

05/26/2022

The May 26, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, May 26, 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; Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Public Comment: None

Meeting minutes of the Regular Meeting 04/28/22, motion to approve and accept as presented by Rick Teague, seconded by Melissa Zelanek, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. No expenditures for April. Balance of \$2,408.00. 2. Two requests for funding for this month (1) \$300.00 to help a foster youth purchase a suit for funeral for his brother. (2) \$325.00 for training opportunity for In Home Parenting Program in support of visitation. This training is for one of our sub-contractors made by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried. 3. Mental Health Awareness Month – Brief overview of Behavior Health Care services expansion in Northern Michigan. 4. Completed Stat Presentation to Leadership went very well. This coming year we are really focused on engaging families more and emphasis on safety getting kids home faster. 5. Legislation Update -House Bill 5801 that will establish a Foster Care Improvement Commission. Pending House Bill would amend almost kin. Another proposed bill that would require guardians to be educated in Trauma Informed Care. We are trying to push Annual Renewals – if in good standing with Foster Care license would be renewed every two years. 6. Assistance Payments – Medicaid Redetermination did not go through, hopeful these re-determinations get bumped out even further. Universal Case Load has gone live in all of Michigan.

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 \$300.00 for the purchase of a suit for foster youth to attend brother's funeral made Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve funding of \$325.00 for registration fee for In Home Parenting Program three Day Conference 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. Preparing for SLICS Infection Control Survey on June 8, 2022.
2. Received notification of annual COVID-19 Surveillance Audit (MDHHS / NHSN).
3. Update on Tri-Share Child Care Program. Looking at 33 slots to offer to staff which would cost us up to \$100,000.00. Once Marna has an opportunity to meet with Deb to secure the money, will meet again with Tri-Share and develop policies.

4. Concept Rehab – Review of Part B costs and contract. If you have Medicaid and some of the insurances Priority Health Advantage Plan we do not get reimbursed that much for Part B. Jill and Deb are reviewing how many residents who have Part B. Will be working with Concept Rehab to negotiate our contract and look at CPT Codes.
  - a. Functional Maintenance Program – Concept did pick up the slack for low level maintenance for our residents. However, it was charged to the Part B program. We will be looking at this in our new contract as well.
5. Nursing Home Week (5/9-5/13) Good feedback from staff this year.
6. Staff Satisfaction – Survey Monkey Results.
7. Working with LEAN Coach on P.I.P. (Performance Improvement Project) for the facility. We are in contact with 2 Grant Funding opportunities: How can we use Technology to assist with staffing shortages. Marna, Cheryl, Ben met with Diligent Robotics to be a trial facility for robot “Moxie”. MCMCFC is writing another Grant for Dementia Programming and Activities. Meadow Brook will take advantage of both of these as they come.
8. Preparing for Annual Resident Satisfaction Survey with Great Lakes Marketing (meets metric for Federal Quality Improvement Incentive).
9. Attended Mancelona High School Job Fair on 5/13 with HR Assistant.
10. Huddle process working well, I am attending Tier 1 huddles, spot checking.
11. Working 12 hour shifts a couple days a week to check in and be available for Midnight shift.
12. Hospice of Michigan is going to offer grief counseling once a month.
13. Discussed staff member that has received a terminal diagnosis. Staff are taking donations.

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

1. COVID-19:
  - No residents currently positive.
  - One staff currently positive (Outbreak Testing until 6/03/22).
  - Continue with enforced source control measures to prevent the spread of COVID-19 to the residents and to other staff members.
  - Resident Census 81: **72 residents fully vaccinated**, 70 residents boosted. **89% vaccination rate for residents.**
2. Immunization:
  - Booster clinic for May 17, 2022.
  - **\*\*Second Boosters for residents given 5/9/22 = 57 residents**
3. Staffing:
  - Nurse Aide – 5 sent to Nurse Aide Class.
  - Working with One Staff Medical for traveling Nurse Aides, also with other traveling agencies for Nurse Aide staff.
4. Resident Census:

82 max without COVID Unit.  
81 residents today
5. Quality of Care Issues:

- Performance Improvement Plan: Working on medication pass concerns including med pass times, medication administration and stream lining the House Stock Medication List. Goal is to decrease medication administration time, decrease nurse workload, avoid unnecessary medications for residents, streamline resident medication administration for their benefit.

Adjourn for Break at 11:05 a.m.

Reconvene from Break at 11:10 a.m.

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

1. Water Management

- Consumer Confidence Report in progress with Gourdie Fraser. Due date of 6/30/22, Correction – Our Water Operator plans to submit by the end of May to allow time for any needed changes to be addressed before the 6/30 deadline.

2. Maintenance Happenings

- Kids Fish Day - event was well-received in the community, Bellaire Conservation Club reports 107 children in attendance. Largest fish caught 23 ½, prize packages awarded for the first fish caught and the top 12 largest fish.
- BCC / COA would like to host 1 per month like they have in past years.
- Revamping the interior layout of the van garage to accommodate pallet racks for the emergency water storage and other emergency dietary items.
- Next outdoor project will be removing the tractor implement platform in the pole barn and installing pallet racks in that location for the tractor attachments.
- Purchased a set of quick attach pallet forks for the Kubota tractor to support the above 2 bullet points.

3. 2022 CAR

- CAR 1 – Yard / Driveway Drain System - contractor will be starting 2<sup>nd</sup> week of June.
- CAR 2 - Well Pressure Tank Project – Work completed 5/11/22.
- CAR 3 - Critical Systems Monitoring Project - Contractor estimating Mid May.
- CAR 4 - Kubota Utility Vehicle purchase - On order with Ginop, estimated delivery in the next 2-4 weeks.
- CAR 5- Fire door order, September - October installation time frame.

4. Staffing

- Department at full staff.

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

1. Census: March 99.3% vs. February 99.3% YTD 2022 88% and Budgeted at 80%.

2. Net Loss/Gain for March (\$126,457.00) vs. February \$4,384.00 YTD 2022 (\$761,602.00).
3. Cost Per Patient Day for March \$561.94 vs. February \$538.03 YTD 2022: \$558.39.
4. Accounts Receivables Balance: March \$952,205.00 vs. February \$853,073.00 (27 days).
5. Private Pay Past Due Accounts: March \$10,480.90 vs. February \$11,313.90
6. Restricted Funds Balances: March \$707,668.49 vs. February \$707,667.68
7. Depreciation Fund Balances: March \$210,055.43 vs. February \$138,620.55
8. Meadow Brook Debt Retirement Balance: March \$645,516.22 vs. February \$10,715.79
9. General Cash Balance: March \$10,828,832.50 vs. February \$11,455,601.08
10. Contingency Fund Balance: March \$1,547,492.78 vs. February \$1,547,325.99
11. Meadow View Apartments Report: Net Gain in March \$4,152.53 vs. Net Loss in February (\$2,333.55) Occupancy at 81% YTD Net Loss of (\$1,489.63).
12. The following Plante Moran Projects are still in process:
  - a. Financial Audit 2021
  - b. ERC for \$3 million Grant
13. Start the Medicaid Audit for FY 2020 – June 17, 2022
14. July time frame – Plante Moran assistance with single audit.

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

Motion to approve the March 2022 Check Register in the amount of \$646,005.31 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the April 2022 Check Register in the amount of \$489,113.97 made by Rick Teague, seconded by Melissa Zelenak. All yeas, motion carried.

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

Motion to adjourn the meeting at 11:52 a.m. made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board