk Rapids.
- Received bids from Bert's Excavating and Union Designs.

## **3. Water System Management**

- Meadow Brook Maintenance lost our on-staff water operator.
- Maintenance reached out to neighboring agencies for assistance and referrals to maintain EGLE compliance.
- Gourdie Fraser was contacted following a referral from the Village of Bellaire. They conducted a paperwork review, a site visit, and networked with EGLE representatives about the facilities needs.
- A contract was established with Gourdie Fraser Associates for water system testing and management.

## **4. Maintenance Department Staffing**

- Our staff member that was out on medical leave returned to work 9/30/20 and is doing well.
- We are down 1 team member currently.
- All Staff members have stepped up and pitched in to get us through the current challenges at hand.

Deb Haydell, Meadow Brook Finance Director reviewed with the Board the August 2020 Financial Reports:

1. Census: August 87.2% vs. July 81.5% YTD 86.7% and Budgeted at 90%.
2. Net Loss/Gain for August \$350,794.00 vs. July (\$208,381.00) YTD 2020 \$1,590,221.00.
3. Cost Per Patient Day for August \$455.59 vs. July \$456.74 YTD 2020: \$417.29.
4. Accounts Receivables Balance: August \$1,450,233.00 vs. July \$1,324,310.00 (31days).
5. Private Pay Past Due Accounts: August \$128,471.91 vs. July \$117,292.92.
6. Restricted Funds Balances: August \$695,536.89 vs. July \$695,534.32.83.
7. Depreciation Fund Balances: August \$347,592.11 vs. July \$347,533.08.
8. Meadow Brook Debt Retirement Balance: August \$105,706.67 vs. July \$105,698.73.
9. General Cash Balance: August \$8,873,178.72 vs. July \$8,622,166.46.
10. Contingency Fund Balance: August \$1,543,964.08 vs. July \$1,543,681.94.
11. Meadow View Apartments Report: August \$ 2,172.28 vs July \$6,100.31 Occupancy at 96% YTD \$35,264.91.
12. Tracking COVID-19 related expenses.
13. CAR Budget Addition for Navien Water Heater
14. 2021 Budget
15. Resolution No. 6 of 2020 Bad Debt write offs.
16. Resolution No. 7 of 2020 Private Pay Increase to \$360.00 effective 01/01/2021.

17. 2021 CAR Budget will be presented at November meeting.

18. Motion #4 Adopted Temporary Modification with MERS to include additional pay related to COVID.

***Motion to approve the purchase of a Navien Water Heater to be added to the 2020 CAR Budget not to exceed \$5,550.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.***

***Roll Call Vote to approve the purchase of Navien Water Heater to be added to 2020 CAR Budget not to exceed \$5,550.00:***

***Yes: Melissa Zelenak, Fred Harris***

***No: None.***

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

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

***Yes: Melissa Zelenak; Fred Harris;***

***No: None.***

***Motion to approve and accept 2021 Operations Budget as presented made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.***

***Roll Call Vote to accept and approve the 2021 Operations Budget as presented:***

***Yes: Melissa Zelenak, Fred Harris;***

***No: None.***

***Motion to approve Resolution No. 6 of 2020 Write Offs and Adjustments of uncollectible bad debts in the amount of \$43,190.18 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.***

***Roll Call Vote to approve Resolution No. 6 Write Offs and Adjustments of uncollectible bad debts in the amount of \$43,190.18:***

***Yes: Melissa Zelenak, Fred Harris;***

***No: None.***

***Motion to approve Resolution No. 7 Authorizing daily Private Pay Rate to increase to \$360.00 effective 01/01/2021 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.***

***Roll Call Vote to approve Resolution No. 7 Authorizing daily Private Pay Rate to increase to \$360.00 effective 01/01/2021:***

***Yes: Fred Harris, Melissa Zelenak;***

***No: None.***

***Motion to approve and accept the August 2020 Invoices and Check Register total amount paid \$714,383.15 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.***

**Roll Call Vote to accept and approve the August 2020 Invoices and Check Register total amount paid \$714,383.15:**

**Yes: Fred Harris; Melissa Zelenak;**

**No: None.**

**Motion #4 to approve an adopted temporary modification with MERS to include additional pay related to COVID-19 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.**

**Roll Call Vote to approve Motion #4 to approve an adopted temporary modification with MERS to include additional pay related to COVID-19:**

**Yes: Melissa Zelenak, Fred Harris;**

**No: None.**

**Motion to adjourn the meeting at 10:16a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.**

**Roll Call Vote to adjourn meeting at 10:16a.m.:**

**Yes: Fred Harris, Melissa Zelenak;**

**No: None.**

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board