

5/20/2021

Virtual Zoom Meeting

The May 2021 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, May 20, 2021 via ZOOM due to COVID-19 Pandemic. Fred Harris, Chairman called the meeting to order at 10:00 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; Cheryl Patton, Meadow Brook Director of Nursing; Alan Shumaker, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; and Rhonda Tomczak, Meadow Brook Administrative Assistant, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Guests Present: Allison Fales, Meadow Brook HR Specialist; Paige Windish, Meadow Brook Administrative Intern; and David Schulz.

Meeting minutes of the Regular Meeting 4/15/2021, motion to approve and accept as presented by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

Roll Call Vote to accept and approve Regular Meeting Minutes 4/15/2021 as presented:

Yes: Melissa Zelenak; Rick Teague; Fred Harris

No: None.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. No expenditures for April. Remain at a balance of \$5,115.36. 2. Antrim County Child Abuse Neglect Council has partnered with the Child Advocacy Center to promote No Hit Zone to focus on No Child Will Hit an Adult and No Adult Shall Hit a Child campaign. Will discuss more in depth at the next Board meeting. 3. Department Updates – Continue to work on staffing, still do not have APS Supervisor hired. Just completed interviews for 2 vacant CPS worker positions in Antrim, we hope to extend offers to these two candidates in the next week or so. We did get official notice that we will return to work in the office effective July 12, 2021. Lobby's will reopen back to clients at the same time.

Motion to approve Financial report as presented made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

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

Yes: Melissa Zelenak; Rick Teague; Fred Harris

No: None.

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

1. Introduced Paige Windish, Meadow Brook CNA who is working on her MBA in Healthcare. She will be working on her internship with Meadow Brook and helping Allison Fales in HR with some staffing projects very timely and some other administrative tasks.
2. Public Health Department asked me to help with their radio campaign to increase vaccination rates. You may hear me on KHQ / Lite 96 or other Black Diamond Broadcasts in our listening area.
3. Attended Legislative Conference and Joint Provider Training last week. Some of the highlights are:
 - a. Quality of Life Focus, Dietary and Infection Control Focus during annual survey process.
 - b. State reported we have lost 8,000 CNA Staff through the pandemic. It is slowly trending upward but no details on how many of those recuperations are going into Long-term Care.
 - c. Ongoing issues with the STATE's contracted testing center Prometric – not enough sites, losing paperwork and money, long waits to get tested.
 - d. Strong encouragement from the State to increase vaccination rates among staff and residents, with the intent that these rates will be published. Currently we have 56% staff vaccinated and 88% of residents vaccinated.
 - e. Increased enforcement from Attorney General's office – Dana Nessel's Task Force may be popping in Nursing Homes too looking for fraud, abuse, neglect etc.
 - f. Med Tech Program – meeting resistance in the legislature from lobby groups.
4. Marketing:
 - a. Working with Sinclair on power point ads, pictures of staff with quotes why they love working at Meadow Brook.
 - b. Radio and TV production is underway.
5. Critical Staffing / Crisis Issues:
 - a. To date until the first of the year: we know we will separate with 9 nurses (quit, retirements, different positions). We have 2 new nurse applications (1-LPN, 1-RN).
 - b. Cheryl has contacted a staffing agency to seek long-term employment. International or Domestic.
 - c. David and Allison are trending out entire age of nursing staff for further analysis.
 - d. Closing Antrim Lodge and re-rerouting 10 residents to open beds in the facility to consolidate. All residents have been moved to their new rooms and Antrim Lodge has been vacated.
 1. Deb, Dave and I are meeting with Plante Moran to discuss what to do's for bed hiatus and requirements.

COUNCIL APPLAUDS CENSUS DATA WORK

MCMCFC issues a big "thank you" to all the county facilities who provided occupancy data to HCAM. Twenty-two facilities shared information with HCAM for January, February and March 2021. The occupancy for these months is:

- January 74.46%
- February 74.53%
- March 76.62%

While occupancy is moving up just a bit, it continues to be quite low. HCAM has proposed not using the 2021 cost reports for rate setting if the 85% occupancy requirement is not changed.

— MCMCFC

- i. Concern is being consistently below the 85% Medicaid occupancy. Pre-COVID we were trending dangerously close.
- ii. Assess employee staffing needs for remaining 5 households and identify the number of open positions (if any).
- iii. Work with Deb to identify the resident census number and occupancy percentage to use in development of 2022 budget. (113 beds)

- iv. Preparing the 2022 Budget – working with Deb to estimate revenue based on reduced census as well as reductions in overall employee wages, fringe benefits.
- e. Internet Security Update – Ben McGuire, Meadow Brook Systems Administrator presented program and process in place to keep Meadow Brook safe from hacking. Was notified from other facility Administrators about receiving a letter from the FBI in regards to hacking and internet security.
- f. David Schulz and Allison Fales discussed with the Board the reduction in revenue project and the financial impact of closing Antrim Lodge. Estimated reduction in revenue \$1,424,562.00. Presented potential budget impacts of no wage increase; 2% wage increase and 3% wage increase scenarios.
- g. Average age of nurses that work at Meadow Brook is 45.

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

1. COVID 19:
 - a. No residents currently positive.
 - b. No employees currently positive.
2. Immunization Sources:
 - a. Continue to work with the Health Department.
 - b. Expect to begin receiving COVID 19 immunizations from our inhouse pharmacy CVS / Omnicare (no specific date yet). We have signed an agreement
 - c. Bellaire Family Health Center is also an option.
3. Staffing:
 - a. Closing Antrim Lodge on 6/01/2021.
 - b. Updated 12-hour schedule for Nurses Aides, changes to rotations but not to overall hours per pay period. Four hours of scheduled overtime per pay period continues (84 hours / per pay period).
 - c. Continue to look outside for recruitment and staffing agencies to assist us (not traveling staff though).
4. Equipment:
 - a. Reviewing 2021 budget items.
 - b. Will move the newer beds from Antrim as a whole. (20 Beds) to another household after all the resident moves are complete. These Antrim beds are new with new mattresses but are wider than the average LTC bed, so they will need to be moved to a household that has older beds and with private rooms (the beds are too large for the average shared room).
5. State of Michigan:

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

1. 2021 C.A.R:

Storage Container Project (Item 12)

- Union Designs completed site prep
- 2 of 3 containers have been delivered by the vendor, 3rd is on order

Kubota Tractor (Item5)

- Kubota LX2610hsdc is on site and working great. So far, we are finding it to be a very capable little tractor.

2. Weather Event 4/27/21 – 4/28/21

- The facility sustained an electrical event during this thunderstorm, we are suspecting a lightning strike, Multiple building systems impacted.
- Rooftop HRU's 3,4,5,6,7 went down displaying multiple error codes for supply & exhaust fan failure, emergency stop activated, unproved air switches, and brownout recovery.
- 1 of main street's door power supply units was damaged and required replacement.
- Both dedicated phone lines for fire alarm communication went down, phone line modem was replaced with a Cellular modem with internet communication capability.
- A HUGE Thanks to all the contractors involved that dropped what they were doing to come to our rescue. Many systems were back online within 4 hours, all in 24 hours.

3. EGLE sanitary site visit

- EGLE district engineers were on site 5/5/21 to conduct a sanitary survey, we received 2 minor deficiencies. Deficiency #1 was for the size of the screen mesh covering our discharge to waste port. The engineers stated the mesh was larger than the required size 24, we were able to provide our order history with material specs within the hour and the deficiency was cleared same day.
- Deficiency #2 was for the routing of a pressure reducing valve discharge line. The engineers found the piping layout to provide an atmosphere that would allow debris to collect around the operating components of the valve causing a hold open condition. This condition would leave our water system vulnerable to contaminates. The line was reworked the following day, pictures sent to EGLE, deficiency cleared.

4. Staffing - Full staff, all are well.

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

1. Census: February 70.8% vs. January 71.3% YTD 2021 71.2% and Budgeted at 90%.
2. Net Loss/Gain for February (\$155,489.00) vs. January \$37,838.00 YTD 2021 (\$438,549.00).

3. Cost Per Patient Day for February \$615.19 vs. January \$581.71 YTD 2021: \$596.47.
4. Accounts Receivables Balance: February \$1,036,678.00 vs. January \$1,116,170.00 (26 days).
5. Private Pay Past Due Accounts: February \$45,196.00 vs. January \$57,986.11.
6. Restricted Funds Balances: February \$707,508.05 vs. January \$696,882.76.
7. Depreciation Fund Balances: February \$164,691.75 vs. January \$164,668.97.
8. Meadow Brook Debt Retirement Balance: February \$10,211.45 vs. January \$10,711.37.
9. General Cash Balance: February \$10,606,236.21 vs. January \$10,344,887.46.
10. Contingency Fund Balance: February \$1,536,485.89 vs. January \$1,536,399.31.
11. Meadow View Apartments Report: February \$12,260.12 vs. January \$6,272.17. Occupancy at 90% YTD \$16,036.16.

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

1. Census: March 72.0% vs. February 70.8% YTD 2021 69.8% and Budgeted at 90%.
2. Net Loss/Gain for March (\$1,324,767.00) vs. February (\$155,489.00) YTD 2021 (\$1,763,317.00).
3. Cost Per Patient Day for March \$712.43 vs. February \$615.19 YTD 2021: \$596.47.
4. Accounts Receivables Balance: March \$1,052,972.00 vs. February \$1,036,678.00 vs. (26 days).
5. Private Pay Past Due Accounts: March \$44,400.61 vs. February \$45,196.00.
6. Restricted Funds Balances: March \$707,536.05 vs. February \$707,508.05.
7. Depreciation Fund Balances: \$119,232.99 vs. February \$164,691.75.
8. Meadow Brook Debt Retirement Balance: March \$563,514.42 vs. February \$10,211.45.
9. General Cash Balance: March \$9,787,418.26 vs. February \$10,606,236.21.
10. Contingency Fund Balance: March \$1,536,565.48 February \$1,536,485.89.
11. Meadow View Apartments Report: March 13,693.58 vs. February \$12,260.12 Occupancy at 90% YTD \$29,729.74.
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. State did approve and received confirmation letter the closure of the 20 beds on Antrim Lodge.

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

Roll Call Vote to approve the February 2021 Financial Report as presented:

Yes: Rick Teague, Fred Harris, Melissa Zelenak

No:

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

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

Yes: Rick Teague, Fred Harris, Melissa Zelenak
No:

Motion to approve and accept the March 2021 Invoices and Check Register total amount paid \$809,093.81 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Roll Call Vote to accept and approve the March 2021 Invoices and Check Register total amount paid \$809,093.81:

Yes: Fred Harris; Melissa Zelenak; Rick Teague
No: None.

Marna Robertson, Administrator reported that Steve Girard, Legal Counsel has moved to a different law firm but has agreed to retain Meadow Brook for labor and union relations until his retirement in the next three years.

Melissa Zelenak, Vice Chairman mentioned that the Board of Commissioners meeting is tonight and the topic of reducing the mileage will be discussed. *Ed Boettcher, Antrim County Liaison* tried to comment on what was on the agenda to discuss but Zoom connection made it difficult to understand. Lengthy discussion between the members of the Board regarding the issue. Marna Robertson and Fred Harris will attend the meeting to represent Meadow Brook.

Motion to adjourn the meeting at 12:26 p.m. made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Roll Call Vote to adjourn meeting at 12:26 p.m.:
Yes: Fred Harris, Melissa Zelenak; Rick Teague
No: None.

Fred Harris, Chair

Maureen Clore, Secretary to the Board