

8/19/2021

The August 2021 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, August 19, 2021 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:02 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; 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.

Public Comment: None.

Meeting minutes of the Regular Meeting 7/15/2021, 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 July. Balance in account remains at \$5,050.36. No expenditure requests at this time. 2. The Federal Food and Nutrition Program did allow Michigan to tap into some Emergency Disaster Relief Funds for one-time food assistance payment after the flooding in Wayne, Washtenaw Counties. 3. There has been a request for Temporary Food Assistance to increase by 25%. 4. Last month our Geo Group did a Deep Dive on our processes to see if our clients are getting their needs met quickly. Results did show that our system is doing well but also discovered some areas of improvement. 5. Child Welfare – Continue to revamp the computer system while remaining in compliance with federal guidelines. Our State Licensing Worker is one of the members of the Committee, which is a benefit. 6. Foster Family Picnic is September 12th. 7. No longer fully staffed – currently have an opening for Foster Care Worker. 8. As of now the MCSSA Conference is still in person in September. Maureen cannot attend as planned due to other commitments. 9. Budget still has not been passed. 10. Still maintaining 6 Counties.

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

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

2021 C.A.R

2nd Quarter Carryover

- Barn access road paving – date pushed out to the 3rd -4th week of August by contractor
- Parking lot seal coating – Completed week of 7/10/21

- Fire Door Replacement – Contractor completed 5 of 7 openings, 2 sets were manufactured with defects and returned. Replacements are 17-20 weeks out, looking at December for arrival.
- South side perennial bed renovation- Completed by contractor week of 7/19/21,

3rd Quarter

- Remove/Replace concrete floor in truck garage- Completed by the contractor week of 7/19/21
- Bi-directional amplifier system- Completed and tested by contractor 7/12/21

Water Management

- All remaining samples (PFAS, Nitrates) due for September were taken in July, Routine monthly bacteria samples are all that is left for the year.
- Wednesday 8/4/21 the facility well went down, maintenance staff caught the problem early on while the system was still pressurized, transferred to municipal backup, notified our water operator and EGLE, located issue and conducted repairs, transferred back to primary mid-day Thursday, bacteria samples were drawn, all appears good after repairs.
- Weekly flushing program continues in efforts to prevent stagnation in unoccupied areas, Legionella is a hot topic in the state as Michigan leads the Midwest region in cases. Most cases are in the Flint and Detroit areas.

Other Maintenance Happenings

- Working with contractors to build out the 2022 CAR projects
- Working with local public safety departments on training with the new 700/800mhz amplifier system
- Working with Antrim E.O.C. to accept a large donation of PPE
- Ordered 4-6 Air Purifiers for the building

Staffing

- Medical leave- coming to an end, cleared for work return 8/9/21. 1st week back will be 3 days to see how he feels, return to 40hr weeks as soon as he is ready.
- 1 vacation the week of 8/9, another the week of 8/16, and a week of paternity vacation/leave any day (8/26/21 due date)

Storm Event 8/11/21

- On the night of 8/10/21 the Bellaire area was forecasted for rain and light thunderstorm activity through the morning of 8/11/21. The storm path shifted directions putting Bellaire in the path for much higher intensity weather, severe thunderstorm warnings began being issued around 7pm and extended into the early morning hours. A short time into the storm flash flood warnings were issued as rainfall was extremely heavy. Local reports indicate a rainfall total of 5.5 inches between 7pm and 3am with 3.5 inches falling

in the first 90 minutes of the storm. Water from many creeks and ditches crested banks and submerged roadways, several of which washed out completely.

- The creek that flows onto the Meadow Brook property from the east overflowed and washed out its banks behind the northeast corner of the facility, the heavy volume of water also overflowed the upper pond behind the facility. The total volume of water cascading from the east side of the facility was 8-12 inches deep and fast moving. The flow path was northwest causing the Van Garage/Disaster Supply Storage to take on water. The water damaged landscaping in parking islands in the north staff lot, overflowed the storm water retention pond, washed over M-88 Hwy, and flooded ditch lines and lawns at the neighboring businesses and homes.
- Damage assessments were conducted on the facility at midnight, 3:30am, and 7:00am. Several small roof leaks and landscaping damage were referred to contractors during the following business day. Fans were placed at locations where water came in under doors to dry floors, the van garage overhead doors have been kept open while maintenance is on shift to dry the building.
- Union Designs Landscaping was contacted first thing Wednesday 8/11/21 to bring in equipment to reestablish the normal flow direction of the creek and place an emergency containment berm at the point of failure. The village of Bellaire DPW assisted the facility and Union Designs by hauling in approximately 100 cubic yards of fill dirt from the street sweeper pile. DPW staff also cleaned out the partially plugged culvert under M-88 near the north driveway to allow higher volume of flow. Multiple calls were placed to Antrim Soil Conservation District to advise of our problem and emergency methods to resolve it, Heidi Shaffer was able to respond to the facility the following morning to look at the issue. Heidi provided contact information to obtain permits from EGLE and recommendations for permanent repairs.
- The above-mentioned work took place in a hasty manner to stop the problem and get ahead of the forecasted 2nd wave of the storm Wednesday evening. The next wave was predicted to be worse than the first with heavy winds, possible tornadic activity, and another 6 inches of rainfall. This wave, like the first, shifted path and the Bellaire area only received 0.75 inches of rain and moderate wind. No further damage was caused at the facility.
- Remediation work will continue in the coming days and weeks as permits are acquired and contractors can provide services. Included in that work is extending the berm along the creek bank, adding an overflow cut in the creek bank with a dry creek bed to divert water away from the facility during heavy rains, an emergency dredge of the upper pond to regain sediment capacity, and repairs of the existing storm water diversion ditch along the north staff lot.

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

1. Vaccine Update: Booster vaccine for 3rd vaccine for immunocompromised individuals. Waiting for more in depth information on who qualifies for the Booster.
2. Mandatory Vaccinations for All Nursing Home Staff: Announced last night, waiting on more guidance and regulations. Anticipate compliance mandated for September.
3. LEAN Training Model: Meeting next week to implement this new communication tool on a leadership level.
4. Union Arbitration Meeting from a terminated employee is taking place on Friday, August 20th.
5. QAPI Meeting on September 8, 2021.
6. Staffing is not good.
7. Implementing another series of Town Hall Meetings in September.
8. UKG (Kronos) new software application. Awesome employee self service app where employees can complete open enrollment applications and much more from the app on any mobile device.
9. We are counting the Storm Event from 8/11/2021 as a Disaster Event that qualifies through the Emergency Drills through the State of Michigan.
10. Investigating Icloud storage for Medical Records since the Barn Storage area was flooded from the Storm Event. We have since taken action of moving boxes to higher shelves and documenting what boxes of files have been damaged in the event we receive record requests in the future.
11. Approached by Mancelona Township to be the Liaison for the Mancelona Township Ambulance Authority and have accepted.
12. Provider Relief Fund – we may be able to recoup some money, Deb Haydell, Finance Director has attended some of the webinars.
13. Pete Garwood touched based with Marna regarding a complaint from community member. Extended invitation to attend the meeting and have received no response.

Adjourned for Break 10:55 a.m.

Reconvened from Break at 11:03 a.m.

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

1. COVID 19:
 - No residents currently positive
 - No employees currently positive
 - Preparing for another outbreak, positivity rates are up in 2 surrounding counties. Reviewing policy, discussing process.

2. Immunization Sources:
 - Continue with local sources for COVID 19 immunizations first, pharmacy second
3. Staffing:
 - Received 2 resignations from an LPN from full time employment, wishes to remain contingent. Has accepted a full-time position at a competing Facility. (1) was accepted in RN school.
 - Received 2 notices from current CNA's for decrease to irreg. part time hours secondary to college course work
 - Received 1 notice to resignation for full time CNA - moving from the area in October 2021
 - Contacted United Methodist Healthcare Recruitment for assistance in RN recruitment.
 - Meeting set to discuss with internal group about retainment strategies for current staff and recruitment of new staff.
4. Equipment:
 - 2021 budget items on order
 - Received a donation for a Nu Step exercise machine, accepted gratefully. Retired an older model. (we have two for resident use).
5. State of Michigan:
 - Waiting for annual survey any time.
 - Reported 1 resident allegation of unknown injury, not substantiated internally. We had 2 Facility Reported Incidences this week that have been reported.
 - We had one resident to resident contact that was reported. The State has closed this one.
 - We had a resident fall that was reported because it could be potentially life threatening for her. We sent her to the hospital, they reported no fractures and they sent her back to us. Then we got a call from the hospital saying that we received the wrong report and she did have 3 pelvic fractures.

Fred Harris, Board Chairman would like to at some point plan a memorial for those residents that we have lost due to the COVID 19 Pandemic.

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

1. Census: June 82.1% vs. May 72.1% YTD 2021 71.6% and Budgeted at 90%.
2. Net Loss/Gain for June \$273,595.00 vs. May \$150,874.00 YTD 2021 (\$1,401,209.00).
3. Cost Per Patient Day for June \$469.61 vs. May \$460.70 YTD 2021: \$527.98.
4. Accounts Receivables Balance: June \$1,157,500.00 vs. May \$1,140,105.00 (28 days).
5. Private Pay Past Due Accounts: June \$52,475.71 vs. May \$42,071.02.
6. Restricted Funds Balances: June \$707,624.91 vs. May \$707,597.97.
7. Depreciation Fund Balances: June \$211,167.92 vs. May \$36,142.61.
8. Meadow Brook Debt Retirement Balance: June \$10,714.67 vs. May \$10,214.59.

9. General Cash Balance: June \$9,750,471.76 vs. May \$10,002,583.80.
10. Contingency Fund Balance: June \$1,546,418.92 vs. May \$1,546,145.33.
11. Meadow View Apartments Report: Net Gain in June \$5,773.76 vs. May \$5,229.44
Occupancy at 92% YTD Net Gain of \$10,203.020.
12. Resolution No. 3 of 2021 Bad Debt Write Offs of \$10,106.94 and Adjustments of
\$97,779.04 to total \$107,885.98
13. 2021 CAR Budget Amendment Line Item #4 Fiberpro 20 Rug Shampooer

Motion to approve the June 2021 Financial report presented made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve and accept the July 2021 Invoices and Check Register total amount paid \$467,100.11 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve to amend the previously approved 2021 Capital Appropriations Budget for line item #4, Fiberpro 20 rug shampooer from \$7,100.00 to \$7,745.95. This is an increase of \$645.95 due to a vendor increase related to COVID-19 labor challenges. Upon approval, the new total for the 2021 Capital Budget Request is \$265,986.00 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution No. 3 of 2021 inasmuch as all avenues for collection of the Total Bad Debt Write Offs in the amount of \$10,106.94 for July 2021 write offs and Adjustments and Contra Charges in July 2021 in the amount of \$97,779.04 approved in June 2021 as of July 31, 2021 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Ed Boettcher, Antrim County Liaison to the Board recommended that Deb Haydell, Meadow Brook Finance Director and Marna Robertson, Meadow Brook Administrator review the Meadow View Budget and consider increasing the amount for Management Services to be increased.

Motion to adjourn the meeting at 12:34 p.m. made by Rick Teague, seconded by Melissa Zelanek, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board