

01/27/22

The January 27, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, January 27, 2022 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 Zelanek, 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; Cheryl Patton, Meadow Brook Director of Nursing; Deb Haydell, Meadow Brook Finance Director; Ben McGuire, Meadow Brook Systems Administrator; Alan Shumaker, Meadow Brook Director of Maintenance 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 11/18/2021, 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 November and December. We did have Board pay for \$1,186.48 out of County funds. Balance for \$4,134.55 for the year. Maureen will be working on reimbursing the County and then submitting a request for the 1st Appropriation for Fiscal Year 2022. Which was approved by the County Commissioners for \$15,000.00. 2. Working with APS Team on a vulnerable adult case. She has frozen pipes. No funding requests this month. 3. MCSSA Dues discussion. 4. Staffing Package for Tri-County lost 2 Assistance Payment Workers. Those 2 staff members they are red lined. We did not lose any Child Welfare Staff; (1) vacancy in Antrim County, (3) in Emmet County and (3) Foster Care Workers in Emmet County with no hiring pool. 5. Statistics on rejected complaints. Looking closely at these numbers on a regular basis. We remain at 14 children in care. APS – stayed the same at 71. 6. Statistics on Assistance Payments for November 2021. 7. Foster Family Christmas – Licensing Team went to all the local bakeries and donated a sweet treat for each of the Foster Families. Very generous outpouring from our local bakeries. 8. Invited to a meeting with local folks to meet with the Governor to discuss Behavioral Health needs in our 10 County Region. She tasked this group to come up with some ideas for a one time funding and also ideas on sustainable funding. Maureen will send to the Board a copy of the Brief. 9. Counseling Contract – Counselors that we can refer many of our clients too. Agreement Number MA-22-various

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

Motion to approve up to \$1,000.00 for assistance with the APS case (frozen pipes) made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve payment of the 2022 MCSSA dues in the amount of \$1,480.00 made by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried.

Motion to approve Counseling Agreement MA-22-various for 2 years made by Rick Teague, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to increase MDHHS discretion to disburse emergency funds from \$300 to \$1,000.00 with the amendment that Director will notify the Board made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

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

1. As of January 26, 2022, we put Lakeshore Cottage on bed hold through the State of Michigan. We will be discussing with Plante Moran further to make sure we are on target for Cost Reporting.
 - a. Antrim Lodge and Lakeshore Cottage are closed (40 beds total)
 - b. We have 10 beds set aside (Jordan House) that are designated COVID RECOVERY UNIT in the event that we have a resident that is positive for COVID.
2. New Ombudsman – Andrew Farmer. We are planning on a meet and greet once our schedules align.
3. LEAN Huddles – Directed approach to improve communication through all the building. Consistent topics, discussion, brevity and Monday through Friday. Starts with Frontline, then cascades up to Tier 2 Middle Management escalate up to Tier 3, resolution cascades back down to Tier 1 Frontline with 24-48 hours.
4. QAPI Meeting on 1/12/2022 – LEAN Training in progress, Systemic and facility wide engagement of all staff. Our Go Live with LEAN Huddles is Monday, January 31st.
 - a. IPRAT consult for Infection Control Compliance – Cheryl, Infection Preventionist and Marna had their first meeting on 1/14/22. On site meeting scheduled in February.
5. Phone interview with Prime Time News to promote the Meadow Brook Foundation.
6. Phone interview with Antrim Review on 1/19/22 on the ongoing COVID state of affairs.
7. Sinclair Broadcasting did employee interviews in preparation for the next round of recruiting commercials on 1/21/22.
8. County Administrator contacted me to do a meet and greet with their new Maintenance Director in regards to MVA. Deb and Alan will be meeting with Mitch Bartz and Pete Garwood. As it was pointed out the County owns the building and I think they want to have a handle of the building needs for liability purposes.
9. Facility Risk Assessment is completed for the year. This is a regulatory requirement.
10. February 22nd is the last day employees who are not vaccinated and do not have an approved Medical or Religious exemption may work at the facility.
 - a. To date we are expecting to lose a total of 24 staff across all Departments.
11. Policy updates of Outbreak Exposures and Masks.

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

1. COVID-19: No residents currently positive and 10 new staff member positives this week.
 - a. 91% residents are vaccinated

- i. 7 residents either refused / not eligible
 - ii. 3 residents refused booster
 - iii. 3 residents partially vaccinated or have not gotten the booster
 - b. 89% staff are vaccinated.
 - c. 95% compliance rate for resident booster.
- 2. Immunization:
 - a. COVID-19 Immunization mandate for healthcare workers issued.
 - b. COVID-19 vaccination booster administered to staff who wished to receive it.
 - c. Continue to offer the Moderna 2 step COVID-19 vaccination last clinic date is 1/25/22 for 1st step Moderna. J & J 1 step also available on 1/25/22 if staff indicate they wish to receive it at the Facility.
 - d. Still encouraging staff to obtain vaccination.
- 3. Staffing:
 - a. Some unvaccinated staff still proceeding with vaccination.
 - b. Still working on contingency plans and reallocating job duties, looking at sample February 2022 nursing schedules.
 - c. Enacted visitation plan in December for screening of visitors as CMS has opened visitation.
- 4. Resident Census / Moves / Discharges:
 - a. Lakeshore Cottage – Continue efforts to close Lakeshore Cottage, currently 5 resident living in that household.
- 5. State of Michigan:
 - a. IPRAT – State of Michigan Infection Control consultants, initial meeting via ZOOM on 1/14/22. They will be in house to look at infection control 1/19/22.

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

1. New Happenings

Storm crock behind Glacier Hill that has 2 pumps in it there is a group of crocks that link together that drain in to the master the line that goes under the back driveway, the upper pond froze and blew up some fittings. This means that the drain on this side of the building is not pumping out properly.

2. Water Management

- a. Carryover item from December 2021. Received notification from the Joint Commission on 12/3 of new CMS requirements related to Legionella and other water-based pathogens for 2022. This falls inline with the project we have been working on with Gourdie-Fraser since our 2021 CMS survey. As more information becomes available we will be revising the facility water management plan, preliminary research shows the facility to be on solid ground so far.
- b. PFAS monitoring requirements are continuing to evolve, reduction in action levels and monitoring tolerances are starting to outpace laboratory capability. Changes in our requirements are likely to come in 2022 as new testing methods become available.
- c. 12/27/21 Well Outage – Maintenance received a call in the early morning hours that the building was losing water pressure, we found the VFD in a fault status, flushed and transferred to municipal water, with Arndt Electric and Orin's Well Drilling we diagnosed the issue as a loss of power phase in the well motor. Emergency CAR submitted to replace motor (2011 – 47,000,000) pump (1987 – 153,000,000 gallons), and check valve. Well is up and running with no further issues at this time, all sampling came back normal.

3. Other Maintenance Happenings

- a. Upper pond cleanout completed 2nd week of December.
- b. Consumers Energy – Emergency demand response contract is in place, we will receive notifications of power grid emergencies and be able to move the facility to back up power prior to certain conditions like brownout, participation in this plan should save around \$7,000 per year of the 3-year agreement, program has only been utilized 1 time in the last 17 years. We also participated in a building tune up walkthrough, making a handful of adjustment to BMS configuration and installing VFD's on the boiler pumps for the 3-story AHU water coil could save an additional 5-10% (\$9,000-18,000 annually).

4. 2022 CAR

- a. MiDeal account has been approved by Michigan Department of Technology, Management and Budget. Reached out to the contact for Berger Chevrolet to start the purchase process for the new truck, we missed the window for order, it is normally 4-6 months, the window closed in 6 days this year. MiDeal rep at Berger is trying to get a truck on allocation that meets our specifications. Amendment to the CAR may be needed, may need to look at other truck brands also.
- b. Emergency CAR for well repairs.

5. Staffing

- New maintenance employee started 1/11/22, training process has begun. Kevin K. seems very excited about the new adventure and fits in well with the crew so far.

Adjourned for break at 11:41 a.m.

Reconvened from break at 11:51 a.m.

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

1. Census: October 86.9% vs. September 89.8% YTD 2021 85.3% and Budgeted at 90%.
2. Net Loss/Gain for October \$66,116.00 vs. September \$58,084.00 YTD 2021 (\$1,200,573.00).
3. Cost Per Patient Day for October \$462.68 vs. September \$514.91 YTD 2021: \$503.44.
4. Accounts Receivables Balance: October \$1,069,481.00 vs. September \$1,203,458.00 (31 days).
5. Private Pay Past Due Accounts: October \$29,517.83 vs. September \$45,185.31.
6. Restricted Funds Balances: October \$707,742.76 vs. September \$707,713.78.
7. Depreciation Fund Balances: October \$208,377.37 vs. September \$108,359.45.
8. Meadow Brook Debt Retirement Balance: October \$10,215.45 vs. September \$10,711.28.
9. General Cash Balance: October \$9,851,146.59 vs. September \$9,694,815.44.
10. Contingency Fund Balance: October \$1,546,721.63 vs. September \$1,546,613.79.
11. Meadow View Apartments Report: Net Gain in October \$5,708.68 vs. September \$8,710.78 Occupancy at 92% YTD Net Gain of \$22,902.55.

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

1. Census: November 83.9% vs. October 86.9% YTD 2021 77.9% and Budgeted at 90%.
2. Net Loss/Gain for November (\$21,750.00) vs. October \$66,116.00 YTD 2021 (\$1,225,705.00).
3. Cost Per Patient Day for November \$502.09 vs. October \$462.68 YTD 2021: \$503.43.
4. Accounts Receivables Balance: November \$709,772.00 vs. October \$1,069,481.00 (18 days).
5. Private Pay Past Due Accounts: November \$31,421.43 vs. October \$29,517.83.
6. Restricted Funds Balances: November \$707,771.85 vs. October \$707,742.76.
7. Depreciation Fund Balances: November \$142,968.79 vs. October \$208,377.37.
8. Meadow Brook Debt Retirement Balance: November \$10,215.54 vs. October \$10,215.45.
9. General Cash Balance: November \$9,941,723.31 vs. October \$9,851,146.59.
10. Contingency Fund Balance: November \$1,546,995.84 vs. October \$1,546,721.63.
11. Meadow View Apartments Report: Net Loss in November (\$1,856.96) vs. October \$5,708.68 Occupancy at 84% YTD Net Gain of \$21,045.59.
12. Applied for the Phase 4 COVID Grant – Received \$74,159.55 on 1/26/22.
13. New part-time position Finance Procedure Writer was awarded to Paige Windish.
14. MVA Boiler replacement.

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

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

Motion to approve the November Invoices and Check Register for the total amount paid of \$508,283.08 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the December Invoices and Check Register for the total amount paid of \$501,462.90 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the Emergency CAR for 2022 Well Repair for \$10,208.00 made by Melissa Zelenak, seconded by Rick Teague, all yeas. Motion carried.

2021 Budget – had approval for Business Office furniture for \$20,000.00. Due to COVID this could not be delivered until 2022. Motion to approve \$24,200.00 for Business Office furniture made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Resolution #1 of 2022 for debt write off in the amount of \$15,798.66 and adjustments in the amount of \$53,286.71 for Fiscal Year End December 2021 made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

Motion to amend the October meeting minutes to reflect 2021 as opposed to 2022 regarding the MERS Adoption of Agreement. Typo of January 1, 2022 should be January 1, 2021 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve Resolution #2 of 2022 for the MERS Addendum effective January 1, 2022 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Meadow View Apartments – motion to approve new boiler for the amount up to \$30,000.00 to be delivered until February or March, 2022 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to adjourn the meeting at 12:36 p.m. made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board