

1/21/2021

Virtual Zoom Meeting

The January 2021 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, January 21, 2021 via Zoom due to COVID-19 Pandemic and Governor's Stay At Home Order. Fred Harris, Chairman, called the meeting to order at 10:00 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.

Meeting minutes of the Regular Meeting 12/17/2020, motion to approve and accept minutes as presented by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept Regular Meeting Minutes of 12/17/2020 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. No expenditures for December. We still have a balance of \$2,183.41 in our account. Just received invoices for 3rd and 4th quarter Board pay \$1918.50 that will come out of that balance leave which will leave a total of \$264.91 for the fiscal year. 2. Attached letter to our County Director requesting our Capital Appropriation. Still have not heard anything back. 3. Request for funds for January up to \$500.00 to assist with a Trauma Assessment for a mother to help rebuild her relationship with her son. 4. Received KN95 masks from the department – helping distribute them throughout the county. United Way of North West Michigan received 500,000 masks. Community Partners are working on distributing them. 5. Legislative Update – changes to central registry. Internal listing of people who have perpetrated child abuse / neglect against a youngster whether it be their own, someone they are living with or a foster child. Legislation is looking to change the process of being put on the central registry if they are a serious risk to children. 6. Reviewed data on APS Referrals; Benefit Recipient Data increase due to COVID-19; Child Welfare Program; Adult Cases, no one will be dropped from Medicaid during the Pandemic. Interesting numbers from our Family Independence Program – seen a tremendous spike in that program in April. 7. Staffing – staffing package did get approved and we are currently fully staffed. 8. Food Payment Accuracy – doing very well in business service center and have the lowest number of errors in the State. 9. Back involved with the Child Abuse Council. No Hit Campaign is showing up all over billboards and in schools. 10. Child death review team. Meeting in February on this to investigate child deaths to see what we can do to increase prevention.

Motion to support the expenditure not to exceed \$500.00 for trauma assessment made by Melissa Zelenak, seconded by Rick Teague, all yeas, motion carried.

Roll Call Vote to accept and approve the expenditure for trauma assessment not to exceed \$500.00:

Yes: Melissa Zelenak; Fred Harris; Rick Teague

No: None.

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. COVID-19 Update:

- a. 1-year anniversary Outbreak status 4 households: Antrim Lodge, Lakeshore Cottage, Orchard Hill and Glacier Hill.
- b. Weekly testing of staff since June 2020 and Twice weekly testing for all staff since 11/30/20 - Current.
- c. Resident testing weekly and prn when outbreak in households. Rapid POC tests daily on COVID+ households.
- d. Monitoring Michigan Safe Start Map; CMS County Positivity Rates (currently at 7%); MDHHS guidance for Visiting.
- e. Continuing weekly reporting to State EMR resource; NSHN sites - plethora of data inputted and tracked ongoing.
- f. November 2020 - To Date:
 - i. 20 resident positives
 - ii. 7 resident's deaths due to COVID as of 01/21/2021
- g. June 2020 - To Date:
 - i. 44 staff positives / 0 staff deaths
 - ii. 1 reinfection of staff
- h. Monoclonal (BAM) therapy administered to several COVID+ resident's that met criteria
- i. Robo calls to families routinely to keep them updated.
- j. Evaluating FB challenges controlling "comment" sections.
- k. Census / Admissions / Staffing: challenging and balancing act.

2. Vaccination Update:

- a. Cheryl diligently pursued CVS / Omnicare to arrange for in-house vaccinations as soon as possible. 1st Vaccination Clinic was held for resident's/staff on January 4th 11am-5pm.
 - i. 30% staff vaccination rate for 1st dose.
 - ii. 57% of resident's vaccinated. Census was 101.
- b. Second Clinic - scheduled February 4th 11am-5pm.
- c. Third Clinic- March to be determined.

3. Miscellaneous:

- a. Deb Haydell preparing for Plante Moran Audit with David Schulz.
- b. Allison, Rhonda and Marna working with Kronos to develop HR module. This is part 2 of Kronos and Payroll module set up that Deb and Nancy worked on last year.
- c. Developing Continuity of Operations for Region 7. Much of the information is already accounted for in our Disaster Plan. I have delegated this task to Ben McGuire as lead to attend Region 7 meetings.

- d. Finalizing mandated Risk Assessment update.
- e. Special thank you to Chris Corbett and Maureen Clore for PPE donations!!

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

1. COVID 19:
 - Resident Positives (27) and Resident Deaths (7)
 - Vaccination Plan – next vaccination date is February 4, 2021 11:00 a.m. – 5:00 p.m. by CVS
 - # of staff vaccinated on 1/7/2021 = 57 of 186 employees
 - # of residents vaccinated on 1/7/2021 = 58 of 95 residents on (1/7/2021)
2. Staffing:
 - Challenging with the number of staff positives since 11/28/20.
 - Closed Jordan House to help with staffing (1/12/21).
 - Shortages reported in State and area.
 - Staff issues with resident loss and staff member illness.
3. Equipment:
 - Continue to receive help from the community in obtaining PPE.
 - As an added measure of precaution and protection we are actively planning to have all households in droplet precautions.
 - Need to purchase more gowns in bulk.
 - Ordered 2 more digital temp stations to create more screening areas for households that are COVID+.
4. Infection Control:
 - Completed our partnership with Lake Superior QIO.
5. State of Michigan:
 - Due for Annual Survey.
6. Health Department Reporting:
 - Health Department sends us a form for a resident death related to COVID+.
 - If any time a resident or staff members turns positive for COVID there is another form that needs to be submitted to them.
 - Contract tracing workers are telling our staff that they can be off for 14 days. As a healthcare worker our policy is off for 10 days. Causing major confusion and discrepancies.

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

1. Projects/Equipment

Water Heaters/Boilers

- Temperature Control completed water heater installation for both 2020 C.A.R. units prior to the end of the year, both units are running well, still waiting on invoices.
- MVA boilers had simultaneous failures recently, unit 1 lost hot surface ignitor, unit 2 lost a pressure switch. Both have been repaired and are running well, Additional common failure parts have been

ordered to help reduce future down time. We had ignitors in stock but did not previously stock pressure switches.

Remote Monitoring Systems

- Following a site visit, discussion with Harold from Grand Traverse Mobile has continued, Initial pricing is coming in around \$8,000.00 to monitor the well, lift pumps, coolers, freezer, and flood sensors around main utility power with an automated dialer system. We are still looking at equipment options and do not have hard numbers for this project yet.

Access / Door Controls

- Compass Communications was on site just before Christmas, installed many keypads to allow staff access within the nursing units. Many staff RFID badges are dying, we cannot program new or replacement units. Conversion status is 90-95% complete.
- More Keypads on order to complete the project, approximately 20 left to do in the facility.
- Working with Compass Communications to spec & install an access control & timer system on the front lobby sliding doors. The system would allow 24hr unrestricted egress, business hour ingress without key code, key code access after hours during normal operation. For our current situation it would be configured for 24hr unrestricted egress, 24hr key code ingress.
- Working with Compass Communications & IT department to install a video doorbell system at the main entrance to allow the supervisor on duty to view and communicate with people at the front entrance via cell phone.

Lighting

- All courtyard CFL wall packs have been changed out to LED, many units needed ballast replacement, repair cost exceeded value of 8-year-old fixtures.
- CFL wall packs in loading dock have been changed to LED adding more light to dock, ramp, and dumpster area increasing safety for night staff and visibility for early AM delivery drivers.
- Van Garage / Emergency Storage lighting repaired/updated to LED, 4 of 6 fluorescent fixtures were out of service
- Upper outbuilding flood lights were not functional, replaced with dusk-dawn LED floods.
- More lighting repairs / upgrades on the way, currently delayed due to building illness status.

2. Water System Management

- Things are flowing smoothly with GFA for water system testing and management.
- PFAS samples were taken the first week of January, Due date is 2/3/2021.

3. Maintenance Department Staffing

- Maintenance is at full staff, healthy, and in good spirits.
- Overtime is plentiful to keep pace with increased biohazard pickup & other facility needs.
- New staff member Lexie Warner is a month into her training. She is pairing with all crew members at this time to learn service/repair skills, compliance inspections, equipment operation, and preventative maintenance tasks. She is settling into the department well.

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

1. Census: November 79.4% vs October 84.7% YTD 86.0% and Budgeted at 90%.
2. Net Loss/Gain for November \$66,494.00 vs. October \$490,932.00 YTD 2020 \$2,697,277.00.
3. Cost Per Patient Day for November \$519.78 vs. October \$479.18 YTD 2020: \$434.64.
4. Accounts Receivables Balance: November \$1,883,686.00 vs. October \$1,426,860.00 (44 days).
5. Private Pay Past Due Accounts: November \$81,698.51 vs. October \$78,618.61.
6. Restricted Funds Balances: November \$695,543.23 vs. October \$695,541.95.
7. Depreciation Fund Balances: November \$272,458.62 vs. October \$308,256.39.
8. Meadow Brook Debt Retirement Balance: November \$10,711.19 vs October \$10,711.10.
9. General Cash Balance: November \$8,767,712.88 vs. October \$9,013,851.88.
10. Contingency Fund Balance: November \$1,545,193.58 vs. October \$1,544,445.15.
11. Meadow View Apartments Report: November \$2,727.52 vs. October \$1,029.04 Occupancy at 96% YTD \$42,226.03.
12. Tracking COVID-19 related expenses.
13. Resolution #1 of 2021 Write Off of uncollectible debts in the amount of \$101,456.95.

Motion to approve and accept the November Financial Report as presented made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

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

Yes: Rick Teague, Fred Harris, Melissa Zelenak

No:

Motion to approve and accept the December 2020 Invoices and Check Register total amount paid \$811,205.45 made by Melissa Zelenak, seconded by Rick Teague, all yeas, motion carried.

Roll Call Vote to accept and approve the December 2020 Invoices and Check Register total amount paid \$811,205.45:

Yes: Fred Harris; Melissa Zelenak; Rick Teague

No: None.

Motion to approve Resolution #1 of 2021 write off uncollectible accounts for a grand total of \$101,456.95 made by Melissa Zelenak, seconded by Rick Teague, all yeas, motion carried.

Roll Call Vote to accept and approve Resolution #1 of 2021 write off uncollectible accounts for a grand total of \$101,456.95:

Yes: Fred Harris; Melissa Zelenak; Rick Teague

No: None.

Motion to adjourn the meeting at 11:26 a.m. made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to adjourn meeting at 11:26 a.m.:

Yes: Fred Harris, Melissa Zelenak; Rick Teague

No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board