

12/15/2022

The December, 2022 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, December 15, 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.

Meeting minutes of the Regular Meeting 11/17/22, motion to approve and accept as presented by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Expenditures – no expenditures for November. Balance of \$478.69. Still waiting for approval from the State of additional \$1,000.00 appropriation funds. 2. Updates: MCSSA updated By-Laws; Calendar for MCSSA Sub Committees if anyone is interested in participating; There will be another Listen and Learn “Why I chose to join a Gang and preventative alternative.” On January 16, 2023 at 1:30 p.m. via Zoom; 2023 MCSSA Legislative Conference is March 14th and 15th at the Radisson Hotel in Lansing. 3. Staffing - Lost Assistance Payment Worker for the Tri-County and Antrim County lost 2 CPS Workers in the Foster Care Program but was able to cover those allocations from the Charlevoix / Emmet and move those positions. Numbers are low, down to about 19 staff. 4. Really putting a focus on Prevention. Meeting with a Prevention Team in January to discuss ideas. 5. RFP out for Residential Facilities. 6. Overview of number of Registrations – numbers are down. Advocating to change how we look at the formulas. 6. Hired an Adult Analyst. Had 11 applicants. Thank you to Meadow Brook for Adopting – A – Family for Christmas!

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

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

1. New ESTA (Earned Sick Time Act) and there is also an IWOWA (Improved Workforce Opportunity Wage Act) laws brewing from 2018 voter passage of mandatory sick time for employees: Full time, part time and Irregular / Contingent. In 2018 when this past by the Michigan voter, the legislators gutted the spirit of the bill favoring employers. It has been in appeals court and recently ruled by a judge to be unlawful. If not put in a stay by February 23, 2023 the ruling will go back to its original language.

There are nuances to how this ruling if implemented will impact Meadow Brook.

- PTO vs separate banks of Sick and Vacation. We currently have separate banks of Sick and Vacation. We also have Union and Non-Union calculations for sick and vacation.
 - The law, if implemented requires the employer to put in a full-time employee's bank 72 hours of sick time, Part time employee would be 40 hrs. and Irregular would be 1 hour for every 30 hours worked. We are currently looking at budget impacts should this go into effect. Only the Union employees would be impacted as non-union accrue at a higher rate, approx. have 104 hours sick time.
 - If we moved to PTO all units would be covered. I will be checking with legal counsel on the pro's and con's and logistics of moving towards PTO. Lastly, under this new ruling employees would use or lose it. If they terminate employment no pay out of unused time. Current practice is pay of sick and vacation.
 - Impact to budget - Approximate increase of \$25,000.00
2. Survey Update: No IJ (Immediate Jeopardy), substandard or Quality of Care issues. Received the 2567 on Monday, December 12th. Received 2 citations – 1 on Medication Administration and 1 on Infection Control. With an Infection Control citation we have to submit a DPOC (Directed Plan of Correction) which includes a Root Cause Analysis and our QAPI Team Members and Governing Board sign the DPOC. Plan has to be submitted to the State by 12/22/22, but we will be submitting by 12/20/22. Our Date Certain to be in full compliance is 12/30/22.
 - State Licensure Surveyor came in on 12/14/22 and we received no citations.
 3. MVA - Tenant has caused about \$15,000 worth of damage. We are in the process of getting bids to repair and fix damages. (See quotes gathered so far and pictures attached.)
 4. 2023 Board Meeting Schedule.
 5. Marna will be on vacation from December 23, 2022 – January 2, 2023. Happy New Year!

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, in outbreak until 12/14/22
 - 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
 - Resident Census 78
2. Staffing:
 - Nurse Aide - 1 travel C.N.A currently in house.

- Working with One Staff Medical and Elite Staffing Services for traveling nurse aides and nurses.
 - Three contract nurses currently in house from OneStaff Medical (2) and Elite (1) (1 former MBMCF RN will be coming as a traveling nurse from Elite - mid December)
3. Resident Census:
 - 82 max
 - 78 residents today
 4. Equipment:
 - Bright Bot UV light - training completed for housekeeping staff, policy developed by Infection Preventionist and will be presented at Quality Assurance meeting.
 - AED's ordered in September anticipated delivery November, now delivery scheduled for January 2023.
 5. Other:
 - Meadow Brook will be changing pharmacies on 1/1/23. From Omnicare / CVS, to Hometown Pharmacy. We are working thru all of the transition steps and anticipate a positive transition.

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:
 - No Issues at this time.
2. Department Highlights.
 - Boiler Permitting and Licensing Issue - New unit installed and running, State Boiler Inspector called for licensure inspection.
 - Annual upper pond cleanout – Completed.
 - Lab Ventilation Project - New return air ducting installed. Awaiting fire rated door louver unit to allow more air into the room.
 - Installed propane unit heater in pole barn to allow equipment to be thawed out / serviced in heated space.
 - Adding liquid de-icing / anti-icing system to the winter arsenal for walkways.
3. 2022 CAR:
 - CAR 5 - All doors in, expecting final invoice any day.
4. 2023 CAR:

- 2023 Truck Purchase Update - Order submitted from dealer to Ford. Awaiting production notification. No time estimates available.

5. Staffing:

- Department at full staff, all are well.

6. Fire Marshall Survey Citations:

- K-222 Delayed Egress doors that failed to initiate and complete the irreversible process to release in the direction of egress: Service Hall North Doors, Fire Exit A2 (Loading Dock Staff Entry), Jordan House near Laundry Room, Zen Garden to Service Hall, Left Leaf of New Courtyard to Lobby
- K-372 Door control cabling penetrations in smoke walls found unsealed at Glacier Hill and Cedar River Porch Entries, all porch entries need to be checked for same conditions.
- K-923 Empty oxygen cylinders in main O2 storage room found mixed in with full cylinders. All empty cylinders in the main storage room need to be grouped together, pressure gauges facing towards the wall, and within the new chain segregated area. Full cylinders need to be forward facing, gauges easily visible. Only full cylinders are to be stored in the mobile rack cart.
- K-321 Storage of items in unoccupied resident rooms- A door closer device has been added to Antrim H7, this is the only recognized "alternate" storage area. Unoccupied resident areas need to be monitored for buildup of storage items, and unnecessary items removed to outbuilding storage areas. To further increase safety by compartmentalization, please close doors in unoccupied spaces when not in use.

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

1. Census: October 98.8% vs. September 98.1% YTD 2022 94.6% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for October \$52,250.00 vs. September (\$94,711.00) YTD 2022 (\$676,456.00).
3. Cost Per Patient Day for October \$523.62 vs. September \$518.28 YTD 2022: \$522.13.
4. Accounts Receivables Balance: October \$845,921.00 vs. September \$821,000.00 (26 days).
5. Private Pay Past Due Accounts: October \$19,051.80 vs. September \$5,568.02.
6. Restricted Funds Balances: October \$707,679.48 vs. September \$707,675.91.
7. Depreciation Fund Balances: October \$66,226.02 vs. September \$66,213.33.
8. Meadow Brook Debt Retirement Balance: October \$10,223.20 vs. September \$145,720.60.
9. General Cash Balance: October \$11,082,529.01 vs. September \$10,943,974.18.
10. Contingency Fund Balance: October \$1,103,858.93 vs. September \$1,101,855.20.
11. Meadow View Apartments Report: Net Gain for October \$8,226.25 vs. Net Loss for September (\$852.64). Occupancy at 100% YTD Net Loss of (\$24,845.58).
12. State of Michigan Medicaid Audit: Contacted the auditor but have not heard back from him with the final results.

13. Secure Pay-ACH payments to be made directly from Resident Bank Accounts to Meadow Brook Bank Accounts. This has been set up and we are live. We have a list of people that would like to sign up for this service and use it. GOOD NEWS – we have received our first ACH payment from a resident’s financially responsible party this week!
14. Archival system is still in process, training on 12/13/22 to get things rolling behind the scenes with Ben.
15. Working on setting up ACH Payment for MVA.

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

Motion to approve the November 2022 invoices and Check Register in the amount of \$517,362.67 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve 2023 CAR item #11 for the purchase of four Moffat Ovens for the Dietary Department in the amount of \$30,303.00 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

- *Original delivery date was November and the delivery date has now been pushed back to February 2023.*

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

Motion to approve repair costs for Apartment #306 not to exceed \$15,000.00 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to adjourn the meeting at 12:02 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board