

03/30/2023

The March 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, March 30, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:06 a.m. Those present were Fred Harris, 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; 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 2/23/23, motion to approve and accept as presented by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Meeting minutes of the Special Board Meeting 3/27/2023, motion to approve and accept as presented by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No Expenditures for February leaving a balance of \$3,600.69. The Department has committed \$2,000.00 to Camperships for this summer. We still have \$1000.00 available. 2. Child Welfare Update – we have Child Stat coming up in April. This is our deep dive into the Tri-County Data that gets presented to State Leadership and all other County Directors in the State. Looking closely at the reoccurrence rates of children who were abused / neglected and then within a 12-month period abused / neglected again. Rates are rather high right now. 3. Assistance Payment Program – Medicaid Redeterminations lowest month will have 900 and highest will be 2,000 divided up by 17 workers. Right now, there are only 5 staff that do redeterminations. Big financial penalties if this is not met. 4. FAME (Food Assistance Management Evaluation) Audit in April – Looks for compliance in regulations of Notice to the Public, compliance with federal regulations, over the counter cards, applications, accuracy rates. 4. Adult Services – Electronic Document Management went live. Almost 50,000 documents in the system across the State. Still working out some issues. 5. Attended MCSSA Legislative Conference. 6. Maureen brought back a booklet for our Social Workers – Services for Seniors.

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. Dementia Grant Project – started with a team of 4 staff through Meadow Brook.
2. Annual Report for Meadow Brook and Meadow View Apartments sent to County Clerk on 3/16/23. On the docket for presentation to the County Commissioners on May 4, 2023.
3. MVA Analysis – Paige will present findings in her report.

4. New Badge System in place – all staff minus a few off on medical leave have been issued their new Employee ID Badge. The employee pictures are also linked to the Employee UKG Profile.
5. CMS Update – Changed the term to “Interim Requirements during Public Health Emergency (PHE) rules implemented during the PHE are in effect for 3 years from rulemaking.
 - a. Vaccine Mandate – this will remain in effect for all staff until 11/5/24 unless more action is taken.
 - b. Requirements to educate staff, residents about available vaccines remains in place until May 2023. (However, we may need to continue to as it is CDC guidance.)
 - c. COVID Testing – this does end on 5/11/23. HOWEVER, it was made that under F-880 we are required to follow National Standards for Infection Control. CDC gives guidance for Outbreak Testing (Which we have a policy for and follow the guidance),
 - d. CMS will publish further guidance in the future.
6. Getting ready for next round of Financial audits with Plante Moran – Paige is doing an excellent job!
7. Received retirement notice from Admissions Coordinator, Kris Watrous. She will be done the end of May. Time served 38 years and 5 months.
 - a. I will not be replacing this position. It will be absorbed by Billing and Kelly Bailey, RN, CCC.
8. Received a call from the State that the MARA Contract is up and asked if we were interested in renewing and indicated to them yes, so they will be sending me a new contract to sign.
9. Cost Report Settlement – we have to pay the State back \$1.5 million. Paige has reached out and waiting to hear if we can set up three payment plan. Waiting to hear if we are approved for this.
10. Meadow Brook received the Final Reconciliation for our Certified Public Expenditure for 2020, and we will owe the State \$1,156,950.21. Paige has written the State and asked them for a payment plan, to divide this up among 3 months. We are waiting to hear on approval.
11. Meadow View Apartments – In the eviction process with one of the tenants. We received notice that we have a Zoom Hearing on April 20, 2023.

Paige Windish, Meadow Brook Finance Director reviewed with the Board at their request a Rent Analysis for Meadow View Apartments. The last rent increase was effective as of January 1, 2011. The increase was approved by the for a 4.2-4.5% increase which resulted in the small apartment rent price set at \$500.00 from \$480.00 and the large apartment rent price set at \$585.00 from \$560.00. Unfortunately, these rent prices are no longer feasible, as inflation has increased costs on all fronts for operational costs.

Recommendation would be to make a 4-5% increase for each of the apartments, as we do have many seniors that are on a fixed income. For Cable TV would recommend two options. The first being to no long offer a Cable TV option, meaning if a tenant would like Cable TV they would get those services on their own. The second option being that we increase the charge

for Cable TV again in 2024 to \$50.00 per month as it is costing roughly \$50.00 per tenant for their cable services and we are currently taking a loss on that expense at the \$40.00 per month charge now.

Motion to approve a 5% rent increase in rent for all apartments and raise the Cable TV charge to \$50.00 per month made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

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

1. Facility Reported Incidents (FRI):
Mandated by the State of Michigan to report timely certain incidents:
State Surveyor in the building 3/8/23 and 3/9/23 cleared 3 open FRI reports, no citations, complimentary of the staff, residents and the process.
2. COVID 19 – Currently not in COVID Outbreak:
 - 1 staff members
 - 0 Residents
 - Community transmission rate is RED
 - Reviewing COVID 19 testing policies as supply changes have occurred from State and Federal sources.
3. Staffing;
 - Nurse Aide - 9 travel CNA 's currently in house and 2 Nurses
 - Working with One Staff Medical and Elite Staffing Services for traveling nurse aides and nurses.
 - Contract in review for services from a third agency provider – All American Healthcare
 - Interview for RN on 3/16/23 but she later declined the position.
 - Contract nurses currently in house from OneStaff Medical (0) and Elite (1)
4. Resident Census
 - 82 max
 - 77 residents today
5. Equipment – Request for Temperature Control Proposal for approval for 5 households of an auto monitoring of medication refrigerators. This will decrease a manual / labor intensive monitoring and documentation of mandated refrigerator temperatures 2x daily on a worksheet by the nursing staff.
6. Other
 - Continued focus on Antipsychotic medications use in house.
 - We are getting a Pyxis / Med Cabinet system for back up medication access from HomeTown Pharmacy 3/16/23.
 - Meadow Brook MCF is participating in Dementia Training Program thru a grant process involving the Medical Care Facility Council (MCMCFC), a group of 4 employees are participating in this in-depth training program which will be brought to the other Meadow Brook staff members.
 - Community Mental Health is cutting services to our residents due to decrease in their Staffing.

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

- 2023 Testing Schedule has arrived, our predictions were correct. Gourdie Fraser plans to group as many samples as possible to minimize trips into the facility.

2. Department Highlights

- Work continues on Apartment 306, drywall and paint are done, flooring is done, most of the kitchen cabinetry has arrived, hot water baseboard cover replacement the week of 3/13/23.
- Kid's Fish Day 2023 is in the planning stage. Unable to attend the Bellaire Conservation Club planning meeting on 3/14/23.
- Laundry rooftop unit replacement is tracking for the first week of June per Temperature Control.
- Starting to plan the Dietary walk in freezer refurbishment, we are waiting on production timeline from the manufacturer.
- Generator Load Testing yesterday was a hard transfer, lost power supply and distribution board on our door controls throughout the facility.
- Polar Seal is hear to replace some seals on windows at Meadow View Apartments.

3. Staffing

- Josh is currently training with Angie R. 7:00 am – 11:00 am Daily for his new position as Housekeeping / Laundry Supervisor.
- Kevin Klopschinski has accepted the Assistant Supervisor Position, working with Josh each afternoon to learn the position.
- Working short staffed due to Department illness outbreak.
- Hired Shawn Murton for the General Maintenance position. He starts in his new role on 4/04/23.

Paige Windish, Meadow Brook Finance Director reviewed with the Board the January 2023 Financial Reports:

1. Census: January 94.8% vs. December 96.9% YTD 2023 94.8% and Budgeted at 100%.
2. Net Loss/Gain: Net Gain for January \$3,585,821.00 vs. Net Gain for December \$121,226.00 YTD 2023 \$3,585,321.00.
3. Cost Per Patient Day for January \$529.97 vs December \$508.13 YTD 2023: \$529.97.
4. Accounts Receivables Balance: January \$848,884.00 vs. December \$881,025.00 (26 days).
5. Private Pay Past Due Accounts: January \$6,669.00 vs. December \$5,662.00.

6. Restricted Funds Balances: January \$712,556.70 vs. December \$714,754.19.
7. Depreciation Fund Balances: January \$317,483.22 vs. December \$8,592.19.
8. Meadow Brook Debt Retirement Balance: January \$10,730.99 vs. December \$10,228.33.
9. General Cash Balance: January \$15,064,369.24 vs. December \$12,374,436.85.
10. Contingency Fund Balance: January \$1,115,553.27 vs. December \$1,110,584.88.
11. Meadow View Apartments Report: Net Gain for January \$4,867.43 vs. Net Loss for December (\$6,960.05) Occupancy at 95% YTD Net Gain of \$4,867.43.
12. Cost Report items have been submitted to Plante Moran.
13. Finance Audit has started and providing preliminary materials before they are here next month.
14. Workman's Comp Audit is in progress as well.
15. PA – 9, a grant that we applied for last year, was officially moved for budget year 2023 and Meadow Brook will have to reapply. Guidance on the application process for this year will be coming soon as we were told this morning by Pam Meyers.
16. MVA – New Online Tenant Portal (Rentec Direct) is live and Tenants that choose to pay with Credit Card or ACH is available.

Motion to approve the January 2023 Financial report presented made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the February 2023 invoices and Check Register in the amount of \$459,939.47 made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve CAR #15 for 2023 in the amount of \$8,000.00 for Critical Asset Monitoring system for Med Fridges, to be in compliance with State Regulations made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to cancel CAR #2 for 2023 to remove an old bladder scanner, this will be held until budget cycle 2024 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the removal of Angel Rainey from the Meadow Brook Visa credit card ending in #3745 and add Joshua Kruger the new Housekeeping / Laundry Supervisor made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Meadow View Apartment January 2023 Financial Report made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Bill Heffernan brought up the Audit process for Meadow View Apartments. After lengthy discussion Bill is going to recommend that Brad Rizzo, Antrim County Finance Officer, Paige Windish, Meadow Brook Finance Director, Marna Robertson, Meadow Brook Administrator get together to discuss.

Motion to adjourn the meeting at 12:05 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board