

06/23/2022

The June 23, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, June 23, 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; 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 5/26/22, motion to approve and accept as presented by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures for May \$940.40 for Lift Chair and Suit for Foster Youth. Balance of \$1,467.60. 2. Requesting up to \$500.00 for grief counseling for the brother of the recent drowning tragedy. 3. Request for 2023 Appropriations for \$15,000.00. 4. Discussion regarding MCSSA. Rick Teague has agreed to be the voting representative on behalf of the ACHHS Board. The 2022 MCSSA Annual Training Conference and Business Meeting September 12-14 in Bay City. 5. Foster Care Reform Bills were presented to the Senate and they did not like them and are currently on hold. 6. Federal Lawsuit Update – down to 10 issues, once rectified we should be cleared of those citations. 7. Still interviewing for Assistance Payment Supervisor. 8. Good News – getting new furniture for the Conference Room.

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

Motion to approve request for grief counseling not to exceed \$500.00 for foster youth made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

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

1. Attended MCF Spring Conference 6/6/22 - 6/9/22.
  - a. Bias training. New State Mandated training.
  - b. Plante Moran updates- Cost reporting, ERC, Medicaid/Medicare and various matters.
2. State SLICS “Consultant” Survey 6/8/22. Infection Control Review.
3. Outbreak - started about 6/3/22 COVID outbreak in two households, therapy out, multiple staff out. Public health notified. Effective 6/13/22 Closed to all visitation until further notice unless Hospice / End of Life.
4. Department Heads working on the Operations Budget 2023.
5. Emergency Preparedness - Grandvue assist on 6/10/22
  - a. Disaster Team to review available beds and “hosting” strategy.
  - b. Reviewed with Grandvue Administrator their team needs if relocation happened and what would hosting another facility look like in reality?
    - i. Charting needs, call light usage and household orientation, meal delivery.

- ii. Off line beds can be used for emergency occupation from another MOU site. We need to work on getting Antrim and Lakeshore ready just in case.
    - iii. Grandvue would have had to relocate 70 residents potentially.
  - c. Will bring up at District II meetings to better prepare between our facilities should the need arise.
6. MDHHS COVID Surveillance Audit submitted 6/14/22. Look back from 6/1/21- 6/1/22 of all EMR and NSHN submissions of resident and staff: COVID tests, deaths, positives. Completed on 6/14/22 and submitted.
  7. Good News! We received notice from Plante Moran that we will be receiving 3.4 million dollars for the ERC “Employee Retention Credit” 😊
  8. Union Negotiations are set for October 10<sup>th</sup> and 11<sup>th</sup> at Shanty Creek.
  9. Vacation from July 21<sup>st</sup> - August 7<sup>th</sup>.

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

1. COVID 19 - Currently in COVID Outbreak for Residents and Staff
  - 11 staff members currently positive, outbreak testing until 07/07/22
  - 14 Residents - 13 on Orchard Hill House, 1 on Glacier Hill House
  - Continue with enforced source control measures to prevent the spread of COVID 19 to the residents and to other staff members.
  - Contacted Health Department of NW MI on 6/13/22, health officer approved closing of Facility to visitation other than End of Life and Hospice during the Outbreak.
  - Resident Census 79
  - Booster clinic for staff May 17, 2022 completed as well as Booster clinic on 6/9/22.
2. Staffing
  - Nurse Aide - 4 sent to Nurse Aide class starting 6/13/22.
  - Working with One Staff Medical for traveling nurse aides, also with other traveling agencies for nurse aide staff.
  - Celebrating National CNA Week this week – small gift for each day. Well received by staff.
3. Resident Census
  - 82 max without COVID Unit
  - 79 residents today, hold on admits during COVID Outbreak
4. 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.
5. State Led Infection Control Survey - (SLICS Survey) 6/8/22
  - State Infection Control Survey completed.
  - Minimal “deficiencies” for correction
  - This is a consultative type survey, we will get a written report and have agreed upon items that need to be corrected.

- Surveyor made suggestions for improvement and provided educational information.
- Awaiting final report.

#### 6. Facility Incident Reports

- 2 FRI reports submitted since last Board Report. One for potential allegation of abuse - not substantiated by Facility, closed by State. One for resident to resident altercation - no injury to either resident. One report remains open from early May 22 (2 open FRI reports)

Adjourn for Break at 10:45 a.m.

Reconvene from Break at 10:50 a.m.

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

#### 1. Water Management

- Consumer Confidence Report is complete and submitted to EGLE.
- Assisting the Village of Bellaire and the Health Department of Michigan with a Waste Water Grant Project.
- McCardel Culligan was in 6/13/22 and re-bedded the resin in water softener tank #2, we were having issues with this unit not regenerating to provide softened water to the facility. Currently monitoring to see if this cured the issue

#### 2. Department Highlights

- Van garage project is ready to accommodate pallets of emergency water.
- 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.
- Working on 2023 CAR planning and pricing.
- Working on a facility condition assessment and long-term capital planning.
- Met with ARC Facilities, the company specializes in digitizing and archiving building blueprints, and creation of equipment inventory systems. Their software is available as a mobile app and gives technicians the ability to access data in real time via app.

#### 3. 2022 CAR

- CAR 1 – Yard / driveway drain system, supplies are secured, contractor should be starting any day.
- CAR 3 - Critical systems monitoring project, Contractor will be installing cabling in June, PLC control devices are taking longer than expected to arrive, contractor is estimating August for project completion.
- CAR 4 - Kubota Utility Vehicle purchase - Ginop Sales now has no idea when this unit will arrive, last update was we are 8 units down in the waiting list at Ginop, no idea of position in the Kubota USA list.
- CAR 5 - Fire door order, September - October installation time frame.

#### 4. Staffing

- Department is at full staff and all are doing well.

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

1. Census: April 98.3% vs. March 99.3% YTD 2022 91% and Budgeted at 80%.
2. Net Loss/Gain: Net Loss for April (\$30,699.00) vs. March (\$126,457.00) YTD 2022 (\$1,509,607.00).
3. Cost Per Patient Day for April \$504.94 vs. March \$561.94 YTD 2022: \$582.37.
4. Accounts Receivables Balance: April \$868,999.00 vs. March \$952,205.00 (25 days).
5. Private Pay Past Due Accounts: April \$10,787.91 vs. March \$10,480.90.
6. Restricted Funds Balances: April \$707,669.06 vs. March \$707,668.49.
7. Depreciation Fund Balances: April \$210,082.19 vs. March \$210,055.43.
8. Meadow Brook Debt Retirement Balance: April \$10,216.31 vs. March \$645,516.22.
9. General Cash Balance: April \$11,083,995.00 vs. March \$10,828,832.50.
10. Contingency Fund Balance: April \$1,547,740.07 vs. March \$1,547,492.78.
11. Meadow View Apartments Report: Net (Loss) for April (\$32,055.44) vs. March \$4,152.53 Occupancy at 90% YTD Net Loss of (\$33,545.07).
12. Employee Retention Credit Grant – Awarded \$3.4 million.
13. 2021 Financial Audit – to be presented to the Board by Plante Moran at the July Board Meeting.
14. Currently in process:
  - a. State of Michigan Medicaid Audit
  - b. Single Audit – started last Friday.
  - c. Budget 2023
  - d. Wage Survey due July 18, 2022
15. Vacation July 10<sup>th</sup> – 22<sup>nd</sup>

Motion to approve internal transfer for \$450,885.00 from Contingency Fund to the Bond Debt Retirement Fund total made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

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

Motion to approve the May 2022 invoices and Check Register in the amount of \$652,024.07 made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

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

Motion to adjourn the meeting at 12:08 p.m. made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

---

Fred Harris, Chair

---

Maureen Clore, Secretary to the Board