

10/21/2021

The October 2021 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, October 21, 2021 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:02 a.m. Those present were Fred Harris, Chairman; Maureen Clore, Antrim County Health and Human Services Director; Rick Teague, Member; Ed Boettcher, Antrim County Commissioner Liaison; Marna Robertson, Meadow Brook Administrator; Deb Haydell, Meadow Brook Finance Director; Alan Shumaker, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant, Meadow Brook Acting Secretary for Antrim County Human Services Board.

Public Comment: None

Meeting minutes of the Regular Meeting 9/16/2021, 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 for \$315.81 for Foster Parent Appreciation Picnic. Balance of \$4,134.55. No requests for expenditures. 2. Child Welfare Department Update – prepared to start the Families First Prevention Services Act that passed in 2018. Go Live as of October 1st. In addition, we are working on a Child Protective Services re-design. 3. Included memo received from MCSSA on Budget Highlights. 4. Raise the Age – Juvenile Delinquents in the Probate Court until the age of 18. 5. Department is involved in a lawsuit regarding the management of Behavioral Health Services. Allocated \$500,000.00 to complete an actuarial analysis on what is needed to ensure that youth that are coming into care for Behavioral / Dental / Physical / medical services to be provided has standards within 30 days. We are finding the doctors that we are sending these kids too are not as knowledgeable as they need to be on these assessments. 6. \$5.2 million has been allocated to establish Psychiatric Care in Michigan. 7. Foster Family renewals – big push from the State to make the process a lot easier for the families to renew. 8. Information on Food Assistance – increase of 6.8% increase monthly for families that are receiving the benefit. 9. Continue to struggle with staff. We still have 5 Child Welfare vacancies. There is just no applicant pool to choose from.

Motion to approve MDHHS Financial report as presented 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. Outbreak continues ... We have staff continuing to test positive. We continue to outbreak testing twice weekly for all residents and staff.
2. County Transmission Rates HIGH 18.22%.
3. Union Negotiations went very well.

- a. Union Staff wage increase of 3% per hour effective November 14, 2021
 - b. Non Union Staff wage increase of 3% per hour effective November 14, 2021
4. Budget – I have requested an alternate budget for 93% occupancy rate, a decrease in another 20 beds.
 - a. Rationale: Preparing for 20-30% (33-50) staff quit rate if Vaccination Mandate goes through without options.
 - b. To date staffing analysis from 6/21/21 – 10/11/21 we have lost 30 staff due to retirements, quits, health issues and terminations.
 5. LEAN Training on hold until the Grant Cycle approves \$7,500.00 training fees, We estimate another two weeks.
 6. Flu Shots and Pfizer Booster are being given to residents (9 residents that had the Pfizer Vaccine received the Booster). All residents have received the flu shot that have given permission. We are now offering to any staff member that would like the flu vaccine.
 7. Attending Fall Financial Conference on November 4th and 5th at Crystal Mountain.
 8. Discussed attachments – Letter from MCMCFC and CDC Monoclonal Therapy.

Motion to approve the Union Staff wage increase of 3% per hour effective November 14, 2021 pending results of the October 26, 2021 full Union Contract Negotiations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the Non-Union wage increase of 3% per hour effective November 14, 2021 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the 2022 Health, Dental, Vision insurance cap to \$616.00 effective December 1, 2021 pending results of the October 26, 2021 full Union Contract Negotiations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to increase the shift premium across the board to \$1.00 effective November 14, 2021 pending results of the October 26, 2021 full Union Contract Negotiations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the holiday benefit from 8 hours to 12 hours for 12-hour employees, effective November 1, 2021 pending results of the October 26, 2021 full Union Contract Negotiations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve a \$0.10 cent increase across all steps in the longevity years of service effective November 1, 2021 pending results of the October 26, 2021 full Union Contract Negotiations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve a one-time \$1,000.00 bonus to all non-direct care workers effective November 14, 2021 pending results of the October 26, 2021 full Union Contract Negotiations made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Adjourned for break at 10:49 a.m.

Reconvened from break at 10:55 a.m.

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

1. Water Management

- VFD control system for the well is installed, configured, and tested by Arndt Electric and Graham Motor. Monitoring system installed by Temperature Control, waiting on the go live for final configuration. Temperature Control hit a snag with the chlorination system, the outputs on our water meter head are not capable of providing a dry contact drive pulse to actuate the chlorine injector. A new head is on order with Neptune with a 2-3 week lead time. The building remains on municipal service at this time.
- Working with Gourdie Fraser on expanding Legionella prevention policy to support efforts already in place. Establishing testing facility's, technical limits, and defining control measures used in our facility. They are receiving limited and very vague direction from EGLE water division, slow going at this time.

2. Other Maintenance Happenings

- Attended the Bellaire Conservation Club meeting Tuesday 9/14/21, Membership numbers are up, Kids Fish Day 2022 is a go at this time, final evaluation for go-no go of the event will take place in January 2022.
- Flood damage repair- Full permits are approved, several remaining items will be addressed as the contractor has availability, upper pond will be dredged again prior to snow.
- Working on POC for 2021 Fire Marshall Visit, repairs are 75% complete at this time, everything is on track to meet our 10/29/21 date certain, preparing photos and documents for offsite review by Fire Marshall.

3. 2022 CAR

- Started process in August, still waiting on quotes from contractors for several projects.

- Pricing out for a replacement Maintenance pick up through MiDeal. Looking at replacement of the Golf Cart as well.

4. Staffing

- (1) open position, had 1 in-house applicant that was interviewed and withdrew interest in the position, looking outside of house at this time. Remaining maintenance staff have banded together to keep the PM position on track.

Deb Haydell, Meadow Brook Finance Director reviewed with the Board the August 2021 Financial Reports:

1. Census: August 88.4% vs. July 86.5% YTD 2021 75.2% and Budgeted at 90%.
2. Net Loss/Gain for August \$170,832.00 vs. July (\$97,434.00) YTD 2021 (\$1,327,812.00).
3. Cost Per Patient Day for August \$433.79 vs. July \$467.54 YTD 2021: \$507.44.
4. Accounts Receivables Balance: August \$1,206,082.00 vs. July \$1,175,704.00 (31 days).
5. Private Pay Past Due Accounts: August \$37,215.32 vs. July \$41,172.21.
6. Restricted Funds Balances: August \$707,683.83 vs. July \$707,653.88.
7. Depreciation Fund Balances: August \$181,807.62 vs. July \$181,784.46.
8. Meadow Brook Debt Retirement Balance: August \$10,214.85 vs. July \$10,214.76.
9. General Cash Balance: August \$9,839,018.93 vs. July \$9,698,146.03.
10. Contingency Fund Balance: August \$1,546,537.07 vs. July \$1,546,480.25.
11. Meadow View Apartments Report: Net Gain in August (\$1,380.21) vs. July \$9,863.30 vs. Occupancy at 92% YTD Net Gain of \$8,483.09.
12. Resolution #4 of 2021 increase Private Pay rate to \$375.00 effective January 1, 2022.
13. Resolution #5 of 2021
14. Resolution #6 of 2021

Motion to approve the August 2021 Financial report presented made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve and accept the September 2021 Invoices and Check Register total amount paid \$749,962.64 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the 2021 Resolution #4 to increase the Private Pay rate for 2022 to \$375.00 effective January 1, 2022 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve increasing the amended 2022 Operations Budget by \$347,210.00 with the new financial costs (Union Negotiation Changes, Private Pay Rate and new Medicaid Rate) made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the 2021 Resolution #5 that the MERS Adoption Agreement Addendums for both the Defined Benefit Plan and the Defined Contribution Plan effective January 1,2022 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve the 2021 Resolution #6 to transfer \$100,000.00 from Meadow Brook Medical Care Facility Fund512 to Meadow Brook Funded Depreciation #780, effective October 21, 2021 made by Fred Harris, seconded by Rick Teague, all yeas, motion carried.

Motion to approve authorization for CAR for replacement of Maintenance Pick Up from MiDeal not to exceed \$35,000.00 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to adjourn the meeting at 11:29 a.m. made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board