

11/19/2020

Virtual Zoom Meeting

The November 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, November 19, 2020 via Zoom due to COVID-19 Pandemic and Governor's Stay At Home Order. Fred Harris, Chairman, called the meeting to order at 9:02 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, 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.

Public Comment: None.

Guests Present: None.

Meeting minutes of the Regular Meeting 10/22/2020, motion to approve and accept minutes as presented by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept Regular Meeting Minutes of 10/22/20 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 October \$31.59 for a car inspection for young adult Foster Youth. We do have a balance of \$2,274.20 in our account. 2. Received word from County Accountant that our County Appropriation Request for \$15,000.00 was approved for 2021. 3. No requests for expenditures this month. 4. Included in packet a copy of the annual budget (locally) \$463,000.00, most of that money goes into contracts that we provide for child welfare families such as supportive visitation contractors; parent support and help for reunification purposes. In Antrim County we are fortunate to have \$11,000.00 for assistance with guardianships for vulnerable adults. 4. Federal Lawsuit for Child Welfare Program Update – The Federal Judge was very pleased with the progress we have made. Still under this lawsuit but continuing to progress and make changes. 5. Shop with A Hero Program – not having the party this year but we still got the grant and Meijer still gave us the 30 - \$50.00 Gift Certificates for all of our foster youth. Kids are going to shop virtually with their hero. 6. Assistance Payments – there is a lot more accountability as error rate is not going down as swiftly as would like. 5. Offices remain closed until January 3, 2021 to the public. 6. Presented for approval contract Foster Family Transitional Placement for one year in the amount of \$37,500.00 – Contract number MA21000000111.

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 Zelanek; Fred Harris;

No: None.

Motion to approve endorsement of Contract Renewal for Foster Care Transitional Payment Program for one year in the amount of \$37,500.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll call vote to approve Contract Renewal for Foster Care Transitional Payment Program for one year in the amount of \$37,500.00:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Group discussion on changing monthly meeting date and time to the third Thursday of the month at 10:00 a.m. beginning with December 2020.

Motion to approve moving the monthly meetings to the third Thursday of the month at 10:00 a.m. made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll call vote to approve moving the monthly meetings to the third Thursday of the month at 10:00 a.m. beginning with December 2020:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. Baseball Cards – former resident found a box of baseball cards that one of our former left and donated to Meadow Brook. We discovered that there may be a few very valuable cards, they are currently in the safe until we have time to really look into the value. Our hope is to research and find someone to authenticate these cards would like to donate any monies to the Meadow Brook Foundation. 2. Friday Breakroom Fiasco – Discovered that there had been a leak under the sink, removed the counter, found evidence of mice, big holes in concrete from previous projects. Maintenance came in cleaned it all out, patched holes and made a temporary countertop so employees can use the breakroom. We had on our 2021 CAR Budget – request for renovation to the breakroom, so we are going to be working with vendors to get bids on renovation. 3. Weekly Testing of residents – third week and all still negative. 4. Positivity Rates in the County are rising. Facility checks the State site every Wednesday. Surrounding Counties are currently over 10%. If Meadow Brook gets to 10% or over we are all ready for twice weekly testing. As of yesterday, our positivity rate is 7.5%, but we do have the supplies needed when and if we have to do it twice a week. 5. Regional Safe Start Map – Antrim County is at Level E which means NO visiting except Hospice and End of Life visits. 6. Kronos Kick Off Meeting – Marna, Allison, Rhonda and Nancy all met with consultant to begin the process of setting up the HR Module. We have some homework to do and the next meeting is set for Tuesday, December 1st. 7. Open Enrollment was held November 9th and 10th during our COVID Testing. 8. DON, Medical Director and Marna met to reaffirm plan if resident's test positive / symptomatic. Jordan House will be our designated COVID unit and there are many variables which include census / outbreaks / staffing. 9. Various Meeting Updates: Continue to meet virtually for Disaster Workgroup meeting on a monthly basis. Also QAPI Meetings are done quarterly – we are going to have 3 primary focuses this year: Antibiotic Stewardship; Environmental Cleaning and Exercise and Activities Program.

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.
- Staff have been testing positive and need to be removed from the schedule quickly and when the result is received this has presented immediate issues with staffing for the resident care, working

thru staffing level changes to give direction to the schedulers and Nursing Supervisors as this occurs.

2. Equipment:

- Continue to monitor supplies carefully due to back orders and “allotments”, increased “burn rates” for disposable gowns, masks and gloves.
- Was notified by PCC that our new Vital Signs tower that link right into PCC is no longer have an interface with (Welch Allyn-Vital Signs tower). We are buying a software patch in order to continue to interface them BUT in order to do this we have to purchase 4 more towers now that we were planning on purchasing in 2021.

3. COVID 19:

- Weekly testing of all staff continues, excellent compliance from staff.
- Weekly testing for residents (past 3 weeks). Testing on Tuesday’s approximately 45 out of 107 residents. As of this date no resident positives.
- Continue in house testing as needed. Use for in house resident symptoms and random employee testing for symptoms or possible exposures.
- We received another 2 cases of supplies for the BD Veritor in house Point of Care testing machine. Also received a Abbot Binax Testing Machine with supplies as a back up testing machine.

4. Infection Control:

- Working with Lake Superior Quality Improvement Organization. This is our second project with them, we currently are working on Antibiotic Stewardship. Our next project will be Facility Cleaning and Disinfection Process, will be working with Dietary and Housekeeping for that phase.

5. State of Michigan:

- Two Facility Reported Incidents
 - i. One is cleared – resident fall
 - ii. One is a resident statement of being slapped, no evident of this incident occurring, no injury to the resident and vague descriptions of the resident. No evidence of abuse incident but reported as required.

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

1. Projects/Equipment

Water Heater Replacement:

- 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:

- Staff Training with Temperature Control scheduled for 10/16/20. Maintenance staff are utilizing the new system more than the previous.

2. Winter Prep

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

- Bids were reviewed, contract was awarded to Union Designs Landscaping (Our current Lan Contractor).

- Property was walked with Union Designs Owner and his Primary Operator for this account, facility needs and expectations were explained, questions were answered.

3. Water System Management

- Work continues with Gordie Fraser Associates for water system testing and management. Necessary paperwork is being emailed back and forth, site visits are scheduled for the first week of each month, water sampling is conducted at that time.
- Emergency repairs were conducted by Maintenance Staff and Temperature Control to the Laundry Department hot water main on 11/3 & 11/4. The leak was at ceiling height in the service area behind the dryers not visible to laundry staff, it was caught in its early stages by Caleb who was doing a weekly preventative service on the dryers saving lots of possible damage.

4. Maintenance Department Staffing

- One open General Maintenance position was posted 11/2/20. One internal applicant Lexie Warner, CNA was interviewed and offered the position. She will be starting in Maintenance mid-December. We are very excited to have her as a part of the Maintenance crew.

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

1. Census: September 88.4% vs. August 87.2% YTD 86.9% and Budgeted at 90%.
2. Net Loss/Gain for September \$549,650.00 vs. August \$350,794.00 YTD 2020 \$2,198,172.00.
3. Cost Per Patient Day for September \$468.99 vs. August \$455.59 YTD 2020: \$421.21.
4. Accounts Receivables Balance: September \$1,450,233.00 vs. August \$1,450,233.00 (30 days).
5. Private Pay Past Due Accounts: September \$75,739.11 vs. August \$128,471.91.
6. Restricted Funds Balances: September \$695,539.46 vs. August \$695,536.89.
7. Depreciation Fund Balances: September \$308,204.04 vs. August \$347,592.11.
8. Meadow Brook Debt Retirement Balance: September \$164,010.95 vs. August \$105,706.67.
9. General Cash Balance: September \$9,177,842.28 vs. August \$8,873,178.72.
10. Contingency Fund Balance: September \$1,544,197.17 vs. August \$1,543,964.08.
11. Meadow View Apartments Report: September \$3,204.56 vs 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. CAR Budget Addition for emergency replacement of existing JACE and combine into 1
15. CAR Budget Addition for emergency modification of storm sewer due to flooding issues
16. Alden State Bank Signature Cards

Motion to approve the addition to the CAR Budget emergency replacement of existing JACE and combine into one host in the amount of \$13,700.00 made by Fred Harris, seconded by Melissa Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the addition to the CAR Budget emergency replacement of existing JACE and combine into one host in the amount of \$13,700.00:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Motion to approve the addition to the CAR Budget emergency modification for the storm sewer- problems with flooding in the amount not to exceed \$10,205.00 made by Fred Harris, seconded by Melissa Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the addition to the CAR Budget emergency modification for the storm sewer - problems with flooding in the amount not to exceed \$10,205.00:

Yes: Melissa Zelenak; Fred Harris;

No: None.

Motion to approve the 2021 CAR Budget Requests for a grand total of \$240,440.00 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to approve the 2021 CAR Budget Requests for a grand total of \$240,440.00 :

Yes: Melissa Zelenak; Fred Harris;

No: None.

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

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

Yes: Melissa Zelenak; Fred Harris;

No: None.

Motion to approve and accept the September 2020 Invoices and Check Register total amount paid \$568,243.13 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve the September 2020 Invoices and Check Register total amount paid \$568,243.13:

Yes: Fred Harris; Melissa Zelenak;

No: None.

Motion to approve updating (4) accounts with Alden State Bank Signature Cards removing David Schulz and adding Debra Haydell as an authorized signature listed below made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Meadow View Apartments (ending in 7016)

Payroll (ending in 1086)

Accounts Payable (ending in 9478)

Resident Council (ending in 4807)

Roll Call Vote to approve updating (4) accounts with Alden State Bank Signature Cards removing David Schulz and adding Debra Haydell as an authorized signature listed below:

Meadow View Apartments (ending in 7016)

Payroll (ending in 1086)

Accounts Payable (ending in 9478)

Resident Council (ending in 4807)

Yes: Fred Harris, Melissa Zelenak

No: None

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

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

Yes: Fred Harris, Melissa Zelenak;

No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board