

06/22/2023

The June 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, June 22, 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; 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.

Absent: Melissa Zelenak, Vice Chairman

Guests: None.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 5/31/2023, 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. Financials – Spent \$59.99 in May on shoes for Foster Youth. Balance of \$3,540.70. Put in second request for \$5,000.00 and have not yet received from the County. Original request was sent on 5/31/23. Once we received these funds will be able to pay for the Camperships. 2. Remodeling, Remodeling, Remodeling. The State has proposed a new floor plan that the County is considering. 3. Redeterminations are moving right along. The State did realize that we cannot just shut people off of Medicaid if they do not turn in their paperwork. Contracted with a company called Maximus that will be doing phone interviews with people that did not complete their paperwork. 4. Looked at some Bills introduced in Child Welfare – change the definition of a homeless youth and allow kids ages 16-22 to go into one of our CCI for 72 hours. Senate Bill introduced asking that we change the child protection to allow disclosure to an individual that is a State Legislature (and any member of the media) at the time of the request. 5. Listen and Learn “Handle with Care” Program aimed at ensuring that children who are exposed to violence receive appropriate interventions so they can succeed in school to the best of their ability. Zoom Webinar on July 17th at 1:30 p.m.

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. MCMCFC Spring Conference last week
 - a. Big discussion on non-exempt / exempt employees and making sure they are getting paid properly
 - b. New reimbursement updates by the State for Medicaid PDPM. The State is considering that they want to roll this out in 2024. Idea is 90% would be spent on care needs and 10% for discretionary.

2. Legal Updates – Steve Girard, Legal Counsel since forever! He is retiring and DeAndre is going to be his replacement for our Counsel. Meadow Brook was Steve’s first big account.
3. MAC Proposed Bills: House and Senate voted out their respective Budgets in early May.
 - a. Proposing HB 4310 Direct Care Wage Increase – CNA’s and Nurses since the pandemic have been getting \$2.35 an hour but would like to increase that to \$3.35 per hour on a one-time basis.
 - b. In the Senate Bill they have proposed a Direct Care Worker increase of \$.65 per hour including the \$2.35.
 - c. They have also added a \$3.00 Non-Direct Care Worker wage increase because through the pandemic none of them got it.
4. Laundry Fire (Dryer): One of our 22-year-old dryers had an electrical fire. Staff acted immediately, and was able to contain the fire and extinguish quickly. Very proud of the team!
5. PBJ – Payroll Based Journaling directly relates to our Star Rating for Staffing and Quality Care Measures. We had our PBJ audit and what we found is our software system OnShift that some of the hours worked also pulled hours in the report for Sick and Vacation time. UKG also has a module that does PBJ and Nancy is looking into which one will work better. In the meantime, we are monitoring the hours more closely before officially submitting the next report. We are unsure what the impact is going to be from the findings of the audit.
6. Bed Hold – we resubmitted our bed hold to the State as it was set to expire. During the Pandemic the State said we could do the bed hold for a year. Antrim and Lakeshore are currently on bed hold. The State also said that we had to have CRC which is our COVID Recovery Unit. They are counted in our overall census. We counted and submitted our bed hold for 45 beds. That gives us 6 beds on Jordan House that we plan to open in August.
7. Budget is in process for 2024! Department Heads have been given their budgets to look at and prepare for next year. Budgeting for 113 beds to see where that lands us.
8. Union Negotiations are set for October 10, 2023 at Meadow Brook.
9. Life Safety Code Webinar – sending Alan and Kevin.
10. Meadow View Apartments – new flower boxes installed, looks great. Quarterly Meeting coming up on the 28th. Still haven’t received a response from the Attorney General.

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

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

As of this date we are back in Outbreak Testing through the end of today, as long as there are no new positives.

 - We are experiencing a little pink eye outbreak right now.
2. Staffing:
 - Working on summer Jr. Aide staffing
 - One walk in RN for summer hours
 - Contract Nurse Aide - 16 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)
 - Separated with one Meadow Brook LPN for conduct.
3. Resident Census:
- 82 max
 - 82 residents today
4. Other:
- Working with Sound Medical for implementation of On Call / Telehealth Physician Services.
 - Hosting the MCMCFC grant project (Dementia Education) on 6/28/23.
 - Attending the National Director of Nursing Conference in Orlando as the State of Michigan President for MI NADONA next week.

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

1. Water Management

- Working on scheduling for Lead and Copper Sampling and redraw of a rejected sample.
- Working with Gourdie Fraser on our Consumer Confidence Report, due date is 7/01/2023 still in progress.

2. Department Highlights

- Laundry rooftop unit replacement – Contractor arrived to install unit, discovered the new unit was set up for the wrong input voltage, returning unit to manufacturer to be remade.
- Parking Lots – Full seal coat, crack fill, and stripe completed.
- New Fleet Truck – arrived and is onsite. Will be scheduling decal application with Pro Image Design in Traverse City.
- Dietary Reach in Freezer – unit is on order, tentative delivery 6/23/23.
- Working on 2024 CAR specs.

3. Staffing

- Department at full staff.

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

1. Census: April 95.5% vs. March 95.5% YTD 2023 95.5% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for April (\$83,339.00) vs. Net Loss for March (\$891,737.00) YTD 2023 \$2,510,719.00.
3. Cost Per Patient Day for April \$501.25 vs. March \$542.48 YTD 2023: \$528.33.
4. Accounts Receivables Balance: April \$\$961,780.00 vs. March \$882,633.00 (29 days).
5. Private Pay Past Due Accounts: April \$4,901.58 vs. March \$9,357.58.
6. Restricted Funds Balances: April \$712,567.18 vs. March \$712,563.57.

7. Depreciation Fund Balances: April \$306,265.93 vs. March \$305,979.73.
8. Meadow Brook Debt Retirement Balance: April \$10,259.38 vs. March \$10,256.85.
9. General Cash Balance: April \$14,659,501.88 vs. March \$14,787,459.63.
10. Contingency Fund Balance: April \$1,126,971.93 vs. March \$1,122,987.65.
11. Meadow View Apartments Report: Net Loss for April (\$3,056.49) vs. Net Loss for March (\$6,316.42) Occupancy at 100% YTD Net Loss of (\$3,056.49).
12. Plante Moran Finance Audit has wrapped up, completed adjusting entries and will keep you updated on presentation to come.
13. CPE Repayment Plan – still chipping away at it.
 - a. Down to owing just the last payment of \$385,642.21. This will be paid by the end of July.
14. Working on Budget 2024 – working on revenue for next year.
15. Completed Wage Survey for Plante Moran, this helps us see how we compare to neighboring facilities and facilities across Michigan that are SNF facilities and non-SNF facilities.
16. Attended Spring Conference at Crystal Mountain with Marna and Cheryl.
 - a. Learned about the new reimbursement system that the State is proposing. This has yet to be set in stone, possibly be used starting 10/01/24. This system would require that there is a minimum direct care spending, 90% would have to be spent on certain categories of cost. The other 10% would be discretionary spending that would be allowed in certain categories. Main take away is that there would be more winners than losers in this reimbursement system and would help alleviate the scrutiny of non-direct care costs. Plante Moran and MCMCFC are representing MCF's and speaking to what would benefit us the greatest with the new system.
17. PBJ Audit is still in progress, answering questions for the auditor as of yesterday. Will update further when I know more at the next meeting.

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

Motion to approve the May 2023 invoices and Check Register in the amount of \$572,146.21 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Replacement of Dryer in Laundry from the fire last week. Cost for fixing is not cost effective. Original cost of the unit was \$6,150.00. Dryer is 21 years old, fully depreciated and past its useful life by 11 years.

Motion to approve CAR #17 for a new Minor Dryer in the amount of \$9,500.00 made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the addition of Alan Shumaker and Josh Kruger to the Meadow Brook Visa Cards. Josh Kruger will replace Angie Rainey and Alan Shumaker will replace John McCleese, this was just not completed when he left. Motion made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the increase of credit card ending in 3745 to \$10,000.00 from \$5,000.00 to make for two \$7,000.00 limit cards and two \$10,000.00 limit cards made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the Meadow View Apartment April 2023 Financial report as presented made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to adjourn the meeting at 11:58 a.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board