

3/18/2021

Virtual Zoom Meeting

The March 2021 Regular meeting of the Meadow Brook Governing Board /Antrim Co. Human Services Board was held on Thursday, March 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 10:01 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice Chairman; Maureen Clore, Antrim County Health and Human Services Director; Rick Teague, Member; Ed Boettcher, Antrim County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; 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 2/18/2021, 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 2/18/2021 as presented:***

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

***No: None.***

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures for February 2021 in the amount of \$2586.56. \$1,436.55 for MCSSA dues, \$550.00 for daycare assistance for foster youth and \$600.00 for equine therapy for Antrim County youth. 2. Request for an additional \$600.00 for continued equine therapy for Antrim County youth. 3. Discussion regarding Board's continued involvement with MCSSA next year. Maureen Clore indicated there has been an improvement since The Frederick Group took over management of the Association. They have held several Lunch and Learn sessions including one with Dr. Chang and another with the FBI regarding sex trafficking in Michigan. Board requested information be shared throughout the year to help drive decision making for next year. 4. Fact sheet shared. Continued increase in need for food assistance. PEBT being offered to school age children attending in-person schooling who qualify for free and reduced lunch. 5. Staff openings in child welfare in both Antrim and Emmet Counties. 6. Home visiting fact sheet provided from the Health Department of Northwest Michigan.

***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 Zelanek; Fred Harris; Rick Teague***

***No: None.***

***Motion to approve additional expenditure for Foster Youth for Equine Therapy for \$600.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.***

***Roll Call Vote to accept and approve additional expenditure for Foster Youth for Equine Therapy for \$600.00:***

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

**No: None.**

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

1. Plan of Correction: Our plan of correction was accepted for the Infection Control Survey conducted the end of January. We did lose our IDR, no changes. Date certain for compliance is 3/5/2021.
2. Human Resources Update:
  - A. Working with Rhonda and Allison meeting with Kronos weekly configuring the HR module. Moving right along.
  - B. Grievance – termination of Housekeeping staff member.
3. Staffing:
  - A. Demographics are slowly shifting. No affordable housing, aging population, lower work force population, changes with payment sources not to mention COVID-19 complicating things. Will be asking Plante Moran to do a high-level projection once audit is completed.
  - B. Have already been doing some attrition and working through new work processes.
  - C. Received resignation from Accounts Receivable. We do have 3 staff in Billing so will not be replacing this position due to consistent low census.
  - D. Over the last few years we had 7 Household Coordinators. We are now down to 4. We have not replaced those position as they have come open. They all share duties on sister household. We have hired 2 IRRPT Activity staff to help assist with activities, this is working out very well.
4. Visitation on the Horizon! Effective 3/15/2021 all visits must be scheduled. Many rules of compliance, tracking and extra data input. Not an easy process. Updating current policies to be in line with 3/02/2021. MDHHS Emergency Order.
5. EMT issue with local ambulance. Heightened security, front door lock changes, Sheriff will have extra patrols over the next couple of weeks.
6. CDC Guidance: Hosted our 3rd COVID vaccination clinic. No plan as of yet for continued vaccination for new staff or residents.
7. QAPI: All COVID related, ongoing monitoring of Infection Control in all departments.
8. EMR and NHSN reporting changes. Time consuming and all hands on deck.
9. Notification from the State on 3/3/2021 that changes effective 3/22/2021 regarding State payment for PCR testing and Antigen testing. Per our testing guidelines, we will be moving to testing 1x weekly effective 3/15/2021. Reminder: if 1 COVID+ we move back into outbreak status and all visiting stops again.

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

1. COVID 19:
  - a. Completed 3<sup>rd</sup> and final vaccination clinic on 3/4/2021.

- b. 82 residents have received the vaccination and 79 staff.
  - c. Working to find another source of vaccination for new residents admitted or for new staff members who wish to be vaccinated. This is proving to be challenging.
  - d. Health Department – we can schedule our staff to go there, but not residents.
  - e. Our Pharmacy (CBS / Omnicare) is trying to obtain vaccines to distribute to the facility for us to administer (this would be our preferred method).
  - f. Resident testing continues as well as weekly staff testing.
  - g. Plan in place to collect required information for vendors and visitors at the front door. We are mandated to log all point of care COVID tests with the CDC / NHSN. This includes personal information (Name, Address, Date of Birth, Ethnicity and Phone Number).
2. Staffing:
    - a. Three new nurse aides hired for the class and 1 RN for the 7:00 p.m. – 7:00 a.m. shift
    - b. Separation with nurse aides and some staff requesting to drop full-time to irregular part-time. Also nurse aides transferring to other departments.
  3. Equipment:
  4. State of Michigan:
    - a. Anticipating follow up survey for infection control citation received in January 2021.
  5. Other:
    - a. Issue with paramedic from Township Ambulance Authority – Meadow Brook filed a formal complaint. Complaint letter attached for your information. We have been in touch with the Supervisor. S. Johnson and they have separated employment with this paramedic. Security measures enhanced at Meadow Brook due to the circumstances. As stated in the complaint this was not a one-time issue between this employee and the Nurses at the facility. We had attempted mediation on three separate occasions since January 2020.

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

### Projects/Equipment

#### Remote Monitoring Systems

- This project is in holding pattern waiting for pricing from Temperature Control.

#### Access / Door Controls

- All components have arrived for the video doorbell system, installation is complete, project turned over to the I.T. Department for appropriate configuration.
- Compass Communications completed keypad door control project on 3/5/2021, we are 100% free from the RFID scan pads.

#### Lighting

- The improvement in building health has allowed several lighting projects to be completed. The classroom is upgraded to LED panels, the small garage LED upgrade was completed, several wall packs on the building perimeter for egress walkway lighting were replaced.

### 2021 C.A.R.

- Working with vendors for 2<sup>nd</sup> quarter C.A.R. projects, several items needed to be requoted due to product availability, material price fluctuations, duration since last quote, etc.

- Items #1 Barn Access Road Paving, #2 Parking Lot Seal Coat, #5 Kubota Tractor Replacement, #7 Fire Door Replacement on the 2021 CAR sheet requested within prior approved budget.
- Item #6 Renovate Perennial Landscape Bed – South Side of Building, we have calls and messages out to Cyman’s Gardens with no news back. Cyman’s operation is currently closed for the winter, expecting to hear more in April.
- New C.A.R. request, presented by Deb H. for a crushed stone pad to be installed adjacent to the white barn and 3-40’ Storage container to be set. With the increased need for PPE and supplies we are out of storage space; every nook and cranny are full. This request would give us weather tight, rodent proof storage for 60 pallets of items needed for operation and be durable for years to come. Ideally, for the facility and the contractors involved we would like to start this project as soon as the ground has thawed enough to complete site prep, current weather patterns would make this possible in April.

### Maintenance Department Staffing

- We are expecting to release L. Warner from training for solo weekend, on-call and holiday work in April. She is progressing very well to date.

Deb Haydell, Meadow Brook Finance Director reviewed with the Board the January 2021 Financial Reports:

1. Census: January 71.3% vs. December 76.9% YTD 2021 71.3% and Budgeted at 90%.
2. Net Loss/Gain for January \$37,838.00 vs. December \$27,068.00 YTD 2021 \$37,838.00.00.
3. Cost Per Patient Day for January \$581.71 vs. December \$627.00 YTD 2021: \$581.71.
4. Accounts Receivables Balance: January \$1,116,170.00 vs. December \$1,163,662.00 (29 days).
5. Private Pay Past Due Accounts: January \$57,986.11 vs. December \$44,980.52.
6. Restricted Funds Balances: January \$696,882.76 vs. December \$697,877.98.
7. Depreciation Fund Balances: January \$164,668.97 vs. December \$164,641.00.
8. Meadow Brook Debt Retirement Balance: January \$10,711.37 vs. December \$10,711.28.
9. General Cash Balance: January \$10,344,887.46 vs. December \$9,218,346.71.
10. Contingency Fund Balance: January \$1,536,399.31 vs. December \$1,545,539.53.
11. Meadow View Apartments Report: January \$6,272.17 vs. December \$2,573.52. Occupancy at 90% YTD \$6,272.17.
12. We have a vendor that will be starting repairing the mortar on the front of the building of Meadow View. We are also going to have some landscaping upgraded as well as patio furniture.
13. Resolution #2 of 2021
14. Tracking COVID-19 related expenses.

***Motion to approve Capital Appropriation for the purchase of storage shipping containers to store COVID-19 supplies for the amount of \$24,000.00 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.***

***Roll Call Vote to approve the Capital Appropriation for the purchase of storage shipping containers to store COVID-19 supplies for the amount of \$24,000.00:***

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

***No:***

***Motion to approve the December 2020 Financial report presented at the February 18, 2021 meeting made by Rick Teague, seconded by Melissa Zelenak. All yeas, motion carried.***

**Roll Call Vote to approve the December 2020 Financial report presented at the February 18, 2021 meeting:**

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

**No:**

**Motion to approve Resolution #2 of 2021 the transfer of \$175,000.00 from General Cash to Funded Depreciation made by Rick Teague, seconded by Melissa Zelenak. All yeas, motion carried.**

**Roll Call Vote to approve Resolution #2 of 2021 the transfer of \$175,000.00 from General Cash to Funded Depreciation:**

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

**No:**

**Motion to approve the January 2021 Financial report as presented made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.**

**Roll Call Vote to approve the January 2021 Financial report as presented:**

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

**No:**

**Motion to approve and accept the February 2021 Invoices and Check Register total amount paid \$1,242,167.51 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.**

**Roll Call Vote to accept and approve the February 2021 Invoices and Check Register total amount paid \$1,242,167.51:**

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

**No: None.**

**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