

01/26/2023

The January 2022, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, January 26, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:04 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice Chairman; Gary Muller, Member; Maureen Clore, Antrim County Health and Human Services Director; Bill Hefferan, Antrim County Commissioner Liaison; Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook 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 12/15/22, motion to approve and accept as presented by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Fred Harris relinquished the chair to Maureen Clore, Antrim County HHS Director for reorganization of the Board. Nomination for Fred Harris to remain Chairman of the Board by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried. Nomination for Melissa Zelenak to remain Vice Chairman of the Board by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Maureen Clore relinquished the chair to Fred Harris, Antrim County HHS Board Chairman.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials - 2022 ending Fiscal Year Balance of \$478.69 which technically has to be returned to the County. The Board of Commissions has approved request for \$15,000.00 for the year. Maureen has already asked for the first draw of \$5,000.00 for expenditures. 2. Expenditures – a. MCSSA Dues - \$1,680.00 (did increase by \$200.00 this year but they have made great strides in improving education and support from the Council). b. Request for funds to assist a mother with rent payment to be able to reunify with her children in foster care. She was able to come up with the funds for the security deposit. Requesting \$658.00. c. Requesting to designate \$3,000.00 towards kids in Antrim County for Camperships. Department is working really hard on getting kids involved and would like to have these funds available. 3. MCSSA Legislative Conference March 14th and 15th in Lansing. Registration has to be paid upfront but will get reimbursed by the State if attend. 4. Medicaid redeterminations in June. Lots of public service announcements will be coming out regarding this. Food Assistance Federal Allocation is ending February 28, 2023. 5. Discussed statistics for Children’s Protective Services / Adult Protective Services through last quarter of 2022. Assistance Payments Statistics for the year.

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

Motion to approve the MCSSA Dues in the amount of \$1,680.00 made by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Motion to approve rent payment for apartment for a mom to reunify with her children in foster care \$658.00 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve dedication of \$3,000.00 for funds to support kids in Antrim County for Camperships made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

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

1. Welcome Bill Hefferan, Elk Rapids County Commissioner as our new liaison.
2. State Survey and Fire Marshall came and cleared us of our citations. We are back in substantial compliance.
3. We have been in resident Outbreak for the first few weeks of January. This has hampered our admissions due to the Outbreak occurring in the households where we had empty beds. We came out of resident outbreak 1/19/23.
4. Rolling out Tri-Share Childcare program to all staff. We already have one staff member that has applied.
5. Workman's Comp Audit renewal is in effect. Experience mod went down from .9 to .7!
6. Paige is doing a great job, she is working with Plante Moran preparing for the next round of audits.
 - a. Paige is writing a grant to the State of Michigan for Infection Control equipment, working with Nursing on needs.
7. Annual Report will be presented in April 6th at 10:30 a.m. to the County Board of Commissioners.
8. Working on the Annual Risk Assessment - will have that completed by the end of the month.
9. 2022 Employee Service Awards was January 19, 2023.
10. 1st Annual Scout's House ~ Paw's for the Pantry fundraiser was a wild success, went viral. Rhonda and Maintenance did the drop off of all the donations to the Antrim County Animal Shelter on the 18th. Look for it in the Review next week and on our Facebook page. Already putting plans in motion for next year.
11. Retirement – Received notice from Angie Rainey, Housekeeping / Laundry Supervisor effective March 31, 2023.
 - a. Received 8 internal applicants. Conducting interviews January 23-25, 2023.
12. Meadow View Apartments Update –
 - a. APS referral on tenant.
 - b. Security Deposit increased to \$500.00. All tenants were given 30-day notice, however this does not affect them but legally still have to notify them.
 - c. Approved to offer ACH Payments. Working on getting trained and will be meeting with the tenants to give them the option to do so.
 - d. We have one tenant that we will begin the eviction process on due to nonpayment.

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

1. Annual Survey / Re Survey - cleared the F-880 Infection Control Citation and the F-759 Medication Error Rate Citation on 1/18/23. Excellent job by all staff with acknowledgement to our new Infection Preventionist, Aleasha Morgan for an excellent job.
2. COVID-19 Currently in COVID outbreak for Residents and Staff

- 0 staff member
 - 2 Residents currently positive until 1/23/23
 - Continue with enforced source control measures to prevent the spread of COVID-19 from to the residents and to other staff members.
3. Staffing:
- Nurse Aide - 2 travel CNA 's currently in house.
 - Working with One Staff Medical and Elite Staffing Services for traveling nurse aides and nurses.
 - Anticipate 2 new traveling CNA's in February 2023.
 - Anticipate 1 new Meadow Brook CNA to 7pm-7am, one housekeeper cross trained.
 - Contract nurses currently in house from OneStaff Medical (0) and Elite (1)
 - We have a nurse aide that is finishing her RN degree in May through the Meadow Brook Foundation.
4. Resident Census:
- 82 max
 - 77 residents today
5. Other:
- We changed our Pharmacy to Hometown Pharmacy on 12/31/2022.
 - Reviewing with Medical Director the use of Antipsychotic medications.
Reviewing the CMS QSO-23-05-NH for compliance.

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

- Awaiting 2023 EGLE testing schedule.
- Discussed infrastructure inventory and repair / replace history with water operator. Trying to establish continuing capital projects list. Water Operator discussed our position with EGLE.

2. Department Highlights

- Liquid de-icing / anti-icing product is performing well so far. We will be looking into pricing for a truck mount unit and bulk storage tank.
- Blizzard Event - Post event documentation completed and submitted to Disaster Team shared folder and Region 7 HHC (included with this report), 1 - snow equipment failure, repairs in progress, new snow blower ordered and onsite.
- Fire Marshall Re -Visit- Cleared of all Life Safety Code citations.
- Department Dress Code revised - adding items to our list of supplied PPE.
- 3 Story Main Fire Suppression Line Backflow Preventer - Rubber seals were replaced during routine testing. Unit started leaking several months later, found damaged valve

seats. Repair costs for rebuild were much higher than expected. Need CAR Approval for \$5,047.03 for Temperature Control.

- Ransom wear attack on Maintenance Work Order System. Was able to recover information from August 2022 forward. T-Control has already fixed the issue and preventative measures are already in place to prevent this from happening again.

Staffing

- Department at full staff, all are well.

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

1. Census: November 96.85% vs. October 98.8% YTD 2022 94.8% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for November \$45,997.00) vs. October \$52,250.00 YTD 2022 (\$722,454.00).
3. Cost Per Patient Day for November \$574.54 vs. October \$523.62 YTD 2022: \$526.76.
4. Accounts Receivables Balance: November \$890,222.00 vs. October \$845,921.00 (26 days).
5. Private Pay Past Due Accounts: November \$5,732.00 vs. October \$19,051.80.
6. Restricted Funds Balances: November \$707,686.87 vs. October \$707,679.48.
7. Depreciation Fund Balances: November \$16,647.67 vs. October \$66,226.02.
8. Meadow Brook Debt Retirement Balance: November \$10,225.72 vs. October \$10,223.20.
9. General Cash Balance: November \$10,602,887.25 vs. October \$11,082,529.01.
10. Contingency Fund Balance: November \$1,106,884.39 vs. October \$1,103,858.93.
11. Meadow View Apartments Report: Net Loss for November (\$77.76) vs. Net Gain for October \$8,226.25. Occupancy at 100% YTD Net Loss of (\$24,923.34).
12. Archival system still in process, training began on 1/4/2023. Electronic Health Record Workgroup meets biweekly to set up the structure of the Laserfiche system and we will continue to work on workflows at a later date.
13. Payroll completed W2's.
14. Providing some Audit 2022 materials to Plante Moran to get ahead of schedule.
 - a. Cost Report and Financial
15. Received ERC (3.6 million) January 2nd and we were not expecting this until 4th quarter of this year.
16. Working with Aleasha Morgan, IP and Alan Shumaker, Dir. Of Maintenance to apply for an Infection Control Grant. We used \$9,850.00 total of the \$65,000.00 that can be awarded. Looking into another 6ft tower and air purifiers.
17. Meadow View Apartments –
 - a. ACH payment portal through Rentec has been approved.
 - b. MVA – working with Denise Wilks, Account Payable to add some new accounts for charges to match our Rentec Portal.

Motion to approve the November 2022 Financial report presented made by Gary Muller, seconded by Melissa Zelanek. All yeas, motion carried.

Motion to approve the December 2022 invoices and Check Register in the amount of \$487,552.22 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to rescind the carryover of CAR #15 in 2022 in 2023 for the Nursing Department to purchase the eight Defibrillator AED's and increase the amount to \$13,113.20. Increase of \$113.20 due to freight charges, made by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

- *Delivery date was again changed on us and they arrived 12/20/22.*

Motion to approve Resolution #1 of 2023 for the transfer of \$316,000.00 to the funded depreciation account for Capital Appropriation Projects for the year of 2023 made by Gary Muller, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve Resolution #2 of 2023 to write off Contractual Adjustments in the amount of \$19,805.63 made by Gary Muller, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the Meadow View Apartment November 2022 Financial Report made by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Motion to approve application for a Visa Credit Card through Alden State Bank with a \$5,000.00 limit made by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Motion to adjourn the meeting at 12:04 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board