

05/31/2023

The May 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Wednesday, May 31, 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 Chair; Gary Muller, Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; 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 Board Meeting 4/27/2023, motion to approve and accept as presented by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No Expenditures for March. Department has spent the entire \$3,000.00 allocated for Camperships and would like to ask the Board for an additional \$2,000.00. With these additional funds 16 kids will be able to go to camps this summer. 2. Received request from the County to submit our appropriation in July, will be asking for \$15,000.00 again. Since we have received Flex Funds from the State of Michigan we have spent \$11,000.00 of the \$18,000.00 received. 3. Presented highlights from the 2022 Annual Report. 4. Remodeling projects in Emmet and Antrim.

Motion to approve additional \$2,000.00 for Camperships made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

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

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

1. It's official the PHE ended on May 11th but we were still in Outbreak until May 18th. We made it! All staff, family and residents are mask free with the exception of any exempted staff or volunteers who are not vaccinated. CDC and CMS still charges us with mitigation controls for the unvaccinated as well as ongoing education and efforts to encourage. New Word - Respiratory Hygiene, it's the big umbrella. As we move away from COVID it is now in the family of Viral Respiratory Infections such as the common cold, flu, RSV, pneumonia ect., so our infection control practices will revolve around implementing Transmission Based Precautions based on the above.
2. Paige completed the PH 9 Grant Application formerly PH 5 from last year. This is a Recruitment and Retention grant that the State of Michigan put out last year but never followed through on. We submitted the same criteria and requests: 1. To pay for the facility budgeted portion of our TRI-Share child care expenses. 2. Off-set the cost of the employee portion of their health insurance costs. Now we wait, again.
3. Sound Physician's Group has partnered with Point Click Care "PCC" and has offered to pay our portion of PCC at \$750.00 /month for Telemedicine: after hours physician

services. This will help improve care; decreasing hospital admissions, tuck in service for new admissions.

4. Activities are now cleared for larger group activities - Bingo, Chapel, Music. Dietary is looking at hosting household picnics this summer.
5. Jordan House - We have a goal to open Jordan house for new admissions 6-8 people for September if our staffing improves.
6. Recycling – Working with Melissa Zelenak on Grant from State of Michigan to pay for receptacles. Grant submitted on 5/19/23. Alan is getting in touch with Green for Life to get a quote on a recycling only dumpster(s).
7. We are hosting MCMCFC Eden Training on June 28, 2023 from 10:00 am to 3:30 p.m. in the Meguzee Hall. Expecting approximately 25 attendees.
8. Home STRETCH Non-Profit Building Management Company. This company helps with building projects from start to finish including securing grant monies. Housing is a big deal and would like to entertain the idea of having them come speak at the County Commissioner meeting in the coming months.
9. Hosting 2nd Blood Drive of 2023 on June 21st 12pm to 4:30 pm Blood Bus will be here parked by the Meadow Brook Pond.
10. MVA-
 - a. Tenant from 306 made a complaint to the County Commissioner Terry VanAlstine sometime after 4/26 and 5/3. I had a phone conversation with Terry on 5/4 explaining the issues and he was satisfied with my response. On May 10th same tenant made a complaint to the Attorney General's Office. We had 10 days to respond and it was completed and sent on 5/17. Please see attached complaints and documentation. This tenant had been invited and was directed to the Antrim County Human Services Board meeting to air out his grievances.
 - b. We received a second response from the AG with tenants responses, so we have to review and send an additional comments.
 - c. See meeting minutes from 4/26 along with recommendations for discussion and decisions.
 - i. Heating / Public Space Temps: In late April 2023, following a discussion of options for MVA heating controls, it was requested of Temperature Control to provide a quote to retrofit a hydronic control system on the MVA AHU for consideration by the Board at the May meeting. This system will modulate water flow through the AHU heating coil based on air temp being supplied to the space in efforts to stabilize the over/under heating of the corridor and common spaces. This system will reduce the need for manipulation of the boiler supply line temps and eliminate the need to “guess” on a setting of the manual valves at the heating coil. Proposal to recontrol MVA AHU \$9,025.00.
 - ii. Emergency Preparedness / Generator: Tenants are encouraged to have their own emergency preparedness kits. Power outages happen on a rare occasion. During power outages tenants still have heat and water. Alan did consult with Arndt Electric and concluded that this project will require extensive amounts of rework and estimated the scope to be well over \$100,000.00.
 - iii. Fishing in the Pond: 1st Thursday of the Month from 1 pm to 3pm will be designated for MVA Tenants to fish.

- iv. Locked Out: During business hours tenants can contact Rhonda or Allison. After hours they may contact the Meadow Brook Supervisor on duty or Maintenance.
- v. Apartment Entry Locksets: We have had two locksets fail in the last couple months. We will replace as needed.
- vi. Mechanical Room Noise (Apt #302) Sound Deadening Request: Alan investigated and determined the best cost prohibitive solution is to purchase (8) sound deadening wall blankets for approximately \$1,700.00.

Motion to approve Temperature Control Proposal for MVA recontrol of Air Handler Unit for \$9,025.00 made by Melissa Zelanek, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Sound Deadening (8) Wall Blankets for Apartment #302 (located next to mechanical room) \$1,700.00 made by Melissa Zelanek, seconded by Fred Harris, all yeas, motion carried.

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

1. Respiratory Hygiene (COVID, Influenza, TB):
 - 2 Staff members
 - 3 Residents

As of this date we are back in Outbreak Testing / protocol - Days 1, 3 and 5.
2. Staffing:
 - Working on summer Jr. Aide staffing
 - One walk in RN for summer hours
 - Contract Nurse Aide - 9 travel CNA's currently in house
 - Contract Nurse – 2 on staff currently
 - Working with One Staff Medical and Elite Staffing Services for traveling nurse aides and nurses
 - Contract Nurses currently in house from OneStaff Medical (1) and Elite (1)
3. Resident Census:
 - 82 max
 - 80 residents today
4. Other:
 - Signed with Sound Medical for after hours and on call services (separate program from our current Sound Physician contract)
 - Working on Budget for 2024

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

1. Water Management
 - Will be obtaining Lead and Copper samples in June. This will complete our 2023 monitoring requirements outside of monthly bacteriological sampling.
 - Working with Gourdie Fraser on our Consumer Confidence Report due date is 7/01/2023.
2. Department Highlights

- Kids Fish Day 2023 was a success! Approximately 150 children participated, many prizes awarded. 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.
- Veteran's Fish Day tentatively scheduled for 6/24. Working with Brandon Corbin from Antrim Veterans Assistance Office on the details.
- Laundry rooftop unit replacement, still tracking for early June per Temperature Control.
- Dietary Walk-In Freezer – project went well and was completed ahead of schedule. Unit is running well.
- Parking Lots – Full Seal Coat, crack, fill and stripe scheduled for the first week of June.
- Liquid De-Icer Performance Study – key takeaways we saved saved from putting down 28,000 lbs of salt 600 gallons of brine. Saved us approximately \$5,000.00 this past winter. We
- MVA Air Handler modifications and mechanical room noise reduction.
- Getting quotes for a new Walk In Freezer from various commercial vendors.

3. Staffing

- Department at full staff. Team members continue to advance in their new roles, both doing well.

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

1. Census: March 95.5% vs. February 96.1% YTD 2023 95.4% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for March (\$891,737.00) vs. Net Loss for February (\$100,167.00) YTD 2023 \$2,593,916.00.
3. Cost Per Patient Day for March \$542.48 vs. February \$539.88 YTD 2023: \$537.38.
4. Accounts Receivables Balance: March \$882,633.00 vs. February \$814,728.00 (26 days).
5. Private Pay Past Due Accounts: March \$9,357.58 vs. February \$5,341.43.
6. Restricted Funds Balances: March \$712,563.57 vs. February \$712,560.31.
7. Depreciation Fund Balances: March \$305,979.73 vs. February \$317,653.71.
8. Meadow Brook Debt Retirement Balance: March \$10,256.85 vs. February \$10,233.35.
9. General Cash Balance: March \$14,787,459.63 vs. February \$15,897,720.70.
10. Contingency Fund Balance: March \$1,122,987.65 vs. February \$1,119,330.29.
11. Meadow View Apartments Report: Net Loss for March (\$6,316.42) vs. Net Gain for February \$2,901.11 Occupancy at 95% YTD Net Loss of (\$6,316.42.)
12. Plante Moran Finance Audit is wrapping up.
13. CPE Repayment plan, still chipping away at it.
 - a. Last payment was taken with Medicaid claims that were paid. We currently owe \$614,305.40.
14. Applied for PA-5, this is the updated PA-9 grant. We applied as our own entity, and with the MCF group. This will help us with Tri-Share expenses and employee healthcare expenses.
15. We have used Secure Pay to pay off some of the outstanding balances in full.

16. PBJ Audit has been completed, just waiting for Myers & Stauffer to review our documentation.
17. Started working on Budget 2024, distributed all Department Head packets to get a head start.
 - a. Working on quotes for future CAR's.
18. Submitted the Cost Report for 2022 as of yesterday.

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

Motion to approve the April 2023 invoices and Check Register in the amount of \$627,235.95 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

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

Marna Robertson, Administrator discussed with the Board housing situation for a current Meadow Brook employee.

Motion to support / approve Meadow Brook employee to live at the Meadow View Apartments made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried. In six (6) months re-visit housing situation.

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