

04/28/2022

The April 28, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, April 28, 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; Ed Boettcher, Antrim County 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 Brooke Bates, Meadow Brook TR Director, Acting Secretary for Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Public Comment: None

Meeting minutes of the Regular Meeting 03/24/22, motion to approve and accept as presented by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. No expenditures for April except for 1st quarter Board Pay \$1,190.34. 2. Request for funding for this month regarding an Adult Protective Services case where we are trying to keep this client in her home. She would benefit from a lift chair up to \$800.00. 3. CPS / APS Statistical Data for 1st Quarter 2022 referral numbers 30% on average assignment rate for both services. A little below the State average of 35-37%. 4. Completed Child Stat Presentation to Leadership. 5. Assistance Payments – End of Public Health Emergency funding. Moving forward with converting front office staff to work on payment assistance. There will be a slight pay increase and a one-year commitment in this role. 6. Mental Health Awareness Month - #tools4resilience Virtual Education Series. 7. Stay Well Michigan – 10-minute blurbs regarding COVID and staying positive during COVID, little pick me ups. 8. Legislation Update – CMS Announced expansion for Medicaid coverage for postpartum for up to one year; House Bill 5801 that will establish a Foster Care Improvement Commission.

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

Motion to approve funding of \$800.00 for the purchase of a lift chair for APS client made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

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

1. Human Resources:
 - a. 1 former employee wanting 32K for not honoring her religious exemption - Legal Counsel handling this
 - b. 1 former employee reported to Department of Labor for not paying her sick and vacation time. She did not work her 2 week notice. Long standing Meadow Brook Policy you forfeit any sick/vacation time if you do not work your 2 weeks. – Legal Counsel handling this.

- c. 1 current employee, (see letter). She has been notified of public comment and has been invited to attend the Board meeting.
 - d. MHS Career Fair – Allison and Marna will be attending to talk to students.
 - e. Marketing - Hiring! We are getting some traction with CNA's, Nurses, and HHA's / Dietary.
 - i. See Marketing Campaign Review – Sinclair Broadcasting.
 - ii. 1st Quarter 2022 Application to Hire Report
2. LEAN Huddle Update:
- a. Completed training with LEAN Consultant on 4/13/2022. We did a pre / post-huddle survey of with all staff. Results from these surveys show a 11% increase in communication due to these daily huddles. See graphs.
3. Annual Report to the Board of Commissioners on 4/7/22 - See copies of reports for Meadow Brook and Meadow View Apartments.
4. CMS Updates:
- a. QSO-22-15 Blanket Waivers expiring June and July
 - i. Resident groups - must be able to meet in person
 - ii. Physician Visits and delegated tasks
 - iii. QAPI - Broaden scope, not only infection control, COVID driven
 - iv. Discharge Planning
 - v. LSC – Fire drills, preventative maintenance
 - vi. CNA training
 - b. SNF Quality Reporting (QRP) and Quality Measures (QM) 2022-2023
 - High Priority Areas include: CMS is proposing to adopt future Measures
 - 1. Health Equity- measures which focus on health equity
 - 2. Influenza Vaccination coverage amongst Healthcare worker (HCW)
 - 3. Functional ability at Discharge
 - 4. Patient COVID-19 Vaccination
 - c. 5 Quality Measure Domains (MDS driven)
 - i. Skin integrity and changes in skin integrity
 - ii. Functional status, cognitive function, and changes in function and cognitive function
 - iii. Medication reconciliation
 - iv. Incidence of major falls
 - d. F-888 Vaccination Compliance
 - i. Surveyors directed to look at Contracted staff (example Therapy) vaccination status and proof of such
 - ii. Temporarily delayed - Leaves, known COVID infection until recovery
 - iii. Exemptions
 - e. NHSN- voluntary reporting changes. We are not participating.
5. Long View of Workforce Housing:
- a. Options - will reach out to Joe Short in the coming weeks regarding the new purchase of the Bellaire Inn?
 - b. Decertifying one of the households and turn that into workforce housing?

6. We do have one resident positive with COVID – she was moved to Jordan House. Resident contracted the virus from her spouse who was visiting.
7. Rainbow Heart – you will start to see on our Ads, Social Media and small rainbow heart. This signifies that we are a safe facility for those who identify as non binary, gay, lesbian etc. – different from the social norm.

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

1. COVID-19:
 - No residents currently positive.
 - No staff currently positive (out of Outbreak on 4/12/22).
 - Continue with enforced source control measures to prevent the spread of COVID-19 to the residents and to other staff members.
 - Resident Census 82: **72 residents fully vaccinated**, 70 residents boosted. **89% vaccination rate for residents.**
We are looking at doing the 2nd Booster next week for the residents.
 - Staff Vaccination Rate: 134 total staff, 6 exempted, 128 staff vaccinated, 77 staff boosted.
96% overall vaccination rate for staff; 57% “Up to Date” vaccination rate.
2. Immunization:
 - Booster clinic for staff Mid May.
 - Anticipate Resident 2nd booster clinic Mid May. Dr. Viall recommended the booster be given the first week of May.
 - New guidance came out regarding the pneumovac.
3. Staffing:
 - Nurse Aide interviews with 3 new hires to go to Nurse Aide class in May 2022.
 - Interviewed RN, did not return a call after the interview, 2 other inquiries both declined an interview indicating they would stay where they were currently employed.
 - Discussions and education for current Nurses regarding advertised wages.
 - Scheduled multiple nurses who traditionally are not Charge Nurse.
4. Resident Census:
 - 82 max without COVID Unit. We have 2 residents that were moved to the COVID Recovery Unit as of 4/28/22.
5. Quality of Care Issues:
 - Actively working on medication pass concerns including med pass times, medication administration and stream lining the House Stock Medication List.
 - Collaboration with the pharmacy to review 6 areas of the medication pass to improve efficiencies.
 - Clinical Care Coordinators utilizing the monthly medication review process to decrease med pass times, discontinue medications for non-use, decrease medication monitoring parameters as able.
 - Meeting with Clinical Care Coordinators to discuss household clinical issues and concerns including work load and medication pass.
 - 2 FRI Reports are out. Resident to Resident altercation.

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

1. Water Management

- Anticipating spring EGLE site visit and water system inspection (Still Waiting).
- Consumer Confidence Report in progress with Gourdie Fraser. Due date of 3/31/22, Correction - Cross Connection Report was submitted prior to the 3/31 due date, Consumer Confidence is this summer.

2. Maintenance Happenings

- Spring Prep & Cleanup is in full swing outside, even with the snow...
- Kids Fish Day - event is moving forward, Bellaire Conservation Club ordered the fish. Pond is being cleaned up, planning is mostly finalized.

3. 2022 CAR

- CAR 1 – Yard / Driveway Drain System - Waiting on contractor availability, should be any day.
- CAR 2 - Well Pressure Tank Project - Contractor estimating Mid May.
- CAR 3 - Critical Systems Monitoring Project - Contractor estimating Mid May.
- CAR 4 - Kubota Utility Vehicle purchase - On order with Ginop, No ETA provided.
- CAR 5- Fire door order, September - October installation time frame.

4. Consumers Energy – Emergency Demand Response Program

- Discussed and reviewed the Consumers Energy Emergency Demand Response Program. Incentive payment from consumers energy for the Consumers Energy Efficiency Project – received check for \$8,712.40 for reduction in energy costs. Verification Report is an overview of numbers showing energy uses and savings that would benefit the facility. Consumers has given us recommendations on how to continue to lower energy costs.

5. Staffing

- Department at full staff.
- Our newest employee has completed his probationary period and will be going solo for on-call and weekend work in the May rotation.

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

1. Census: February 99.3% vs. January 74.4% YTD 2022 74.4% and Budgeted at 80%.
2. Net Loss/Gain for February \$4,384.00 vs. January (\$86,732.00) YTD 2022 (\$86,732.00).
3. Cost Per Patient Day for February \$538.03 vs. January \$505.50 YTD 2022: \$505.50.
4. Accounts Receivables Balance: February \$853,073.00 vs. January \$1,067,780.00 (25 days).
5. Private Pay Past Due Accounts: February \$11,313.90 vs. January \$12,883.90.

6. Restricted Funds Balances: February \$707,667.68 vs. January \$707,639.53.
7. Depreciation Fund Balances: February \$138,620.55 vs. January \$138,604.61.
8. Meadow Brook Debt Retirement Balance: February \$10,715.79 vs. January \$10,715.71.
9. General Cash Balance: February \$11,455,601.08 vs January \$11,099,727.26.
10. Contingency Fund Balance: February \$1,547,325.99 vs. January \$1,547,244.25.
11. Meadow View Apartments Report: Net Loss in February (\$2,333.55) vs. Net Loss in January (\$3,308.61) Occupancy at 81% YTD Net Loss of (\$5,642.16).
12. The following Plante Moran Projects are still in process:
 - a. Financial Audit 2021
 - b. Cost Report 2021
 - c. ERC for \$3 million Grant
13. Completed the Provider Relief Fund to State end of March 2022.

Motion to approve the February 2022 Financial report presented made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve the February 2022 Check Register in the amount of \$904,568.39 made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve Resolution #5 of 2022 to adjust Accounts Receivables for the amount of \$47,134.18 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Resolution #6 of 2022, to write off \$37,415.44 Occupational Physical Therapy Accounts Receivables debt since the program is closed made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the MVA Financial Reports for February 2022 as presented made by Rick Teague, seconded by Melissa Zelanek, all yeas, motion carried.

Motion to adjourn the meeting at 12:18 p.m. made by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board