

2/18/2021

Virtual Zoom Meeting

The February 2021 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, February 18, 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; Ed Boettcher, Antrim County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; Alan Shumaker, Meadow Brook Director of Maintenance; Deb Haydell, Meadow Brook Finance Director; Ben McGuire, Meadow Brook Systems Administrator; 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 1/21/2021, 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 1/21/2021 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. Financial Report: Beginning balance carryover of \$2,183.41, with intentions to pay 3<sup>rd</sup> and 4<sup>th</sup> quarter board salary with that amount. Having some issues with the County Clerk and our Accounting Department. Our Department is now saying that we should not be reimbursing a County and we should be reimbursing actual Board members. A lot of discussion on this topic and trying to work with the Antrim County Clerk to resolve these issues. There were no expenditures for January. Good News - We did receive our 1<sup>st</sup> appropriation for 2021 in the amount of \$7,437.00 giving a total fund balance of \$9,620.41. 2. Request for expenditure to assist with daycare for a family that just adopted a little one – couple was inadvertently kicked out of the daycare program and ended up with an \$550.00 daycare bill to Northern Exposure during COVID. 3. Significant leadership changes at the state level. 4. Presented Anecdotal Links to Recurrence Rate: Overall National Average - 9.6% Tri County - 5.14%; Antrim 3.1%. Congratulations to Maureen and her Team on a great job of keeping kids safe in our Tri County! 5. Assistance Payment FAP Accuracy – still ongoing and doing a good job. 6. Request for renewal on Contract Agreement COUN-21-Various for various counseling services for three years. Fred Harris approved Maureen to execute the Board Review Form and sign / initial on his behalf.

***Motion to approve assistance for a foster family during the adoption process to assist with Daycare cost of \$550.00 made by made by Melissa Zelenak, seconded by Rick Tegue, all yeas, motion carried.***

***Roll Call Vote to approve assistance for a foster family during the adoption process to assist with Daycare cost of \$550.00:***

***Yes: Melissa Zelanek; Fred Harris; Rick Teague***

***No: None.***

**Motion to approve and accept the DHHS Financial Report as presented 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.**

**Motion to approve Renewal for a 3 year Contract Agreement COUN21-for Various Counseling Services made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.**

**Roll Call Vote to approve Renewal for a 3 year Contract Agreement COUN21- for Various Counseling Services:**

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

**No: None.**

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on:

1. We had a COVID outbreak which then triggers that State to conduct an Infection Control Survey. We received citation F-880 Infection Control, Level E, no harm. Surveyor had issue with our screening station. We are IDR'ing it. (IDR- Informal Dispute Resolution). 2. 2<sup>nd</sup> COVID Clinic was held on February 4<sup>th</sup>- approximately 70 staff, vendors and 61 resident's received vaccinations. 3<sup>rd</sup> and final Clinic will be held on March 4, 2021. 3. Deb and I are attended an urgent MCF meeting on Thursday, February 11, 2021 at 1:00 pm with State Financial Officials, Plant Moran and MCF Council. We were alerted by Plante Moran about this years Cost Reporting due end of February and that we may need to extend that date out until the State clarifies: PPP (Paycheck Protection Program), Other Assistance (STATE CRF, FEMA, misc. grants), Reimbursement from other sources (Revenue from patient care), PRF (Provider Relief Funds) and CPE funds, qualifications. Very complex. These programs were meant to help with decreased revenue due to COVID. The way the State is going to interpret this or would they want to disqualify certain MCF's from CPE funds. 4. Happy to report that we have started admissions on February 10, 2021. Antrim Lodge is right now is working as a Medicare unit, admitting some short-stay residents. 5. We have started Compassionate Care visits only effective February 10<sup>th</sup> but it's a start. Window visits have continued as usual. 6. All households are off of 14-day observation as of February 10th! Employee incidence of COVID has slowed. 7. Will maintain full PPE in all households until end of February 22<sup>nd</sup>, provided we hold with no new positives from staff or residents. 8. Staffing: We have seen a recent uptick of staff separations: 4 CNA's resigned: 3 took employment elsewhere, 1 unknown and quit without notice. 1 termination of Housekeeping and 1 HHA gave notice. We did receive and deny a grievance from the termination due to not receiving grievance within a timely matter. 9. We continue to bi-weekly test. This will continue until we have no new positives from the last positive for 14 days. On the horizon, County Positivity Rates are in the green, 3.3% and the STATE safe start map is in Purple color. This would allow us to open up to general visitation. We could then drop down to weekly testing as well.

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

1. COVID 19:
  - a. Statistical Information:
    - a. 11/27/20-1/27/21 we had 33 COVID+ residents.
    - b. 7 COVID deaths

- c. 8% of all resident (91 census) passed away related to COVID
    - d. 37% of residents became COVID+
    - e. 85% are / will be vaccinated after 3/4/21
    - f. 35% of our employees will be vaccinated after 3/4/21
  - b. Completed 2<sup>nd</sup> Vaccination clinic on 2/5/21
    - i. 60 residents
    - ii. 30 Meadow Brook Associates (vendors et. al\*\*)
    - iii. 74 staff
  - c. Planning for 62 staff / residents for 2<sup>nd</sup> vaccination at 3<sup>rd</sup> COVID Vaccination Clinic on 3/4/21. We will not have access to another clinic after the 3<sup>rd</sup> clinic. We have been strongly encouraged to contract with CVS to bring vaccinations to our facility.
  - d. Minimal side effects for residents receiving Vaccine 1 or 2. Some reported side effects for staff receiving Vaccine #2, no significant allergic or anaphylactic reactions noted.
  - e. Resident household discharged of COVID+ status: Glacier Hill on 2/7/21 and Orchard Hill on 2/10/21.
  - f. All households currently in droplet precautions anticipate discharge of full droplet 10 - 14 days after last resident is out of COVID+ isolation. (2/24/21 approximately)
2. Staffing:
- a. Separation of employment from 4 nurse aides in past 4 weeks. 3 were voluntary, 1 for excessive absenteeism.
  - b. Gearing up for admissions both short and long term stay residents.
  - c. Antrim will receive short term stay residents and Jordan will remain closed due to staffing challenges (specifically nurse shortages).
3. Equipment:
- a. Continue to monitor stock amounts for disposable gowns, large order placed and delivered 2/8 and 2/9/21.
  - b. Received 2 more vital signs towers, investigating use of smart phone technology for staff to complete monitoring before entering into the building.
4. State of Michigan:
- a. Focused Infection Control Survey on 1/25/21 and 1/26/21 with citation for staff screening. Plan of Correction and Informal Dispute Resolution request (IDR) submitted.

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

### Projects/Equipment

#### Remote Monitoring Systems

- We have received the project quote from Grand Traverse Mobile for critical systems monitoring installation, \$11,055.00 is the proposed cost for equipment, programming, and staff training. This is designed as a standalone system, independent from all other building control systems currently present.
- To explore a second possible option, I contacted Mike & Pat Law from Temperature Control about expanding the points our current building management software is monitoring to include the well, sump pits, coolers, and power system. They are putting together pricing for these items. This system would be an expansion of the Building Management System that was upgraded in 2020.
- One key difference using the Building Management Software vs a standalone PLC system is it does not have phone dialer capability, it sends text and email alerts instead of calling.

- Both systems are being laid out with alert styles that must be acknowledged within a preset timeframe or the system escalates through a phone list until it is satisfied.

#### Access / Door Controls

- Compass Communications was onsite Thursday 2/4 to install the access control & timer system on the inner front lobby sliding door. The system allows 24hr unrestricted egress in all configurations, and is currently setup for keypad only ingress. Once we return to a more normal operation we can alter the timer settings to allow access via the door motion sensor during business hours, and key code access afterhours.
- Compass Communications installed the video doorbell system at the inner front lobby door while they were here on 2/4, we are waiting on a power converter from Ring and installation of a power receptacle in the ceiling to complete this project. Once all components are in place I.T. will configure the system.

#### 2021 C.A.R.

- Starting to work with vendors for 2<sup>nd</sup> quarter C.A.R. projects.

#### Maintenance Department Staffing

- We are all still here and healthy.
- Maintenance overtime continues 7 days a week for PPE & Biohazard Pickup, department staff are coordinating with each other to share the load. To date, all O.T. has been on a voluntary self-assigned.

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

1. Census: December 76.9% vs. November 79.4% YTD 2020 85.3% and Budgeted at 90%.
2. Net Loss/Gain for December \$27,068.00 vs. November \$66,494.00 YTD 2020 \$2,724,345.00.
3. Cost Per Patient Day for December \$627.00 vs. November \$519.78 YTD 2020: \$443.91.
4. Accounts Receivables Balance: December \$1,163,662.00 vs. November \$1,883,686.00 (29 days).
5. Private Pay Past Due Accounts: December \$44,980.52 vs. November \$81,698.51.
6. Restricted Funds Balances: December \$697,877.98 vs. November \$695,543.23.
7. Depreciation Fund Balances: December \$164,641.00 vs. November \$272,458.62.
8. Meadow Brook Debt Retirement Balance: December \$10,711.28 vs. November \$10,711.19.
9. General Cash Balance: December \$9,218,346.71 vs. November \$8,767,712.88.
10. Contingency Fund Balance: December \$1,545,539.53 vs. November \$1,545,193.58.
11. Meadow View Apartments Report: December \$2,573.52 vs. November \$2,727.52. Occupancy at 96% YTD \$44,799.55.
12. Tracking COVID-19 related expenses.

***Motion to approve Emergency Capital Appropriation for December 2020 not to exceed \$13,601.51 (5 invoices to be paid to Compass Communications Group) for work and materials to complete a Plan of Correction that occurred in September 2020 made by Melissa Zelenak, seconded by Rick Teague, all yeas, motion carried.***

***Roll Call Vote to approve Emergency Capital Appropriation for December 2020 not to exceed \$13,601.51 (5 invoices to be paid to Compass Communications Group) for work and materials to complete a Plan of***

***Correction that occurred in September 2020:***

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

***No:***

***Motion to approve and accept the January 2021 Invoices and Check Register total amount paid \$800,251.37 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.***

***Roll Call Vote to accept and approve the January 2021 Invoices and Check Register total amount paid \$800,251.37:***

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

***No: None.***

***Motion to preliminarily approve and accept the December 2020 Financial Report as presented made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.***

***Roll Call Vote to preliminarily accept and approve the December 2020 Financial Report as presented:***

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

***No:***

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

***Roll Call Vote to adjourn meeting at 11:45 a.m.:***

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

***No: None.***

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board