

07/27/2023

The July 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, July 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-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; Marna Robertson, Meadow Brook Administrator.

Guests: Joe Donovan, Plante Moran via Zoom.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 06/22/2023, motion to approve and accept as corrected by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Maureen Clore, MDHHS Director reported to the Board with updates on: 1. Financials – No expenditures for the month of June. Received \$5,000.00 for 2nd appropriation of 2023. Balance of \$8,540.70. 2. Expenditure requests:

Camperships:

• Pleasant Valley	8 Camperships	\$1,575.00
• Camp Hayo-Went-Ha	7 Camperships	\$2,440.00
• Gymnastics Camp	1 Campership	\$ 200.00
• Circle M Camp	<u>3 Camperships</u>	<u>\$ 600.00</u>
	19 Camperships	\$4,815.00

Expenditure request for long term foster youth for dental implant that will cost approximately \$3,000.00. Maureen is asking the Board for support in the amount of \$2,000.00. Medicaid will not fund this, or allow for any exceptions. Donated funds will offset the remainder of the costs. Expenditure request for support of Annual Foster Care and Appreciation Picnic September 9th in the amount of \$500.00.

3. Completed our Tri-County Licensing Review – we did fantastic! Received 2 minor citations (1) Signatures not obtained timely. (1) Two late family team Meetings. Interviewed 8 Foster Homes. 4. Presented Antrim County 3rd Quarter Stats for Child Protective Services and Adult Protective Services. 5. Renovation of the County Building is well underway. 6. Michigan provides update on Medicaid renewals and announces dashboard that will show data on reenrollment,

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

Motion to approve 2023 Campership Fees \$4,815.00 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve payment of \$2,000.00 for dental implant for foster youth made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve support and payment for Annual Foster Care and Appreciation Picnic in the amount of \$500.00 made by Gary Mueller, seconded by Melissa Zelanek. All yeas, motion carried.

Joe Donovan, Plante Moran presented to the Board the 2022 Audit.

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

1. MVA CAR 2024-2025: Alan is creating a list of priorities for MVA projects. I've asked Paige to reach out to Brad Rizzo at the County to see what their CAR schedule is for future planning of projects.
 - a. Quarterly meeting held on June 28, 2023. Well attended. Discussed Pet visits when they have company. All mutually agreed and welcomed 2-day pet visits when they had company staying with them.
2. Hosted EDEN training for the Northern MCF Region on June 28, 2023. Full turn out, well received, many compliments about our facility and staff.
3. Preparing for August opening of Jordan House for 6 bed capacity. This will be for short term rehab.
4. Met with Nick Maeder, Plante Moran on 6/29 to review audit findings and new GASB rules. No significant deficiencies.
5. MDS team preparing for changes to section G and GG.
6. Budgeting for 2024 working using 113 census as a first pass.
7. MERS - Employee asked if we could check into "buying time" if this was allowable. When I investigated this, it would only be applicable to staff who have the Defined Benefit and you have to be fully vested at 10 years. Per MERS they would need a "blanket" authorization for the Board to proceed. The blanket authorization covers each incident vs. obtaining Board authorization each time an employee requests.
8. Common Angle - IT and Web Design. We will be using Common Angle to redesign our website next year. They will also be conducting a Security Audit and Wireless System Audit in August or September.
9. Contacted the County about insurance claim for the Dryer Fire last month.
10. Bed Hold resubmitted via Plante Moran for 45 beds.
11. Legislative News: Wage pass thru continuing for Long Term Care staff 2024. See attached "Michigan Legislature Passes Fiscal 2024 Budget" this now includes non-clinical staff too!

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

1. Respiratory Hygiene (COVID, Influenza, TB):
 - 0 Staff members
 - 0 ResidentsAs of this date we are in Outbreak Testing through the end of today, as long as there are no new positives.
2. Staffing:
 - Jr. Aide staffing have been hired.
 - Return of 1 retired MBMCF LPN for 24 hours / week

- Received notice from 1 full time RN that she accepted another position remotely, removed from regular schedule 7/11/23 (wants to remain contingent)
 - Contract Nurse Aide – 22 travel CNA’s currently in house
 - Working with one staff Medical and Elite Staffing Services for traveling nurse aides and nurses. Signed with Prime Time Staffing to supplement staffing.
 - Contract nurses currently in house from One Staff Medical (2) and Elite (1)
 - Sending 3 new hires and 1 Jr. Aide to the CNA Class in August.
3. Resident Census:
- 82 max
 - 81 residents today
4. Other:
- Implemented Sound Medical Telehealth 7/12/23.
 - Hosted the MCMCFC Grant project (Dementia Education) on 6/28/23.
 - Attended the National Director of Nursing Conference in Orlando as he State of Michigan President for MI NADONA at the end of June.
Circle of Excellence Award from National Association Directors of Nursing – LTC.
 - New Admission Team Process is going well.

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

1. Fire / Life Safety Issues:
- Main Laundry Dryer Fire – See attached report. Info and estimates for the insurance claim submitted to the County Clerk.
 - Maintenance Director and Assistant Supervisor will be attending a Life Safety Code update conference this month, the State of Michigan has adopted the NFPA 2012 edition codes.
2. Physical Plant / Environmental
- Replacement rooftop HVAC unit for Laundry Department is expected in late August.
 - HRU-1 A & B (3 Story Basement) Air Handler Replacement - met with Temperature Control 2 times to discuss options for removal and installation, awaiting final pricing for 2024 CAR.
 - Lots of projects are in progress or completed.
 - MVA Air Handler project is underway.
 - Met with the County Maintenance Director to review upcoming / potential capital projects at MVA, toured the complex so he could view the building condition, will be prioritizing the list and looking into cost figures next.

3. Water Management:

- Consumer Confidence Report complete, submitted to EGLE, and distributed – CCR attached.
- 2023 sampling requirements should be complete by August with the exception of monthly bacteria testing.

4. Department Update / Staffing needs:

- Department at full staff, all are well, crew are enjoying some vacations and long weekends for summer activities.
- New PM Tech and Assistant Supervisor continue to advance in their roles, Sean is in the on call and holiday rotation without a trainer.

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

1. Census: May 95.02% vs. April 95.5% YTD 2023 95.4% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for May (\$574,464.00) vs. Net Loss for April (\$83,339.00) YTD 2023 (\$1,697,975.00).
3. Cost Per Patient Day for May \$593.33 vs. April \$501.25 YTD 2023: \$541.65.
4. Accounts Receivables Balance: May \$955,214.00 vs. April \$961,780.00 (28 days).
5. Private Pay Past Due Accounts: May \$8,192.31 vs. April \$4,901.58.
6. Restricted Funds Balances: May \$712,570.67 vs. April \$712,567.18.
7. Depreciation Fund Balances: May \$271,849.74 vs. April \$306,265.93.
8. Meadow Brook Debt Retirement Balance: May \$10,261.99 vs. April \$10,259.38.
9. General Cash Balance: May \$14,151,080.36 vs. April \$14,659,501.88.
10. Contingency Fund Balance: May \$1,131,417.22 vs. April \$1,126,971.93.
11. Meadow View Apartments Report: Net Loss for May (\$6,915.42) vs. Net Loss for April (\$3,056.49) Occupancy at 100% YTD Net Loss of (\$6,915.42).
12. CPE Repayment Plan = PAID IN FULL!
13. Working on 2024 Budget – still waiting for CAR quotes and nailing down a table of available positions to have a draft budget prepared. Will be ready for August Board meeting.
14. PRF Reporting is in full swing for Period 4, this should be the last reporting that we have to complete for Provider Relief Funds received.
15. State of Michigan audit for FYE 12-31-2021 is underway. Requested materials must be provided to the auditors by August 18, 2023.
16. Private Pay Increase, Jon Lanczak released a memo July 21, 2023 stating to the MCMCF's to make sure that all pay rates are higher than the current Medicaid rate for October 1, 2023. This will help ensure that we get the maximum reimbursement for Cost Reports filed for 2022.

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

Motion to approve the June 2023 invoices and Check Register in the amount of \$868,581.03 made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve Resolution #5 of 2023 to adjust Accounts Receivable for contractual adjustments and write offs in the amount of \$43,277.87 made by Gary Mueller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve Resolution #6 of 2023 to increase the Private Pay amount from \$395.00 to \$415.00 starting October 1, 2023 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

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

Motion to adjourn the meeting at 12:10 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chair

Maureen Clore, Secretary to the Board