

09/22/2022

The September, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, September, 2022 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:02 a.m. Those present were Fred Harris, Chairman; Rick Teague, Member; Maureen Clore, Antrim County Health and Human Services Director (*via Phone*); Ed Boettcher, Antrim County Commissioner Liaison; 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.

Guests: Paige Windish, Meadow Brook Financial Procedures Writer

Public Comment: None.

Meeting minutes of the Regular Meeting 8/25/22, motion to approve and accept as presented by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures – No expenditures for the month of August leaving a balance of \$1,467.60. No requests for funding this month. There was a slight issue with the previously approved purchase of Pride Shoes for one of the foster youth. We will be looking for another pair of shoes to purchase for them. There will be some Foster Youth Picnic expenditures for next month. 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. We currently only have 8 children in foster care right now and 2 of those are working on reunification to their families. 2. Foster Care Family Picnic is this weekend 12 noon to 3:00 p.m. on Saturday, September 23, 2022. 3. Kids Count Data specifically for Antrim County – Overall department is not doing bad. Maureen reported a little surprised by the Health and Safety; Prenatal care less than adequate at 39.8%. Contributing factor could be that there is no hospital in the County. Under Family and Community - Number of children in investigative families rate went up (526) but the number of confirmed victims was lower (50) which is good news. Number will help as the department moves toward more prevention-based systems. 4. Staffing – Good News! Adult BSC-1 was awarded (4) new APS workers and (1) Analyst. Doing some data dives to make sure workload is replaced strategically. 5. New Contract for Foster Care Transitional Placement Program (FCTPP) Contract for 2 years. Contract Number: MA220000001512. 5. Annual Report to be presented to the Board of Commissioners on October 6, 2022.

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

Motion to approve and support new contract for Foster Care Transitional Placement Program (MA220000001512) for two years made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

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

1. Financial:

- a. Single Audit Complete – All monies we received for COVID related expenses we will get to keep.
2. Grants:
 - a. Infection Control Grant was approved and we ordered the UV Bot 60 ultraviolet light machine to sanitize rooms. Good news it arrived yesterday, maintenance got it put together. Staff are anxious to use it.
 - b. Grant for Retention and Recruitment in cue but will be waiting as State of Michigan processes all of the applications. This is on hold until 9/30/22.
 - c. MB Foundation - Deb and I are working on a grant through 4Front Credit Union due by 9/30/22.
3. COVID:
 - a. Vaccination Bivalent – Kelly Bailey received confirmation that we will have 50 doses of the Bivalent for our Booster Clinic on 9/27/22.
 - b. Sad to report that as of last night we are back in Outbreak Testing. One employee tested positive yesterday afternoon.
4. Meetings and Events:
 - a. Car Show was a huge success!
 - b. QAPI Meeting 9/14/22- See attached Agenda.
 - c. Attended NCMAA Board meeting on 9/15/22.
 - d. Union Negotiations - October 11 and 12th tentative at Shanty Creek.
 - e. Blood Drive 10/31/22.
5. Human Resources:
 - a. Financial Director Position Update – We have received several applications with only one viable (excluding our internal candidate). HR is contacting for Zoom interview since they are our East.
6. Other News:
 - a. Updated information on revised CMS regulation for Quality of Life, Physician Services, Pharmacy and Environment. Wading through all of that.
 - b. HIPAA surveillance in the sights of surveyors regarding PHI on screens when no attendant. We'll conduct observations for compliance.
 - c. We did have one potential HIPAA violation of an employee and a resident that was reported by a member of the community. After the investigation it was an error, no violation substantiated. Written report has been documented.

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 10/06/22.
 - 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.
2. Infection Control:
 - Received Infection Control Grant to purchase UV Bot ultraviolet sanitation machine as mentioned in Marna's report.
 - Beginning Influenza vaccine for residents and then staff. Permission Forms are starting to come in for the residents.
3. Staffing
 - 1 new contract RN starting next week (7a-7p)
 - 1 new contract CNA (7p-7a) in the next couple of weeks.

- Currently we have 1 LPN, 1 RN and 1 CNA under contract.
 - 1 contract CNA ended her contract and Meadow Brook chose to not renew hers due to poor attendance.
 - Continue working with One Staff Medical and Elite Staffing Services for traveling nurse aides, also with other traveling agencies for nurse aide staff.
 - Posted for Infection Control Preventionist Position and have 7 internal candidates. Homework Assignments was given to the applicants and hope to be setting up interviews next week.
4. Completed Omnicare survey. They looked at a couple of survey items and found a couple minor areas for us to work on. Very complimentary of the facility.
 5. Census is 80. We have 2 admissions coming in today, so we will be at full census.

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

- PFAS and Nitrate samples due 9/30/22 were taken 8/25/22. PFAS results were very good, most fields show non-detectable levels. Still waiting on the Nitrate results.

2. Department Highlights

- Mud slide during the rain storm on 8/8/22 - repairs completed by contractor.
- Integrating the nursing unit porch entry door bells into the nurse call system facility wide - Project completed by vendor 9/16/22 working on some fine issues, will be operational for floor use soon.
- Boiler permitting and licensing issue has been resolved, we passed the reinspection and new licenses have arrived.

3. 2022 CAR

- CAR 3 - Critical Systems Monitoring Project - Installation complete. Working with vendor to fine tune some timing issues and sensitivities at the monitoring points.
- CAR 5 - Doors are in Traverse City at Allen Supply, Scheduled for the week of 9/19/22.

4. Staffing

- Department at full staff, all are well.

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

1. Census: July 95.9% vs. June 96.5% vs. May 96.5% YTD 2022 93.2% and Budgeted at 80%.

2. Net Loss/Gain: Net Gain for July \$135,762.00 vs. Net Gain for June \$39,108.00 YTD 2022 (\$572,152.00).
3. Cost Per Patient Day for July \$538.73 vs. June \$542.32 YTD 2022: \$525.32.
4. Accounts Receivables Balance: July \$858,832.00 vs. June \$845,074.00 (26 days).
5. Private Pay Past Due Accounts: July \$5,485.12 vs. June \$8,620.00.
6. Restricted Funds Balances: July \$707,669.76 vs. June \$707,669.53.
7. Depreciation Fund Balances: July \$177,993.83 vs. June \$210,133.99.
8. Meadow Brook Debt Retirement Balance: July \$10,217.35 vs. June \$10,216.48.
9. General Cash Balance: July \$11,001,663.26 vs. June \$10,789,471.86.
10. Contingency Fund Balance: July \$1,099,176.59 vs. June \$1,098,197.24.
11. Meadow View Apartments Report: Net Gain for July \$5,140.32 vs. Net Gain for June \$1,616.96. Occupancy at 100% YTD Net Loss of (\$24,452.93).
12. Resolution #8 of 2022 regarding interest payments associated with the \$135,500 County of Antrim General Obligation Limited Tax Bonds-Series 2020.
13. Completed Single Audit.
14. Infection Control Grant – approved and received \$9,850.00.
15. PA9 Recruitment and Retention Grant has been submitted.
16. Still in the process of completing the State of Michigan Medicaid Audit.
17. Budget 2023 – Review with new update for Revenue for Plante Moran.

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

Motion to approve the August 2022 invoices and Check Register in the amount of \$714,575.23 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Resolution#8 of 2022 for Bond 2020 interest payment in the amount of \$135,500.00 made by Fred Harris, seconded by Rick Teague. All yeas, motion carried

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

Motion to adjourn the meeting at 11:57 p.m. made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board