

04/27/2023

The April 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, April 27, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:03 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice Chair; Maureen Clore, Cheryl Patton, Meadow Brook Director of Nursing; Ben McGuire, Meadow Brook IT Director; 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 2/23/2023, motion to approve and accept as corrected by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Meeting minutes of the Regular Board Meeting 3/30/2023, motion to approve and accept as presented by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No Expenditures or requests for February leaving a balance of \$3,600.69. 2. Presented copy of the Tri County Child Stats as presented to State Leadership. 3. Contract Review for Foster Care Transitional Placement Program (FCTPP) – MA23000000730. 4. 2022 Annual Report will be presented to the Antrim County Board of Commissioners on Thursday, May 4, 2023. 5. FAME (Food Assistance Management Evaluation) Audit completed. We did very well. No issues with case work. Complimented the amount of documentation that had been done. 6. Tri County March Madness partnership with the Coalition to end Homelessness - with had 2,200 items to donate for Homelessness.

Motion to approve MDHHS Financial report as presented 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. Admissions / Billing Team meeting for reorganization on 4/19/23. Kris Watrous is retiring at the end of May after 38 years. Kelly Bailey, RN, CCC, Jill McKay and Alysa Ohneck will be the new Admissions Team.
2. Meadow Brook Foundation Board Meeting on 4/19/23. We have one CNA finishing the nursing program and will be graduating in May as an RN. We have one CNA/Scheduler that is waiting to hear if she has been accepted into the Nursing Program. There have been a few other soft inquiries of staff asking questions about the program and what support is available.
3. Emergency Preparedness Team Meeting - meets monthly. With the wind down of PHE (Public Health Emergency) we will be discussing inventory needs of PPE, Dietary and Housekeeping supplies moving forward. Need to balance supply chain concerns and expirations of products.

4. Fishing! Opening Day is 4/29/23. Alan has been assisting the Conservation Club, planning Kids Fish Day along with working with the VA director, Mr. Corbin to host a Veteran's Fish day at Meadow Brook pond this summer.
5. Finance is preparing for another exciting year of auditing with Plant Moran. Paige has been very diligent in reaching out to the state regarding our 1.3 million dollar payback from almost 2 years ago now. She has requested a short payment plan but has yet to hear back. The state continues to be mute on the ERC grant as well. I'm working with Paige on mitigation controls concerning purchasing.
6. We will be having a focused Skin / Wound and Falls State Licensing survey on 4/19/23.
7. Allison and I attended a job fair at North Central Community College in Petoskey. It was very well attended by vendors. I wish I could say the same for job hunters. We have another job fair planned at Mancelona High School, hosted by Community in Schools in May.
8. Annual Report for the County is 5/4.
9. Meadow View Apartments – Eviction hearing regarding one tenant is schedule for April 20, 2023. We have another hearing on May 3, 2023 for the next step in the eviction process.
10. Resident Council is putting on a Food Drive for local Food Pantries – Taking donations of non-perishable goods.
11. Happy Birthday Fred!!!
12. Bradley Rizzo, Antrim County Finance – will plan for Brad and Paige to discuss the MVA Financials monthly. Next year when it is Audit time Brad will invite Paige to be a part of the process.
13. Received a call from Scott Wagner – he owns a lot of rentals in the area and would like to offer what he has for workforce housing. Waiting to hear back a list of properties he has available.
14. Recycling! Melissa Zelenak asked if we could look into placing recycling bins around for cardboard, cans, plastics.
15. Meadow View Apartments – Allison Fales, Alan Shumaker, Paige Windish, Rhonda Tomczak and Marna Robertson had a Tenant Meeting on April 26th. The tenants had a lot to say. Will bring Meeting Minutes to the next Board Meeting for review.

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
 - 3 Staff members
 - 0 Residents
 - Community transmission rate is Yellow

As of this date, continue in Outbreak Testing thru May 18, 2023
2. Staffing:
 - Hired one full time Certified Nurse Aide for 7pm-7am shift
 - Contract Nurse Aides -6 travel C.N.A 's currently in house
 - Working with One Staff Medical and Elite Staffing Services for traveling Nurse Aides and Nurses.

- We have an alternate staffing agency in place if the other 2 current ones cannot meet our needs.
 - Contract Nurses currently in house from OneStaff Medical (1) and Elite (1)
3. Resident Census:
- 82 max
 - 80 residents today
4. Other:
- Continued focus on Antipsychotic Medications use in house. Focus for March and April 2023 was on Antipsychotic use for those residents with Schizophrenia diagnosis based on recent notice from CMS that they will review this diagnosis specifically for accuracy and medical documentation. We have three residents with a schizophrenia diagnosis, documentation and treatment are appropriate, QA study completed and submitted for May 2023 QAPI meeting.
 - Installation of Pixys / Med Cabinet for back up medication access from Hometown Pharmacy 3/16/23. Working out some issues with this piece of equipment but overall going well.
 - CPR class held for nurses who were close to certificate expiration on 4/15/23, renewed Agreement with the American Red Cross to be a Licensed Training Provider, this Agreement is approved for three years.
 - Working with Munson Medical Laboratory regarding issues reported for Billing and Accounts Payable. We have a contact with Munson Outreach who will be working with us to problem solve. (We have a contract with Munson Charlevoix to provide Lab Services). Reviewing our in-house process at this time.
 - We had our SLICS Survey on Skin and Wound and Falls on April 19th. We did well in both areas.

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

1. Water Management

- Received word from EGLE that they have not received our monthly bacteriological testing results, the problem found was a paperwork holdup at the lab, waiting to hear if this needs to be reported on our consumer confidence report.

2. Department Highlights

- Kids Fish Day 2023 is a go! Saturday, April 29th from 9:00 a.m. to 3:00 p.m. Pond prep and cleanup is underway, expecting deliveries of fish and event items between 4/26 and 4/28.
- Working with Bellaire Conservation Club and Antrim Veterans Assistance Office to organize a Veteran's Fish Day tentatively scheduled for June 24th.

- Laundry rooftop unit replacement we are still tracking for early June per Temperature Control.
- Dietary walk-in freezer refurbishment, tentative start date 5/1/2023.

3. Staffing

- Assistant Supervisor, Kevin Klopschinski is doing well in his new role. Working with Josh on a few things as time allows, and training the new Preventative Maintenance tech.
- Welcome Sean Murton to the Maintenance Department as of 4/4/2023. In the Preventative Maintenance position, he is excited about the new opportunity and learning quickly.

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

1. Census: February 96.1% vs. January 94.8% YTD 2023 95.4% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for February (\$100,167.00) vs. Net Gain for January \$3,585,821.00 YTD 2023 \$3,585,321.00.
3. Cost Per Patient Day for February \$539.88 vs. January \$529.97 YTD 2023: \$534.71.
4. Accounts Receivables Balance: February \$814,728.00 vs. January \$848,884.00 (25 days).
5. Private Pay Past Due Accounts: February \$5,341.43 vs. January \$6,669.00.
6. Restricted Funds Balances: February \$712,560.31 vs. January \$712,556.70.
7. Depreciation Fund Balances: February \$317,653.71 vs. January \$317,483.22.
8. Meadow Brook Debt Retirement Balance: February \$10,233.35 vs. January \$10,730.99.
9. General Cash Balance: February \$15,897,720.70 vs. January \$15,064,369.24.
10. Contingency Fund Balance: February \$1,119,330.29 vs. January \$1,115,553.27.
11. Meadow View Apartments Report: Net Gain for February \$2,901.11 vs. Net Gain for January \$4,867.43 Occupancy at 95% YTD Net Gain of \$2,901.11.
12. Received our payment plan for the CPE for 2020.
13. Plante Moran Finance Audit in progress.
14. Worker's Comp Audit is in progress also.
15. CPE Repayment Plan has been accepted by the State and we will be paying back the \$1,156,930.21 in three payments in April, May and June.
16. Write off for \$2,765.00 next quarter, there was an issue with billing and therapy but it has since been resolved.
17. PA-9 still in limbo. This is the Employee Retention Credit.
18. IT had a meeting with Laserfiche and we will be working on Finance / HR Components of the system in the coming months.
19. Secure Pay still going great, have mitigated some issues with those who had outstanding balances by signing them up for recurring payments option.
20. Currently working on a PBJ Audit submission that is due as of tomorrow. Nancy and Paige have worked together on this and will be submitting hopefully by the end of today,
21. Will be communicating with Brad Rizzo about MVA monthly, giving updates and keeping him in the loop.

Motion to approve the February 2023 Financial report presented made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the March 2023 invoices and Check Register in the amount of \$1,025,213.80 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve Resolution #4 of 2023 to adjust Accounts Receivables for the amount of \$30,097.71 for contractual adjustments made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Meadow View Apartment February 2023 Financial Report made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to adjourn the meeting at 12:01 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board