

10/27/2022

The October, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, October 27, 2022 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:01 a.m. Those present were Fred Harris, Chairman; Rick Teague, Member; Melissa Zelanek, Vice Chairman; Maureen Clore, Antrim County Health and Human Services Director; 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; Paige Windish, Meadow Brook incoming Finance Director; Alan Shumaker, Meadow Brook Director of Maintenance; Allison Fales, Meadow Brook HR Assistant; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Guests: None.

Public Comment: None.

Meeting minutes of the Regular Meeting 9/22/22, motion to approve and accept as presented by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures – \$500.00 for Foster Parent Picnic. \$642.60 for the remainder of the year. Requested \$1,000.00 County Appropriation to cover expenditures for the remainder of the year. Requesting \$120.00 to assist paying for a hotel expense for family that had to stay overnight for son to be released from hospital. 2. Presented to the County Commissioners 2021 Annual Report on October 6, 2022. 3. Rolled out first new computer program module Child Welfare Data. 4. Tremendous Reform to Central Registry – cleaning up and removing thousands off the list. Central Registry will be now be reserved for those that have committed more severe cases. 5. Adult Protective Services was awarded grant money to be used for emergencies for adults. Received \$200,000.00 by the State that has to be used within 3 years.

Motion to approve expenditure of \$120.00 for hotel accommodations for family made by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried.

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

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

1. Union Negotiations: Met on October 11, 2022. We met, we came to an agreement, Union voted, it passed. We will have a Resolution for the board.
 - a. 3.5% wage increase
 - b. Increase health insurance cap from \$616.00 to \$658.86
 - c. \$1,000.00 bonus for all non-direct care workers (All direct-care workers have been receiving \$2.35 from MI Legislature = \$4,000.00/year)

2. Non-Union: Same as above. All items have been budgeted.

Motion to approve the Union Staff wage increase of 3.5% per hour effective November 13, 2022 made by Fred Harris, seconded by Melissa Zelanek, all yeas, motion carried.

Motion to approve the 2023 Health, Dental, and Vision insurance cap to \$658.86 effective December 1, 2022 made by Rick Teague, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the Non-Union wage increase of 3.5% per hour effective November 13, 2022 made by Melissa Zelanek, seconded by Rick Teague, all yeas, motion carried.

Motion to approve a one (1) time \$1,000.00 bonus to all employees who are not receiving the “direct care” stipend of \$2.35 an hour, to be paid in November, made by Fred Harris, seconded by Melissa Zelanek, all yeas, motion carried.

3. Financial Director: I would like to introduce again, Paige Windish! Paige completed her Masters in Health Care Administrator last year. She has been working the Business Office under Deb Haydell’s tutelage for over a year and has continued to do so. Paige is eager, smart and brings a fresh perspective!
4. Fall Financial Conference: November 3rd and 4th at Crystal Mountain Resort. Deb and Paige will also be attending.
5. MCMCFC Board Meeting:
 - a. Update on Grants:
 - i. Infection Control Grants are slowly trickling to MCF’s (we received ours).
 - ii. Work Force Recruitment Grant – crickets! The State received more than they bargained for and have to sort through.
 - b. HB – 4316 Medication Aides: Passed the House 56-48; Passed Senate Health Policy Committee 6-4, now awaiting Senate floor. May move forward yet this year.
 - c. HB - 5609 QA Process for Survey: Michigan Survey Process has been criticized for years as being punitive and subjective by State Surveyors. Assigned PA 187 of 2022. Sets a QA process across the State to monitor the state survey process.
6. State QAPI Workgroup: I am on a Task Force Workgroup to review specific parts of the survey process, specifically FRI reporting at this time. We are drilling down to elopements and to offer guidance and recommendations to BCHS regarding Facility reporting requirements.
7. Meadow Brook Foundation Board Meeting on 10/19/22.
8. COVID Update: We are in Outbreak. At the time of writing this we have 3 households in Outbreak. All residents and staff symptoms have been mild to moderate with malaise; congestions; headaches, runny nose, to asymptomatic. Very stressful time. Working with IPRAT at the State level for assistance and guidance.
9. Events: Hosting another Blood Drive Monday, October 31st 12 p.m. to 5:00 p.m. The Versiti Blood Bus will be parked by the pond in the visitor parking lot.

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
 - 13 staff members currently positive, outbreak testing until 11/4/22
 - 12 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 81.
- Outbreak investigation occurring for Infection Control related resident COVID outbreak.

2. Staffing:

- Nurse Aide - 2 travel C.N.A 's currently in house
- Working with One Staff Medical and Elite Staffing Services for traveling nurse aides and nurses.
- 3 contract nurses currently in house from One Staff Medical (2) and Elite (1) *renewal of contracts.
- Issues with anger / frustration of nurse aide in being “pulled” to other households, working to change our language that we use in assignments from permanent to regular. All regulars will take turns in being moved or floated for a shift to other households.
- Disciplinary Actions for Refusal of Mandatory OT by C.N.A's.

3. Resident Census:

- 82 max
- 81 residents today

4. Infection Control:

- Aleasha Morgan, RN, BSN, has accepted the position as Infection Preventionist / Inservice Coordinator. Aleasha will move from the Midnight shift (Supervisor) to the new position on 10/30/22. Initial focus will be on Infection Control and then into Inservice.

Adjourn for break at 11:05 a.m.

Reconvene from break at 11:09 a.m.

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

1. Water Management

- Nitrate results Received – No issues.
- Identified an issue with the new water softeners during power outages and transfers to generator, uninterruptable power supply units on order.

2. Department Highlights

- Boiler permitting and licensing issue - Update on Round 2.
- Willow tree removal on south side of building due to damage and rot.
- Starting winter prep.
- Annual upper pond cleanout scheduled for 1st week of November.

2022 CAR

- CAR 5 - Allen Supply installing doors as time allows.

Staffing

- Department at full staff, all are well.

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

1. Census: August 97.6% vs. July 95.9% YTD 2022 93.7% and Budgeted at 80%.
2. Net Loss/Gain: Net Loss for August (\$62,841.00) vs. July \$135,762.00 YTD 2022 (\$634,495.00).
3. Cost Per Patient Day for August \$502.33 vs. July \$538.73 YTD 2022: \$522.42.
4. Accounts Receivables Balance: August \$910,357.00 vs. July \$858,832.00 (28 days).
5. Private Pay Past Due Accounts: August \$5,343.61 vs. July \$5,485.12.
6. Restricted Funds Balances: August \$707,672.22 vs. July \$707,669.76.
7. Depreciation Fund Balances: August \$84,745.22 vs. July \$177,993.83.
8. Meadow Brook Debt Retirement Balance: August \$10,218.21 vs. July \$10,217.35.
9. General Cash Balance: August \$10,850,409.45 vs. July \$11,001,663.26.
10. Contingency Fund Balance: August \$1,100,450.72 vs. July \$1,099,176.59.
11. Meadow View Apartments Report: Net Loss for August (\$7,971.26) vs. Net Gain for July \$5,140.32. Occupancy at 100% YTD Net Loss of (\$32,424.19).
12. Resolution #9 of 2022 regarding debt write offs and adjustments totaling \$30,490.98.
13. Resolution #10 of 2022 regarding increase of daily Private Pay amount to \$395.00 effective January 1, 2023.
14. State of Michigan Medicaid Audit (2020 Medicaid Rate) still in process.
15. Secure Pay – ACH payments to be made directly from the resident bank accounts to Meadow Brook Bank Accounts.
16. Training Paige Windish, Finance Director in preparation for Deb Haydell's retirement in January 2023.

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

Motion to approve the September 2022 invoices and Check Register in the amount of \$440,292.53 made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve Resolution#9 of 2022 for Resident Private Pay write offs of \$656.12 and contractual adjustments of \$29,838.86 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried

Motion to approve Resolution #10 of 2022 to increase the daily Private Pay Rate to \$395.00 beginning January 1, 2023 made by Rick Teague, seconded by Fred Harris. All yeas, motion carried.

Motion to approve adding the UV Bright Bot germicide tower to the 2022 CAR for scheduled depreciation (\$9,850.00) made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve Final Budget for 2023 to include Revenue information provided by Plante Moran and Board approved union negotiation wage and health insurance increases made by Melissa Zelanek, seconded by Rick Teague. All yeas, motion carried.

Motion to approve the Meadow View Apartment August 2022 Financial Report as presented, made by Rick Teague, seconded by Melissa Zelanek. All yeas, motion carried.

Thank you again Rick Teague for your years of service to the Meadow Brook Governing Board. You will be missed by all.

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