

12/17/2020

Virtual Zoom Meeting

The December 2020 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, December 17, 2020 via Zoom due to COVID-19 Pandemic and Governor's Stay At Home Order. Fred Harris, Chairman, called the meeting to order at 10:02 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; Melissa Zelenak, Vice Chairman; Rick Teague, Member; 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.

Special note that meetings have been changed to the third Thursday of every month at 10:00 a.m.

Meeting minutes of the Regular Meeting 11/19/2020, 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 11/19/20 as presented:

Yes: Melissa Zelanek; Fred Harris; Rick Teague

No: None.

Maureen Clore, Director of Health and Human Services reported to the Board with updates on: 1. Expenditures for November \$90.79 in expenses for a purchase of a portable DVD player and some videos for young adult Foster Youth in an effort to diminish some behaviors/restraints. We do have a balance of \$2,183.41 in our account. 3rd Quarter payroll has been submitted and will be submitting 4th Quarter payroll this week. In early January will be asking for first appropriation from the County. 2. Participated in a Lunch and Learn Session with MCSSA and discussed Open Meetings Act with further discussion with Legal Counsel. At this time would like to leave everything the way it is until there is further legislation. 3. Agency Updates – Received Staffing Packages and happy to report that we are staffed at full capacity at this time. 4. Child Welfare – Tonight is our Virtual Shop with A Hero. Different atmosphere this year but staff are doing a great job pulling it off. 5. Assistance Payments – Currently at 100% for assistance payment accuracy.

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

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

Yes: Melissa Zelenak; Fred Harris; Rick Teague

No: None.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on: 1. We are into our twice a week testing due to a resident positive 3 weeks ago. Since then we have had no more additional resident positives. Huge kudos to our staff for containing it to one resident. We are continuing our COVID

Testing twice a week through the rest of December. 2. Cheryl and Marna are starting to get notice from our pharmacy (CVS Omnicare) regarding the COVID-19 Vaccine. We fully anticipate realistically the beginning of January before we are able to get it. There is a tremendous amount of behind the scenes work, documentation, demographics and scheduling that go along with it. Marna would like to extend to the Board members if they feel they have been exposed or having symptoms and would like to have a COVID Test done we can administer that with a Rapid Test. The same goes for when we get the Vaccine, the Board members are welcome to get one here. 3. We are working with Region 7 on a Continuing Operations Plan similar to our Disaster Plan. 4. Admissions are up and down depending week to week on our COVID status.

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

1. Staffing:

- Challenges continue primarily due to R/T COVID+ staff and required time off.
- Resignation of 1 midnight nurse, actively looking for a replacement.
- Shortages are severe in the area / State.

2. Equipment:

PPE:

- Received a shipment of 50,000 disposable gowns
- Gloves are difficult to order. We continue on allocation with McKesson. We did Receive a large shipment of gloves ordered in conjunction with Chris Corbett from Bellaire Hardware / The Blue Pelican.
 - Dietary is able to order nitrile gloves thru Gordon Food Service on allocation but they have been ordering the allotted amount for nursing.

Point of Care Testing for COVID 19:

- Received a shipment of new POC tests from the Federal Government – Abbott Binax COVID 19 POC Test. Received 1 box of 40 the second week of November and 4 boxes of 40 on 12/2/20. We use these to rapid test symptomatic staff or residents. We also have another POC test a BD Veritor also supplied by the Federal Government for rapid testing of staff and residents.

3. COVID 19:

- Continue with staff positives although the rate of infection is down at this point.
- One resident positive as of this date. Resident is stable currently.
- Weekly testing of residents continues as well as bi weekly staff testing.

4. Infection Control:

- Will be transitioning to phase III of our partnership with Lake Superior QIO. The next project is facility disinfection practices and products.

5. State of Michigan:

- No outstanding Facility Reported Incidents.
- Due for Annual Survey.
- No word on the in-house infection control survey completed in late September
- Did have a allegation of mental abuse late yesterday and have reported it to the State.

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. Still waiting on this unit from Temperature Control, have continued to communicate urgency of completion prior to the end of the year.

Walk in Freezer-Dietary Stock Room

- Unit has had multiple repairs in the last 90-120 days including high & low pressure switch replacement, 2 refrigerant gas leaks that required parts and recharge, Heat trace system replacement, Defrost timer issues, blown fuses at the power disconnect on the roof from a possible compressor over current, and thermostat control & solenoid replacement.
- A conversation with Mike Law and several of his Technicians from Temperature Control revealed this unit is a Converted r-12 system that is 40+ years old, average expected lifespan is 20-25 years for this type of equipment.
- The most recent round of repairs has involved multiple return trips by Temperature Control to make adjustments to pressure switches due to continued irregular temps.
- Mike Law is hopeful that these recent repairs could extend the lifespan of this unit 1-2 years, but stated that if the unit had a catastrophic failure (compressor/condenser) that the repair cost would drastically exceed the value of the aged unit and recommended we look at a replacement system as soon as practical. He is currently working on a price quote for this project for budget consideration.

Remote Monitoring Systems

- With events past and current, we are researching remote monitoring systems for several critical pieces of equipment.
- Options to call, text, or email via the new Building Management System if space temps are out of parameter in the households, hot water temps dip below acceptable levels, or power phases are lost were discussed with Temperature Control.
- Phone dialer systems are being looked at for the walk-in freezer and both walk in coolers for power loss and high temperature alarms. Power loss and low-pressure alarms for the well, and power loss & high level alarms for the sump pumps in the 3 story basement and behind Glacier Hill are also on the list.

2. Water System Management

- Things are flowing smoothly with GFA for water system testing and management.

3. Maintenance Department Staffing

- New Maintenance employee, Lexie Warner, starts 12/14/20. She has a unique mechanical background including welding and auto restoration, and is excited about the new chapter in her career at Meadow Brook.

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

1. Census: October 84.7% vs. September 88.4% YTD 86.7% and Budgeted at 90%.
2. Net Loss/Gain for October \$490,932.00 vs. September \$549,650.00 YTD 2020 \$2,689,101.00.

3. Cost Per Patient Day for October \$479.18 vs. September \$468.99 YTD 2020: \$426.96.
4. Accounts Receivables Balance: October \$1,426,860.00 vs. September \$1,450,233.00 (31 days).
5. Private Pay Past Due Accounts: October \$78,618.61 vs. September \$75,739.11.
6. Restricted Funds Balances: October \$695,541.95 vs. September \$695,539.46.
7. Depreciation Fund Balances: October \$308,256.39 vs. September \$308,204.04.
8. Meadow Brook Debt Retirement Balance: October \$10,711.10 vs. September \$164,010.95.
9. General Cash Balance: October \$9,013,851.88 vs. September \$9,177,842.28.
10. Contingency Fund Balance: October \$1,544,445.15 vs. September \$1,544,197.17.
11. Meadow View Apartments Report: October \$1,029.04 vs. September \$3,204.56 Occupancy at 97% YTD \$39,498.51.
12. Tracking COVID-19 related expenses.

Motion to approve and accept the October Financial Report as presented made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Roll Call Vote to accept and approve the October Financial Report as presented:

Yes: Rick Teague, Fred Harris, Melissa Zelenak

No:

Motion to approve and accept the October 2020 Invoices and Check Register total amount paid \$646,497.24 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Roll Call Vote to accept and approve the October 2020 Invoices and Check Register total amount paid \$646,497.24:

Yes: Fred Harris; Melissa Zelenak; Rick Teague

No: None.

Motion to adjourn the meeting at 11:15 a.m. made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

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

Yes: Fred Harris, Melissa Zelenak; Rick Teague

No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board