

11/17/2022

The November, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, November 17, 2022 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:04 a.m. Those present were Fred Harris, Chairman; Gary Muller, Member; 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; 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.

Welcome new Board Member Gary Muller!

Meeting minutes of the Regular Meeting 10/27/22, motion to approve and accept as corrected by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures – \$163.91 for books for Foster Youth and Lodging for Foster Youth/Parent. Balance of \$478.69. Still waiting for approval from the State of additional \$1,000.00 appropriation funds. 2. Fiscal Year Quarterly Stats on Children Protective Services and Adult Services Programs. 3. The Public Health Emergency – we did not receive notification from the Federal Government. We are of the understanding that, that will not go into effect in January 2023. At a stand still with Medicaid redeterminations. Everyone that is on Medicaid will remain on Medicaid. 4. We did receive Staffing Allocation without much change in staff. Lost one Assistant Payment worker in our Tri-County. Extra allocation in Child Welfare.

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

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

1. Welcome Gary Muller, new Board Member!
2. CMS Updates for COVID:
 - a. Policy revisions for Visitors - no masks when in a private room during visit, no screenings required, allowing to have a carry in drink while visiting.
 - b. Updated signage throughout the facility and in entry ways.
 - c. Mask Policy Update- follows County Transmission rates and Outbreak status
 - d. Admission Policy - test prior to admission and days 1, 3 and 5.
 - e. Testing- Routine testing out. Now we go by signs / symptoms and high-risk exposure; testing days 1,3 and 5 and Outbreak testing.
3. Visit from the State Ombudsman- no concerns.
4. Fall Financial Conference - Paige and Deb attended with me.
5. State Surveyors arrived today for Annual State Survey. Fire Marshall's are also in the building for Life Safety Inspection.

6. We continue Outbreak testing, no resident's but staff continue to pop positive here and there. County Transmission is High.
7. Looking to put a new TV monitor screen in the front entrance and provide COVID information.
8. Reminder, December Board meeting is set for Thursday, December 15, 2022 due to the holidays.
9. Employee Handbook has been under revision and reviewed by Legal Counsel. Making final touch ups and will have new copies out to staff January 2023.
10. Adopt A Family – Meadow Brook has adopted a family from Mancelona, single mother of 5 children.
11. Record of Adoption approval for new Idaho Diet Manual.

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

1. Resident Census:
 - 82 max
 - 79 residents today
2. Staffing:
 - Continues to be challenging. We continue to have contact staff: Nurse Aide - 2 travel C.N.A 's currently in house; 2 LPN and 1 RN.
 - Working hard to hire staff. Our staff are getting bombarded with offers to become travel staff.
3. Equipment:
 - We have new medication refrigerators coming.
 - Waiting for a bid from vendor to have the medication refrigerators added to the critical asset monitoring system to monitor temps and any system failures.
 - We are changing all of the AED machines in all the households. They are becoming outdated replacements pads cannot be purchased.
4. Survey:
 - Concerns that we have heard so far – Infection Control regarding changing out mask after leaving a droplet precaution room. Because we are in COVID we are wearing the mask regardless.
 - Medication Administration – Correct administration of insulin with the Insulin Pen.
5. COVID-19: Currently in COVID outbreak for Residents and Staff
 - 2 staff members currently positive, outbreak testing until 11/23/22
 - 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.
 - Outbreak investigation occurring for Infection Control related to flu outbreak.
6. Care Plan Inservice for the Interdisciplinary Team December 15th.
7. New Pharmacy January 2023 – Hometown Pharmacy. We have given notice to Omnicare that we are parting ways.

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:

Water Management

- Identified an issue with the new water softeners during power outages and transfers to generator, power supply units installed to keep system memory alive, no further issues so far, continuing to monitor.

Department Highlights

- Boiler Permitting and Licensing Issue - Update on Round 2, still waiting for 1 new water heater to arrive to replace the un-licensable unit, Temperature Control checking on ETA.
- Annual upper pond cleanout scheduled for later this week or first of next.
- Expecting Temperature Control / Cooke Sheet Metal the week of 11/21/22 to revamp ventilation in the Lab on Mainstreet due to chronic heat issues from lab equipment.
- Fire Hydrant Issues - 2011 casting from EJIW, replaced rubber stopper and o rings in 2018 due to valve leaking, problem returned during annual services last month. EJIW sent a representative to inspect unit, complete replacement of brass and rubber parts completed under warranty, monitoring for further leaks.

2022 CAR

- CAR 5 - Allen Supply installing doors as time allows. 2 stairwell doors remaining.

2023 CAR

- 2023 Truck purchase update. Signed commitment to purchase with Signature Ford for a 2023 Ford F-250 Super Cab 4x4 Pickup 6 ¾ box.

Staffing

- Department at full staff, all are well.

Fire Marshall Survey

- Hood Cleanings paperwork missing.
- Summit Fire Annual Sprinkler inspection services – replace the air regulator system that maintains the dry section of the upper barn.
- Antrim Lodge – Room 7 is being used as PPE Storage needs to have an automatic door closure installed on the door due to classification change.
- Jordan House – Room 8 and 9 same issue. However, already cleaned those rooms out and no longer using for storage and ready for CRC.

Paige Windish, Meadow Brook Finance Director reviewed with the Board the September 2022 Financial Reports:

1. Census: September 98.1% vs. August 97.6% YTD 2022 94.2% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for September (\$94,711.00) vs. Net Loss for August (\$62,841.00) YTD 2022 (\$728,706.00).
3. Cost Per Patient Day for September \$518.28 vs. August \$502.33 YTD 2022: \$521.96.

4. Accounts Receivables Balance: September \$821,000.00 vs. August \$910,357.00 (24 days).
5. Private Pay Past Due Accounts: September \$5,568.02 vs. August \$5,343.61.
6. Restricted Funds Balances: September \$707,675.91 vs. August \$707,672.22.
7. Depreciation Fund Balances: September \$66,213.33 vs. August \$84,745.22.
8. Meadow Brook Debt Retirement Balance: September \$145,720.60 vs. August \$10,218.21.
9. General Cash Balance: September \$10,943,974.18 vs. August \$10,850,409.45.
10. Contingency Fund Balance: September \$1,101,855.20 vs. August \$1,100,450.72.
11. Meadow View Apartments Report: Net Loss for September (\$852.64) vs. Net Loss for August (\$7,971.26). Occupancy at 100% YTD Net Loss of (\$33,071.83).
12. Signature Cards for Bank Accounts – adding and removing (removing Deb Haydell / adding Paige Windish).
13. Shared Service Agreement between Meadow Brook and Meadow View.
14. State of Michigan Medicaid Audit
15. Secure Pay ACH Payments to be made directly from Resident Bank Accounts to Meadow Brook Bank Accounts.
16. Training new Finance Director.
17. Record Archival System is still in process, waiting to hear more on training. In process of getting vendors to send invoices to AP email.

Motion to approve the September 2022 Financial report presented made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the October 2022 invoices and Check Register in the amount of \$660,996.91 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve having Debra Haydell removed as a signer from the Alden Bank Accounts *****9478, *****7016, *****1086, and *****4807 and Huntington Bank Accounts, Resident Trust Account ending in 4906 and Restricted Funds Account ending in 5587 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve adding Paige Windish as a signer for the Alden Bank Accounts *****9478, *****7016, *****1086, and *****4807 and Huntington Bank Accounts, Resident Trust Account ending in 4906 and Restricted Funds Account ending in 5587 made by made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the Meadow View Apartment September 2022 Financial Report as presented, made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the Shared Service Agreement between Meadow View Apartments and Meadow Brook Medical Care Facility for Fiscal Year 2023 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to adjourn the meeting at 12:13 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board