

7/15/2021

The July 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 10:04 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; Cheryl Patton, Meadow Brook Director of Nursing and Rhonda Tomczak, Meadow Brook Administrative Assistant, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Present via Zoom: Melissa Zelenak, Vice Chairman.

Guests: Paige Windish, Meadow CNA; Nick Maeder, Plante Moran via Zoom; Tyler Luce, Plante Moran via Zoom and Max Lincoln, Plante Moran via Zoom.

Public Comment: None.

Meeting minutes of the Regular Meeting 6/17/2021, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. No expenditures for the month of June. Balance of \$5,050.36 in the Social Welfare fund. Will be asking the Board to approve two expenditures today: \$500.00 for support of the Foster Family Picnic and \$600.00 for Equine Therapy for one of the youth that currently is in guardianship in lieu of Foster Care. We have paid for this therapy in the past and he responds very well to it. 2. Reminder the MCSSA Conference is September 13-15, 2021 Melissa is approved to attend under the Social Welfare funding. 3. District 3 meeting is being held Friday, July 16, 2021 via Zoom at 10:00 a.m. 4. Discussed MDHHS Children's Services Agency ChildStat for Antrim, Charlevoix, Emmet Counties presentation. 5. Foster Parent Appreciation Picnic September 12, 2021 12:30 p.m. to 2:30 p.m. at Shanahan Field. 6. Return to Work Update: Lobbies will open on Monday, July 19<sup>th</sup>. 7. Chris Legos, Director from Kalkaska, Grand Traverse / Leelanau retired (32 years) and Maureen was the lucky chosen one to take on those additional 3 Counties as well. A new Director will be appointed soon as they are working on the interview process. 8. We are taking a transfer from our Emmet Office to the Antrim Office which will make us fully staffed again in Antrim.

Motion to approve expenditures in the amount of \$1,100.00 (Foster Family Picnic and Equine Therapy) made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

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

Via Zoom, guests Nick Maeder, Plante Moran; Tyler Luce, Plante Moran and Max Lincoln, Plante Moran presented findings of the 2020 Financial Audit.

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

1. Lean – Communication QAPI Project:
  - a. MCF Grant will pay for this improvement project. Used in Manufacturing settings years ago, to improve top down communications for the organizations.
2. OSHA Updated Highlights:
  - a. Must have barrier at front desk or areas that non-clinical staff are in contact with the public. Alan and I have reviewed and he has ordered units for the Front Desk and the Visitor Check In area.
  - b. Must include non-managerial staff in Safety / QAPI Meetings. Have chosen the Union Stewards to represent the staff.
  - c. HVAC systems assessment to make sure your system is functioning at optimal capacity. We are looking into purchasing portable air purifiers.
  - d. Marna, Cheryl and Rhonda will be working on updating our Facility Risk Assessment.
3. Union Arbitration: Union Employee that was discharged we are setting date for August for Arbitration, Legal Council to assist with the proceedings.
4. Training Host site for Long Term Care surveyor week of July 26<sup>th</sup> – August 6<sup>th</sup> for a 10 day experience.
5. QAPI Zoom Meeting Wednesday, July 14<sup>th</sup>, 2021.
6. Visitation - continues to be challenging with the public.
7. Invitation extended to Tristin Cole to attend Board Meeting.
8. Sinclair Broadcasting Update: Marketing progress from June statistics.
9. Resident Satisfaction Survey has been completed and waiting for an official report on the results.
10. Intern- Paige Windish, CNA (Masters in Health Care Administration) presentation.
  - a. Paige has been working with Allison on Kronos.
  - b. Employee Survey
  - c. Employee Referral Bonus: (up to \$600.00) If employee refers an individual and they stay, referring employee will receive a \$100/month for every month the new employee stays with the facility. Up to 6 months.
  - d. Perfect Attendance: \$25.00 gift card for all employees that have Perfect Attendance. This will be distributed on a quarterly basis.
  - e. High School Brochure updated.

Marna Robertson, Meadow Brook Administrator introduced Paige Windish, CNA and Meadow Brook Intern for presentation on Field Experience Project on Staffing Proposal for Recruitment, Retention and Staff Appreciation.

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 offer immunizations to all eligible non-immunized residents and staff.

- b. Bellaire Family Health Center held a clinic for 5 staff members and 2 residents on site at Meadow Brook (6/5/21 and 7/6/21).
  - c. We can obtain single dose Moderna from our regular pharmacy also.
3. Staffing:
- a. Jordan House to re-open for up to 6 short-term residents on 7/6/21.
  - b. Staffing remains very challenging.
  - c. Separation with 3 nurse aides, re-hired 1, hired 1 new aide for training.
  - d. Hired one LPN for nights, 1 RN separated employment (from nights).
  - e. No recent news from the staffing agency we signed a Letter of Agreement with.
  - f. Have found a possible source for recruitment for nurses from out of the USA.
  - g. Receiving occasional nurse aide application / same for nurses.
  - h. Overtime continues for nurse aides and nurses.
4. Equipment:
- a. Submitted Nursing Department Budget for 2021.
  - b. End of July 2021 – work with Maintenance to change out Antrim “new” beds to Cedar River House.
  - c. Anticipate buying “new” beds for another household yet this summer / early fall (budgeted).
5. State of Michigan:
- a. Waiting for Annual Survey
  - b. 3 outstanding Facility Reported Incidents, 1 was closed by the State.

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

#### 2021 C.A.R

##### 2<sup>nd</sup> Quarter carryover

- Barn access road paving - Still 3<sup>rd</sup> week of July tentative schedule, Materials deposit sent.
- Parking lot seal coating - In Progress, scheduled completion 7/10/21.
- Fire door replacement - Doors have arrived, install scheduled for the week of 7/12/21.
- South side perennial bed renovation - Pushed back to the week of 7/19/21 by the contractor.

##### 3<sup>rd</sup> Quarter

- Remove/Replace concrete floor in truck garage - Contractor scheduled to the week of 7/19/21.
- Bi-directional amplifier system - In progress, scheduled completion 7/12/21.

#### Water Management

- 2021 Consumer Confidence Report is complete, posted, and submitted to the State.

### Other Maintenance Happenings

- Resident fishing activity has been a huge hit this season, ordered and received a second delivery of trout to support this activity, 500 fish stocked from 2 deliveries, residents are catching 50+ per week.
- Fire alarm issues over 4<sup>th</sup> of July weekend, nursing stock room pull station malfunctioned causing 6 alarm activations in less than 8 hours, Summit Fire and on call maintenance responded and resolved the issue quickly.

### Staffing

- Medical leave for 1 staff member beginning 7/8/21, expected duration of 3-6 weeks with good recovery, up to 12 weeks possible.

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

1. Census: May 72.1% vs. April 67.2% YTD 2021 69.8% and Budgeted at 90%.
2. Net Loss/Gain for May \$150,874.00 vs. April \$73,844.00 YTD 2021 (\$1,674,794.00).
3. Cost Per Patient Day for May \$460.70 vs. April \$486.46 YTD 2021: \$539.89.
4. Accounts Receivables Balance: May \$1,140,105.00 vs. April \$1,012,122.00 (27 days).
5. Private Pay Past Due Accounts: May \$42,071.02 vs. April \$47,013.57.
6. Restricted Funds Balances: May \$707,597.97 vs. April \$732,793.02.
7. Depreciation Fund Balances: May \$36,142.61 vs. April \$36,138.00.
8. Meadow Brook Debt Retirement Balance: May \$10,214.59 vs. April \$10,214.50.
9. General Cash Balance: May \$10,002,583.80 vs. April \$9,915,717.19.
10. Contingency Fund Balance: May \$1,546,145.33 vs. April \$1,536,774.89.
11. Meadow View Apartments Report: **Tabled until June Board Meeting.** 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.

Motion to approve the Plante Moran Financial Report for Fiscal Year End 2020 as presented made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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

Motion to approve and accept the June 2021 Invoices and Check Register total amount paid \$606,20,400.00 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to adjourn the meeting at 1:16 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

