

03/24/2022

The March 24, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, March 24, 2022 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:03 a.m. Those present were Fred Harris, Chairman; Melissa Zelanek, Vice Chairman; Maureen Clore, Antrim County Health and Human Services Director; Rick Teague, Member; 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; Amy Pearson, Meadow Brook Director of Social Services 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 02/24/22, motion to approve and accept as presented by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures for the month of March in the amount of \$2,592.00 for MCSSA Dues (\$1,480.00); Plumbing for APS Client (\$632.00) and Adopt A Family Wood Pellets (\$480.00). Balance of \$2,048.00. 2. Staffing – Recently had 2 staff resigned and those positions have been unfunded and cannot be replaced. As a result, we are currently backlogged. Received a memo anticipating that Biden is going to end the Public Health Pandemic which will create 1.7 million Medicaid Redeterminations across the State of Michigan. We gone to the State Legislators asking for staffing appropriation for this project. 3. Adult Protective Services Audit – Three year period October, 2017 – March 2020 70,000 APS Cases were opened in this time period. For this audit out of the 70,000 cases only 235 cases were looked at. When you put numbers into context it looks like the Department is failing miserably. Department has already been to the oversight committee. 4. Child Welfare – Due to do another Child Step Presentation in April. This year we will be discussing Foster Care. 5. Legislative Memo – Meet Your Legislators Virtual Meeting April 4<sup>th</sup> and April 6<sup>th</sup>.

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

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

1. CMS revised guidance to Visitation and Employee Testing on 3/10/22 which required another revamping of our policies. The testing for the staff by updating their terminology regarding your vaccines. What was considered fully vaccinated now is being called “Up to Date”. If you have not had your booster you are subject now to Routine Testing and are not up to date.
2. Compliance Files – Working with Medical Records to bring up to date. These are our Business Associate Agreements and Contracts. Cleaning up the files and getting them current and correct.
3. Tri-Share Pilot Program – Pilot program to assist with Child Care Costs. United Way is the intermediary between the State and Child Care providers. Great benefit to our

employees. Shared costs: 1/3 Employee; 1/3 Employer; 1/3 State of Michigan. All Licensed Day Care, Kids Clubs Summer Programs qualify – 66% of child care costs will be covered. We surveyed the staff to see how many children they have and who may be eligible in the 0-17 age range. Cost is estimated \$3,000.00 Meadow Brook cost share / child.

4. Kids Fish Day on deck before the Antrim Review published their article.
5. MARCUM 3 year Statistical Analysis Nursing Home Report 2018-2020.
6. CMP Grants in Cycle – now called Nursing Facility Enrichment Programs – CMP's (Civil Money Penalties, aka fines) from survey's go into this fund to assist facilities with training, education or needed materials for improvement. Air purification systems for this year. Up to \$3,000.00 per facility.
7. Staffing – Getting applications trickling in for HHA, Dietary – 2 new hires. 1 CNA. 0 Nurses.
  - a. Nursing staff is critical. Cheryl is looking into staffing agency. Meeting with nursing leadership team to brainstorm on 3/15/22.
  - b. Updated our Facebook Job postings and revamped our postings with the updated wage scales, included the \$2.35 p/h COVID pay and highlighted some of the other OT incentives.
  - c. Received 3 nurse applications and 5 CNA applications.
  - d. Thinking of workforce housing and called the Bellaire Inn. She indicated that she just sold the place and will pass the information to the new owner – Joe Short.

Adjourn for break at 10:55 a.m.

Reconvene from break at 11:05 a.m.

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

Update on the creek – last 72 hours significant amount of silt come down to the pond. Everything appears to be holding together well from all the rain and melting we have had.

Discussion regarding the Bellaire Conservation Club and Kid's Fish Day. There is some discussion that if the Kids Fish Day event is cancelled the Club has requested that half of the fish order be delivered to Johnson's Pond in Mancelona and the other half can still be delivered to Meadow Brook for Resident Activity use.

#### 1. Water Management

- Anticipating spring EGLE site visit and water system inspection soon.
- Consumer Confidence Report in progress with Gourdie Fraser. Due date of 3/31/22.
- Met with water operator on 3/21/22, discussed water system issues of 2021 and early 2022 and where to go with our capital improvement plan for EGLE. Due to the

catastrophic failures we experienced we have accelerated a 5-year plan of scheduled improvements into 15 months of repairs.

## 2. Maintenance Happenings

- Consumers Energy - All recommendations from Consumer's engineers have been addressed and documentation sent. Boiler pump VFD's are the final outstanding item. Temperature Control expects to have these installed in the coming weeks.
- Working with D.O.N. on an equipment reliability study (Med Fridges).
- MVA Boiler replacement complete. Working with Temperature Control to revamp boiler venting for remaining 3 units in lower boiler room due to vapor and condensation leaks, waiting on pricing.

## 3. 2022 CAR

- CAR 1 - Materials on order with contractor for the yard / driveway drain system. Scheduled for as soon as the ground is thawed and workable.
- CAR 2 - Materials on order with contractor for well pressure tank project, no ETA yet.
- CAR 3 - Equipment on order with contractor for the critical systems monitoring project, tracking for late spring/early summer installation.
- CAR 4 - Working with vendor to establish final pricing and delivery timeline on Utility Vehicle purchase.
- CAR 5 - Fire door order finalized with vendor and submitted to manufacturer, 20 - 22 week production time. September - October installation time frame.

## 4. Staffing

- Department at full staff.
- Assisting other departments where we can.
- Training is progressing well with our newest employee.

Deb Haydell, Meadow Brook Finance Director reviewed with the Board the January 2022 Financial Reports:

1. Census: January 74.4% vs. December 78.3% YTD 2022 74.4% and Budgeted at 80%.
2. Net Loss/Gain for January (\$86,732.00) vs. December \$363,285.00 YTD 2022 (\$86,732.00).
3. Cost Per Patient Day for January \$505.50 vs. December \$506.14 YTD 2022: \$505.50.
4. Accounts Receivables Balance: January \$1,067,780.00 vs. December \$1,067,780.00 (29 days).
5. Private Pay Past Due Accounts: January \$12,883.90 vs. December \$15,332.90.
6. Restricted Funds Balances: January \$707,639.53 vs. December \$707,481.24.
7. Depreciation Fund Balances: January \$138,604.61 vs. December \$138,586.95.
8. Meadow Brook Debt Retirement Balance: January \$10,715.71 vs. December \$10,215.62.
9. General Cash Balance: January \$11,099,727.26 vs. December \$9,713,289.52.
10. Contingency Fund Balance: January \$1,547,244.25 vs. December \$1,548,021.81.
11. Meadow View Apartments Report: Net Loss in January (\$3,308.61) Occupancy at 81% YTD Net Loss of (\$3,308.61).
12. Resolution #4 of 2022.

13. Provider Relief Fund due to State by March 31, 2022.
14. ERC – Employee Retention Credit – A tax credit designed to help businesses retain their employees during difficult times.
15. Work Comp Audit complete.
16. Annual Report for Meadow Brook and MVA sent to County.
17. Cost Report to Plante Moran for Medicaid / Medicare due and has been by March 31, 2022.
18. Finance Audit in process – due by April 11, 2022.
19. Awaiting info from Plante Moran for the single audit.
20. Good News – Finance Office Furniture is set up and looks great 😊.
21. Meadow View Apartment Update – As of March 23<sup>rd</sup> we have 5 open apartments. (4) of those have been spoken for.

Motion to approve the January 2022 Financial report presented made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the December 2021 Check Register in the amount of \$501,462.90 made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

Motion to approve the January 2022 Check Register in the amount of \$417,696.42 made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

Motion to approve Resolution #4 of 2022 to authorize the transfer of \$635,300.00 County of Antrim General Obligation Limited Tax Bonds – Series 2020, gives the Meadow Brook Administrator the authority to direct the transfer of funds based on the attached document titles “Schedule of Principal and Interest Requirements on a Calendar Year Basis” from Meadow Brook Medical Care Facility Fund #512 (General Cash Account) to Meadow Brook Project Debt Retirement Fund #351 as requested by the Antrim County Treasurer’s Office made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

Motion to approve the MVA Financial Reports for January 2022 as presented made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve correction to the MVA Financial Report for December 2021 regarding the Occupancy Rate from 90% to 76% made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to adjourn the meeting at 11:55 a.m. made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board