

9/16/2021

The September 2021 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, September 16, 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; 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; 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.

Public Comment: Vickie Kemp

Meeting minutes of the Regular Meeting 8/19/2021, motion to approve and accept as presented by Melissa Zelenak, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures for August for Foster Youth Equine Therapy for \$600.00. Balance of \$4,450.36. No expenditures or requests for the month of September. 2. The Department in (7) days processed 22,000 emergency applications completed in Wayne / Washtenaw Counties for Federal Disaster Relief (\$12 million in one-time Food Assistance to families that do not currently receive Food Assistance). 3. On track for 25% increase for everyone receiving food assistance budget in October. 4. One Day Statistics for Food Assistance and Medicaid applications processed in one day. 56% of Food Assistance application were approved. FAP 0-1 went from 10% to 16%; FAP <5 Day went from 14% to 20%. Working on different ways to increase the numbers. 5. Reviewed statistics from CPS Services and Adult Protective Services. Really seeing a decline in the numbers for August and September. We have seen an increase in self neglect cases. 6. Staffing – All the staff are still out in the field. Beverly Howell, 18 years of service will be leaving and going to Michigan Rehab Services. Several openings in the tri-county area. 7. Cancelled Foster Care Picnic in September. 8. No longer responsible for 6 counties 😊

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

Vickie Kemp, public comment expressed some concerns regarding the care of her mother.

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

1. Completed Annual Health survey 8/25. Received 4 citations. No harm levels. F-578 Advanced Directives- Records did not indicate review of DNR status annually; F-600 (FRI) Free from Abuse/Neglect- Non-consensual sexual contact from Male resident; F-656 Comprehensive Care Planning- failure to follow interventions. Bed pad and heel placement; F-686 Pressure Ulcer- Missing documentation in skin and wound on 1 Hospice resident; F-689 Free of Accidents and Safety- Bed pad placement, Motion detector.

2. Completed Annual Life Safety Code (LSC) survey on 8/31 with Fire Marshal. K-222 Egress Doors latch locks. Missing signage on the delayed egress doors and missing key codes in the courtyard doors to get back into the building; K-293 Exit Signage- no signage from courtyards directing people back into the building; K-341 Fire Alarm Installation- 1 door on 2nd floor household back stairwell, delayed egress failed; K-353 Sprinkler Head inspection- 2 sprinkler heads were tucked away in Laundry room; K-918 Electrical Systems- Fuel quality test annually for the Generator gas.
3. LEAN Training - Second meeting with our LEAN consultant on 9/2/21. We have chosen Steering Team – Coaches. In person all day training for the Coaches on 10/11/21.
4. MMS (Mobile Medical Services) We are moving toward in-house services for Podiatry, Audiology, Dental and Eye Exams. They do accept Medicaid and Medicare.
 - a. Residents still have choice but for the vast majority of long-term resident's this will be a big benefit.
 - b. Pro's- They do billing, provide their own transport aides, we decrease staffing time out of the building taking resident's to appointments, decrease costs with ACT, decrease cleaning time after podiatry etc.
5. Labor Day - COVID Day
 - a. DON reported a resident positive on 9/7.
 - b. Immediate Outbreak Action taken by MB. (flurry of activity).
 - c. Public Health cleared us on Wednesday to resume “normal” activity.
 - d. Air purifiers put into action.
 - e. Visitation only down with exception of Hospice/End of Life for 2 days.
6. Town Hall Meetings
 - a. Scheduled the week of 9/20.
 - b. Updates on Mandatory Vaccinations, Boosters.
 - c. Budget talk
 - d. Lean training
 - e. Staffing shortages and incentives
7. MCF Council Meeting
 - a. 9/26-9/28 out of the building.
8. Succession Planning 3-5 years
 - a. Teresa Potter RN, CCC has agreed to take NHA online classes through MSU. Will take approximately 1 year to complete.
 - b. Cheryl is preparing for retirement of Inservice Director and Restorative Nurse in January.
 - c. Business office, CFO replacements. (Deb, Jill, Denise and Nancy).
 - d. With longevity comes the mass exodus at certain points in time of staff who are the same age. Time to prepare so transitions are as smooth as they can be and for the betterment of the facility.
 - e. I don't want to lose the talent we have inside the facility so we are canvassing our own house first!

Adjourned for break at 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
 - On 9/6/21 one resident tested positive via a point of care (poc) test
 - Outbreak testing occurred 9/7/21- Resident tested positive.
 - Resident sample sent for PCR test via MMC result received 9/8/21 as negative.
 - Resident had no progression of symptoms, afebrile.
 - Consulted with Health Department of NW Michigan- recommendation to consider as a false positive.
 - No Staff Positives Currently
2. Immunizations
 - Awaiting guidance on 3rd dose for nursing home residents
 - Awaiting guidance on mandatory COVID 19 vaccinations for Healthcare Workers
 - Will begin Influenza Immunization at the end of September, Beginning of October 2021, *we have Influenza vaccine stock in house
3. Staffing
 - Challenges continue
4. Equipment
 - Due to staffing challenges we may not be able to order/install the budgeted beds for 2021
5. State of Michigan
 - Annual Survey
 - Working on plan of correction
 - Overall a satisfactory survey

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

1. 2021 C.A.R
 - 2nd quarter carryover
 - All Projects are complete, waiting for invoicing
 - 3rd quarter
 - All projects are complete and invoiced
2. Water Management
 - Wednesday 8/4/21 the facility well went down, repairs were completed on a faulty pressure switch, well ran for 2 weeks and went back down. Worked with Arndt Electric and Orin's Well Drilling to diagnose. Found severely worn contactors,

equipment estimated at 40 years old. VFD control system with integrated monitoring submitted on emergency CAR, parts on order with Arndt Electric, Graham Motor, Temperature Control to get well up and running.

- Working with Gourdie Fraser on expanding Legionella prevention policy to support efforts already in place. Establishing testing facility's, technical limits, and defining control measures used in our facility. This comes by recommendation from the Environmental Surveyor, he stated they have 5 positive facilities in their coverage area in Northern Michigan

3. Other Maintenance Happenings

- Attending the Bellaire Conservation Club meeting Tuesday 9/14/21 to discuss the future of the club and Meadow Brook Kids Fish Day. Club membership has dwindled over the last 2 years leaving only 8 current members.
- Flood damage repair- Conditional work permits were issued, formal permits (currently in public comment phase) in progress with Kearny Township, Antrim County Conservation District, EGLE / US Army Corps of Engineers. Starting to receive invoices for work, current progress has gone as far as conditional permitting allows.
- Submitted POC for 2021 Fire Marshall Visit and it was approved.

4. Staffing

- Department at full staff, concerns have been brought forward about burnout from the monotony of the preventative maintenance position, currently evaluating the effectiveness of redistributing the PM/Compliance workload. 5-7 current maintenance employees have worked in this position, all shared the same opinion about the job duties. Brainstorming is happening as a department to remap the work flow while maintaining accountability.

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

1. Census: July 86.5% vs. June 82.1% YTD 2021 73.5% and Budgeted at 90%.
2. Net Loss/Gain for July (\$97,434.00) vs. June \$273,595.00 YTD 2021 (\$1,498,643.00).
3. Cost Per Patient Day for July \$467.54 vs. June \$469.61 YTD 2021: \$518.83.
4. Accounts Receivables Balance: July \$1,175,704.00 vs. June \$1,157,500.00 (29 days).
5. Private Pay Past Due Accounts: July \$41,172.21 vs. June \$52,475.71.
6. Restricted Funds Balances: July \$707,653.88 vs. \$June \$707,624.91.
7. Depreciation Fund Balances: \$181,784.46 vs. June \$211,167.92.
8. Meadow Brook Debt Retirement Balance: July \$10,214.76 vs. June \$10,714.67.
9. General Cash Balance: July \$9,698,146.03 vs. June \$9,750,471.76.
10. Contingency Fund Balance: July \$1,546,480.25 vs. June \$1,546,418.92.
11. Meadow View Apartments Report: Net Gain in July \$9,863.30 vs. June \$5,773.76
Occupancy at 92% YTD Net Gain of \$9,679.55.

12. Emergency CAR Amendment for Replacement of failing well drive control for the amount of \$8,000.00 for Fiscal Year 2021.
13. Emergency CAR Amendment for Repair of flood damage for the amount of \$50,000.00 for Fiscal Year 2021.
14. The Certified Public Expenditure (CPE) – Interim Reconciliation of \$1,156,930.21 is scheduled to be paid to the State in September, so this will be recorded on the September Financials.
15. The Bond payment of \$145,300.00 will be recorded in the October Financials.
16. Mass Mutual, one of Meadow Brooks 457 plans has been purchased by Empower. Deb Haydell has been in contact with Rob Joyce, Edward Jones, and after his review the Empower agreement is commensurate with the Mass Mutual agreement.

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

Motion to approve and accept the August 2021 Invoices and Check Register total amount paid \$506,792.70 made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve to amend the previously approved 2021 Capital Appropriations Budget for replacement of failing well drive control for the amount of \$8,000.00 for Fiscal Year 2021 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve to amend the previously approved 2021 Capital Appropriations Budget for Repair of flood damage for the amount of \$50,000.00 for Fiscal Year 2021 made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

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

Fred Harris, Chair

Maureen Clore, Secretary to the Board