

08/25/2022

The August 25, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, August 25, 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; 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; Ben McGuire, Meadow Brook Systems Administrator; Deb Haydell, Meadow Brook Finance Director; Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Public Comment: None.

Meeting minutes of the Regular Meeting 7/28/22, 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 - \$325.00 for Facility Training, balance of \$1,142.60. Not asking for another appropriation yet in an effort to make sure that the money would be spent. Likely looking at asking \$2,000.00 to get through to the end of the year. There are some upcoming prior approved funding requests for the family picnic- \$500.00 and \$200.00 for the twin beds for foster youth. 2. Working with the Community Resource Coordinator on how to engage the schools better, we did not spend anything on Camperships this year. 3. Still working on staffing allocations. Foster Care Vacancy in Antrim which adds to the 4 in Emmet County. Have heard some discussions about budget for the coming year and what allocations are going to look like. 4. Placement Crisis – the State Budget is increasing rates to our residentials we are hopeful this might decrease some of the placement crisis. 5. Visitation is now called Family Time – will be performing an audit on why are we not going to unsupervised visits more quickly. 6. September is Kinship Care Month. 7. Maureen is taking over the entire Adult Program effective September 4, 2022. 8. Presenting to the Board of Commissioners on October 6<sup>th</sup> with MDHHS Annual Report at 10:00 a.m. 9. Foster Care Picnic on September 25<sup>th</sup>!

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

Rick Teague mentioned that his appointment to the Board expires in October and mentioned he has reapplied for the position.

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

1. Grants - Working with the team on two grants from the State of Michigan
  - a. Infection Control grant to purchase a UV sanitizer
  - b. Recruitment / Retention Grant
2. Outbreak Continues –
  - a. 11 positive staff currently
  - b. 13 positive residents currently
  - c. Was able to keep the outbreak contained to one household.
3. FRI's –

- a. State Surveyor came into the building on August 8, 2022 to review (4) FRI reports. No deficiencies.
4. Staffing – all hands-on deck!
  - a. Good News: Staffing Agencies have been a blessing and helping ease the shortage and fill in during high vacation time.
  - b. Junior Aide positions are being well received and we are filling those positions rapidly. CNA's are giving positive feedback that this has been a huge help to them.
  - c. Dietary HHA positions are needing to be filled.
  - d. CFO – Deb Haydell gave me her resignation effective January 1, 2023; job posting completed and has been uploaded to UKG system. We will post on social media and in the newspaper after Board Meeting.
  - e. Teresa Potter, RN, CCC passed her Nursing Home Administrator exam.
  - f. Anticipating other leadership / nurse retirements after the first of the year.
  - g. DON and Administrator have been picking up shifts to assist and care for residents.
5. Preparing for Union Negotiations.
6. Working on coordinating a meeting with the new County VA Director to discuss VA Benefits.
7. Great Lakes Marketing Resident Satisfaction Survey results are in. Overall resident satisfaction is good.

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
  - 12 staff members currently positive, outbreak testing until 09/08/22.
  - 13 residents currently positive.
  - Continue with enforced source control measures to prevent the spread of COVID 19 to the residents and to other staff members.
  - Resident Census 80
  - Outbreak investigation occurring for Infection Control related to resident COVID Outbreak.
2. Staffing
  - Nurse Aide – 2 travel CNA's currently in house, 1 for 13 weeks and 1 for 6.
  - Working with One Staff Medical and Elite Staffing Services for traveling nurse aides, also with other traveling agencies for nurse aide staff.
  - 2 contract LPN's currently in house from OneStaff Medical for 13-week contract.
3. Resident Census
  - 82 max without COVID Unit
  - 80 residents today,
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

- State of Michigan Surveyor in building on 8/9/22 (for 2+ days) to clear 4 open FRI reports, all cleared with no citations. A couple of concerns noted by Surveyor. Facility is acting on concerns.

Adjourn for break at 10:37 a.m.

Reconvene from break at 10:41 a.m.

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

### 1. Water Management

- Water Softener Replacement Project - Requested project to reflect the completely new softening system in place of the retrofit system as discussed at the July Board meeting. Submitted CAR-14 packet to Deb Haydell, Finance Director to be approved at this meeting. The tentative motion not to exceed \$40,000.00 was observed, total project cost quoted at \$32,959.20, barring any unforeseen issues. New equipment is ordered, electrical rework completed 8/9/22, removal of old equipment scheduled for 8/15/22, plumbing rework on 8/16/22, and new unit install on 8/17/22.
- Co-Op Waste Water Study with the Health Department and Village of Bellaire July results are attached with this report. Our COVID Gene Markers were low in general and really low compared to other municipalities in our region. Coordination with the Health Department representative continues to be seamless.

### 2. Department Highlights

- Flood and mud slide during the rain storm on 8/8/22. We received 2-3 inches of rain in short succession like last August. The top soil from the yard / driveway project slid down the hill to the fire exit doors on Cedar River Short Hall and the upper pond / creek overflowed (see attached Incident Summary) The creek retention berm and surge diversion held with minimal damage and performed well, the new yard drain system performed as designed.
- Integrating the nursing unit porch entry door bells into the nurse call system facility wide. Several floors have voiced concerns that they cannot hear the doorbell when working down the corridor away from the entry causing visitors to wait longer than they should. We looked at adding additional bell chimes down the corridors, wireless paging integration was the more cost-effective solution. Equipment installation scheduled for 8/12/22.
- Pond fountain seems to be fighting back the algae bloom and improving pond clarity. Staff and residents are complementary on the new water feature, the trout have been more active since install.

### 3. 2022 CAR

- CAR 1 – Yard / driveway drain system project complete, invoice submitted to Finance.

- CAR 3 - Critical systems monitoring project installation almost complete. Moving to programming soon.
- CAR 5 - Doors are in Traverse City at Allen Supply. Scheduling delayed due to COVID positivity at Allen Supply, staff are now back to work and trying to catch up on work orders, looking at late August for installs.
- CAR 13 - Bobcat Utility Vehicle delivery scheduled for 8/12/22. Invoice submitted to Finance.
- CAR 14 - Water Softener Project in progress, scheduled completion 8/17/22.

#### 4. Staffing

- Department at full staff, all are well.
- Rotating through some much-needed vacations and long weekends. The crew are enjoying family time on the lakes, camping, and playing golf to recharge.

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

1. Census: June 96.5% vs. May 96.5% YTD 2022 92.7% and Budgeted at 80%.
2. Net Loss/Gain: Net Gain for June \$39,108.00 vs. Net Gain for May \$126,782.00 YTD 2022 (\$1,261,216.00).
3. Cost Per Patient Day for June \$542.32 vs. May \$568.16 YTD 2022: \$566.28.
4. Accounts Receivables Balance: June \$845,074.00 vs. May \$904,572.00 (26 days).
5. Private Pay Past Due Accounts: June \$8,620.00 vs. May \$11,340.98.
6. Restricted Funds Balances: June \$707,669.53 vs. May \$707,669.29.
7. Depreciation Fund Balances: June \$210,133.99 vs. May \$210,108.09.
8. Meadow Brook Debt Retirement Balance: June \$10,216.48 vs. May \$10,216.40.
9. General Cash Balance: June \$10,789,471.86 vs. May \$11,182,057.84.
10. Contingency Fund Balance: June \$1,098,197.24 vs. May \$1,097,588.62.
11. Meadow View Apartments Report: Net Gain for June \$1,616.96 vs. May \$2,334.86 Occupancy at 88% YTD Net Loss of (\$29,593.25).
12. Discussed Meadow Brook Interim Budget for 2023.
13. Awaiting revenue from Plante Moran analysis - \$3.4 million for when we will receive funds.
14. Meadow View Apartment update: As of October 1, 2022, Late Fee will increase from \$10.00 to \$25.00 (addendum in Lease); Cable Fee will increase from \$15.00 to \$40.00; Washer prices will go from \$ 0.75 to \$1.50; Dryer prices will go from \$0.25 to \$1.00.
15. Two Grants in process – Infection Control and PA-9 Health Care Recruitment, Retention and Training.
16. Still waiting to hear from State of Michigan 2020 Medicaid Cost Report.
17. Single Audit for COVID funding still in process.
18. Report for PRF Phase 3 due in September 30, 2022.

Motion to approve the June 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 \$534,544.54 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to Year 2022 CAR-15 to approve Nursing Department to order eight defibrillator AED's for \$13,000.00 made by Melissa Zelenak, seconded by Rick Teague. All yeas, motion carried.

Motion to approve Meadow Brook 2023 CAR Budget in the amount of \$280,065.00 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the Meadow View Apartment June 2022 Financial Report as presented, made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Meadow View Apartment 2023 Budget as presented made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to adjourn the meeting at 11:50 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