

6/17/2021

The June 2021 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, June 17, 2021 at Meadow Brook Meguzee Hall. 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; Rick Teague, Member; Ed Boettcher, Antrim County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; Deb Haydell, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; Brooke Bates, Meadow Brook Director of Therapeutic Recreation and Rhonda Tomczak, Meadow Brook Administrative Assistant, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 5/20/2021, motion to approve and accept as presented by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures for May \$65.00 for Band Camp Registration. 2. Mark your Calendars for the Foster Family Picnic that is scheduled for September 12th! 3. Fred Harris signed the No Hit Campaign on behalf of the Antrim County Health and Human Services Board. 4. Save the Date for the MCSSA Annual Conference September 13<sup>th</sup>-15<sup>th</sup> in Grand Rapids this year. 5. Returning to work on July 12<sup>th</sup> offices will be open to public July 19<sup>th</sup>. Minimal amount of staff, not bringing back a full workforce. 6. Staffing Update – Did hire CPS Supervisor Kevin Mathias from Otsego County. Hired a CPS Worker Emily. 7. Child Welfare – Knee deep in data working on Child Staff Presentation for Leadership Directors from MDHHS on Tuesday highlighting County Demographics 10 years ago to today. Working on an improvement plan to provide even better services. 8. Assistance Payments were chosen to do an Economically Stability Stat presentation. We are going to a concept called “One Day” hoping to process food assistance applications in one day. Currently in Phase 2 of this pilot program. Starting this for Antrim / Charlevoix / Emmet are starting this July 19<sup>th</sup>.

Motion to approve MDHHS Financial report as presented made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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

1. Attended County Commissioner Board Meeting with Fred Harris. Millage passed by County Commissioners.
2. Reached out to Triston Cole and Christian Marcus to meet and educate them on our Financials particularly the Fund Balance. Looking at the week of 14<sup>th</sup>-16<sup>th</sup> of June if schedules align.
3. Attended MCF Spring Conference virtually June 7<sup>th</sup> – 10<sup>th</sup>. Covered topics on Cyber Security; Pain; HR Items; and Reimbursement information.
4. Prepping for Annual Survey any time.
5. Bed Hold effective June 1, 2021:

- a. Census 96 or 85%
- b. New occupancy is 113 until 2022
- c. Activity and referrals coming in, continue with the revolving door with short term stays. We are getting more long-term referrals too. We are working to fill beds and looking at opening Jordan House July 1<sup>st</sup>.
6. Visiting going well, despite some family limit pushing and rude comments. Updated Visitation Policies but changes have been made to allow 13 years or younger to visit outside up 2 children per adult.
7. Marketing strategies have begun. We have asked to have comments turned off on our Facebook employment ads. Some people think that is an acceptable way to post negatives about the facility.
8. New reporting to the NHSN – vaccination of HCW’s and Residents. Cheryl and I do this every Wednesday in sync with our weekly EMR Reporting.
9. MCMCFC – Uniform Chart of Accounts. State of Michigan wanted all of their units to have the same Chart of Accounts. MCF’s submitted a letter to the Michigan Department of Treasury to request the MCF’s be exempt from this.
10. Plante Moran did complete our audit and requested to present at the July Board meeting via ZOOM.

Ben McGuire, Meadow Brook Systems Administrator presented to Board a presentation on a recent phishing attack on our Cyber Security and the programs we have in place to protect Meadow Brook.

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

1. COVID 19:
  - a. No residents currently positive.
  - b. No employees currently positive.
2. Immunization Sources:
  - a. Able to receive individual COVID-19 immunizations from our inhouse pharmacy CVS / Omnicare as of 6/05/21.
  - b. Partnered with Bellaire Family Health Center on 6/08/21 for in-house immunization clinic for 2 residents and 5 staff members. (Moderna vaccine, will return 7/06/21 for dose 2).
3. Staffing:
  - a. Reviewed staffing to see if we could reopen Jordan House for short term residents – expecting to open July 1<sup>st</sup>.
  - b. Separated employment with 2 nurse aides.
  - c. Hired one full time LPN for 7:00 pm to 7:00 am shift, separating employment with 1 full-time RN on 7pm to 7am shift.
  - d. Receiving a few nurse applications and an occasional nurse aide application.
  - e. Continue to look outside recruitment and staffing agency to assist us (not traveling staff though).
4. Equipment:

- a. Reviewing 2021 budget items.
  - b. Working with Maintenance and Housekeeping for move of equipment off Antrim for use in another household. These Antrim beds are new with new mattresses but are wider than the average LTC bed, may be able to use them on Cedar River.
5. State of Michigan:
- a. Waiting for Annual Survey
  - b. Reported 1 resident allegation of neglect, not substantiated internally.

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

1. 2021 C.A.R

Waiting on product or contractor availability for remaining 2<sup>nd</sup> quarter projects

- Barn access road paving- Will be completed when the company is working in the Village of Bellaire next, 3<sup>rd</sup> week of July tentative.
- Parking lot seal coating- Company contact confirms we are on the schedule, tentative for last week in June, no firm date at this time.
- Fire door replacement- Doors are still on order with manufacturer, newest ship date is July 8<sup>th</sup>, date has been pushed out several times.
- South side perennial bed renovation - 2<sup>nd</sup>-3<sup>rd</sup> week of June per contractor.

I have reached out to the contractors for 3<sup>rd</sup> quarter projects to work on scheduling.

2. Water Management

- Working with Gourdie Fraser on 2021 Consumer Confidence Report.
- New PFAS rules effective 8/23/20 are being reviewed and revised again, maximum contaminate levels and action levels are being lowered, 5 new chemicals added to the list this year. Updates continue to come in from the state level. Our last testing was in 2018, all came back as non-detect (absent), next testing due is 09/2021 and will likely be annually from there.

3. Other Maintenance Happenings

- Trout on order for resident fishing activities, the pond hasn't been stocked in 2 seasons due to cancelation of Kid's Fish Day, expected delivery around June 15<sup>th</sup>.
- Replacement of Nursing Store Room shelving is complete.
- New fire alarm system cellular modem is working great, 1 loss of communication during a storm event, self-cleared within 30 seconds.

4. Staffing

- Expecting 1 staff member to go off on medical leave this summer.

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

1. Census: April 67.2% vs. March 72.0% YTD 2021 69.1% and Budgeted at 90%.
2. Net Loss/Gain for April \$73,844.00 vs. March (\$1,324,767.00) YTD 2021 (\$1,272,368.00).
3. Cost Per Patient Day for April \$486.46 vs. March \$712.43 YTD 2021: \$561.06.
4. Accounts Receivables Balance: April \$1,012,122.00 vs. March \$1,052,972.00 (26 days).
5. Private Pay Past Due Accounts: April \$47,013.57 vs. March \$44,400.61.
6. Restricted Funds Balances: April \$732,793.02 vs. March \$707,536.05.
7. Depreciation Fund Balances: April \$36,138.00 vs. \$119,232.99.
8. Meadow Brook Debt Retirement Balance: April \$10,214.50 vs. March \$563,514.42.
9. General Cash Balance: April \$9,915,717.19 vs. March \$9,787,418.26.
10. Contingency Fund Balance: April \$1,536,774.89 vs. March \$1,536,565.48.
11. Meadow View Apartments Report: April \$5,524.09 vs. March 13,693.58 Occupancy at 95% YTD \$5,033.19.
12. We have a vendor that will be starting the repairing of the mortar on the front of the building of Meadow View this weekend.
13. Meadow Brook 2022 Draft Budget
14. Meadow View Apartment 2022 Draft Budget

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

Motion to approve the Meadow Brook 2022 Draft Budget as presented made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the Meadow View Apartment 2022 Draft Budget as presented made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve and accept the March 2021 Invoices and Check Register total amount paid \$564,943.33 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to adjourn the meeting at 12:45 p.m. made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board

