

07/28/2022

The July 28, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, July 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 Zelenak, Vice Chairman; Rick Teague, Member; Maureen Clore, Antrim County Health and Human Services Director; 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; Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Guests: Tyler Luce and Nick Maeder, Plante Moran.

Public Comment: Ed Boettcher, Antrim County Commissioner Liaison encouraged everyone to go out and vote in the August Primary.

Meeting minutes of the Regular Meeting 6/23/22, 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. No expenditures in June. Balance of \$1,467.60. 2. Funding Requests: Requesting up to \$100.00 for a pair of very specific shoes "Pride" shoes for Foster Youth that has recently gained the courage to come out. Requesting for up to \$200.00 to purchase a twin bed for Foster Youth. Requesting up to \$500.00 to support funding for the Foster Care Appreciation Picnic being held on September 25, 2022. 3. Reviewed statistical data for Children's Protective Services and Adult Protective Services. 4. Families First Services Prevention Plan has been approved by the Children's Bureau. 5. The Adult Protective Services Team Audit has been completed. 6. Food Assistance Payments – seeing a slight increase in the number of families receiving Food Assistance Payments. Farmer's Markets are seeing a huge decrease in the number of food benefits being used at the Farmer's Markets. Maureen mentioned that there was not enough funding to promote this through the Health Department. 7. Press Release 988 Crisis Line helping connect Michigan residents experiencing behavioral health crises to resources. 8. Legislature Passes \$72 Billion Budget for Fiscal Year 2023. 9. Foster Care Appreciation Picnic – September 25<sup>th</sup> from 12:00 pm to 3:00 pm at Shanahan Field. 10. MCSSA Conference is September 12<sup>th</sup> -14<sup>th</sup> in Bay City.

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 "Pride" shoes for foster youth not to exceed \$100.00 made by Rick Teague, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve request for the purchase of a new twin bed for foster youth not to exceed \$200.00 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve request for financial support for Foster Care Appreciation Picnic not to exceed \$500.00 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Guests Nick Maeder, Plante Moran; Tyler Luce, Plante Moran presented findings of the 2021 Financial Audit.

Adjourn for break at 10:59 a.m.

Reconvene from break at 11:14 a.m.

Marna Robertson, Meadow Brook Administrator was not in attendance but wanted the Board to have a copy of a recent news article in the Traverse City Business News, July 2022 issue regarding *Affordable Childcare: Financial Freedom: Building Solutions That Help Families*. The article discusses the Michigan Tri-Share Childcare Program that Meadow Brook recently contracted with to cost share child care expenses.

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
  - 1 staff member currently positive, outbreak testing until 08/02/22.
  - 0 residents currently positive.
  - 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 76
  - Booster clinic for staff 7/22/22 completed.
2. Staffing
  - Nurse Aide – Anticipate 1 travel CNA on 8/2/22 for 13 week contract; 8 hour shifts 11p-7am.
  - Working with One Staff Medical and Elite Staffing Services for traveling nurse aides, also with other traveling agencies for nurse aide staff.
  - Possibility of 1 LPN and another CNA.
3. Resident Census
  - 82 max without COVID Unit
  - 76 residents today, 1 admit today and anticipating 2 other female residents.
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. Facility Incident Reports
  - 1 FRI report submitted since last Board Report. Resident fall with substantial injury submitted on 7/19/22.

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

#### Water Management

- Consumer Confidence Report is posted in Meadow Brook Lobby and Website, MVA Lobby, and included with this report.
- 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. Ongoing findings reported to contractor, costs for 2 solutions provided.

#### Department Highlights

- 7/15/22 State of Michigan Boiler Inspector visit, New inspector to our area, discovered discrepancies with boiler licenses on file vs actual equipment on site, working with Temperature Control and the boiler division to resolve.
- Expansion & Reassignment of preventative maintenance program and other departmental process alterations are showing favorable numbers.

#### 2022 CAR

- CAR 1 – Yard / driveway drain system, in progress with contractor.
- CAR 3 - Critical systems monitoring project, in progress with contractor
- CAR 4 - Kubota Utility Vehicle purchase- No encouraging news from Ginop, we are still 6<sup>th</sup> on the list at their dealership with no units in the production que, #1 unit on the list is from fall of 2021. See replacement CAR with Finance report.
- CAR 5 - Brian from Allen Supply reached out, the door we are owed from Summer 2021 and all of 2022's doors have arrived, working on install scheduling late July/Early August

#### Staffing

- Department at full staff, all are well.

Motion to approve removal and replacement of new McCardel Culligan water softner system not to exceed \$40,000.00 made by Melissa Zelenak, seconded by Rick Teague. All yeas, motion carried.

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

1. Census: May 96.5% vs. April 98.3% YTD 2022 93.1% and Budgeted at 80%.
2. Net Loss/Gain: Net Gain \$126,782.00 vs. Net Loss for April (\$30,699.00) YTD 2022 (\$792,307.00).
3. Cost Per Patient Day for May \$568.16 vs. April \$504.94 YTD 2022: \$448.71.
4. Accounts Receivables Balance: May \$904,572.00 vs. April \$868,999.00 (26 days).
5. Private Pay Past Due Accounts: May \$11,340.98 vs. April \$10,787.91.
6. Restricted Funds Balances: May \$707,669.29 vs. April \$707,669.06.
7. Depreciation Fund Balances: May \$210,108.09 vs. April \$210,082.19.

8. Meadow Brook Debt Retirement Balance: May \$10,216.40 vs. April \$10,216.31.
9. General Cash Balance: May \$11,182,057.84 vs. April \$11,083,995.00.
10. Contingency Fund Balance: May \$1,097,588.62 vs. April \$1,547,740.07.
11. Meadow View Apartments Report: Net Gain for May \$2,334.86 vs. Net (Loss) for April (\$32,055.44) Occupancy at 95% YTD Net Loss of (\$31,210.21).
12. Provider Relief Fund we are on Phase 3 and due to be reported September 30, 2022.
13. Still in process of the 2020 Medicaid Audit.

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

Motion to approve the June 2022 invoices and Check Register in the amount of \$594,493.26 made by Fred Harris, seconded by Rick Teague. All yeas, motion carried.

Motion to approve deleting CAR #4 for \$20,000.00 for the KUBOTA RTV and INITIATING and APPROVING CAR #13 for 2022 Bobcat UV34 Diesel with tool rack and amber warning beacon, total cost \$24,000.00 made by Rick Teague, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve Resolution #7 for 2022 to write off debt of \$2,154.90 and adjustments of \$28,245.53 (total together \$30,400.43) for month end of June 2022 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the Meadow View Apartment May 2022 Financial report as presented made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to adjourn the meeting at 12:47 p.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