

08/24/2023

The August 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, August 24, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:02 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; 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 Maintenance Director; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant / Acting Secretary for Antrim County Human Services Board.

Absent: Gary Mueller, Member.

Public Comment: None.

Meeting minutes of the Regular Board Meeting 08/24/2023, motion to approve as presented by Melissa Zelenak 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 July. Balance of \$8,540.70. 2. Expenditure requests: None for this month. 3. Big change in definitions of Abuse and Neglect. These changes were made in the legislature for mandated reporting and to align better with the Child Protection Laws. Old Abuse Maltreatment Types: Physical Abuse, Mental Injury, Sexual Abuse, Sex Trafficking, and Maltreatment. New Abuse Maltreatment Types: Physical Injury, Mental Injury, Sexual Abuse, Sexual Exploitation, Labor Trafficking. Old Neglect Maltreatment Types: Physical Neglect, Medical Neglect, Failure to Protect, Threatened Harm, Abandonment, Improper Supervision. New Neglect Maltreatment Types: Physical Neglect; Placing a Child at Unreasonable Risk and Medical Neglect. 4. Child Death Review – reinstated 2 years ago. This is coming up again in September. 5. Foster Parent Appreciation Picnic – It's A Circus Out There! Saturday, September 9, 2023 at Shanahan Field 11:00 am to 2:00pm. 6. Redeterminations – leading the State in making sure these are getting done. Continues to be a work in process. 7. Adult Protective Services Team – National Conference (NAPSA) this coming week in Boston. We have two staff members attending. As a State trying to reevaluate the number of cases for a caseload. 8. In October bring our BSC-1 Team together for the first time in person. 9. Construction Project – ongoing. 10. The kids that went to the camperships had a great time!

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. Attending CMS weekly series on Emergency Preparedness requirements through August.
2. Air Quality policy being developed.
3. New agreement with American Healthcare Services Association - this company will manage all recruitment needs for contracted employees. This will save HR time!
4. Draft Budget completed for 2024.
5. Vacation 8/16-8/22.

6. Jordan House open and full. Short term rehab.
7. COVID Outbreak, currently in outbreak testing for all staff and residents. If we have no new positives after today's testing we will be back to no masks and out of Outbreak.
8. MCF's Workforce Stabilization Grant - our portion was \$149,080.00 we are looking at ways to spend this money with the best global impact for our staff.
9. End of Summer Picnic – Please join us! Wednesday, August 30<sup>th</sup> at 11:00 a.m. 😊
10. The 2<sup>nd</sup> Annual Cruisin' Pirates Car Show is September 14<sup>th</sup> at 11:00 a.m.
11. Resident Satisfaction Survey is part of one of our metrics, (if met we get a 2% add on to our Medicare Rate). We have been doing this for a number of years and normally is due by the end of September. Executive Director emailed the Administrators a reminder that surveys were due by the 15<sup>th</sup> of August. None of the Administrators saw the memo from the State. We were able to get an extension and submitted it by August 16<sup>th</sup>.
12. Participated in the Rubber Ducky Parade – great time was had by the residents.
13. PBJ Audit (Payroll Based Journaling) through this Audit 560 hours were counted that should not have been. Our penance is our Staffing on the Nursing Home Compare we will be dropped down for a period of 3 months to a 1 star for Staffing.
14. Reviewed and discussed New Proposed Union Wage Scale and Current / Old. Looked at District 2 Wage Survey results and our Wage Scales. This is built into the budget already.

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

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

As of this date we are in Outbreak Testing through the end of today, as long as there are no new positives.
2. Staffing:
  - Contract Nurse Aide – 23 travel CNA's currently in house
  - Contract Nurses – 6 currently in house
  - Signed with AHSA a company that is an umbrella for a number of staffing agencies, they will do a lot of the “leg work” that Allison currently does. They have indicated they will save us 15-35% in costs. No cost to us to sign up with them.
3. Resident Census:
  - 88 max
  - 83 residents today
4. Other:
  - Was interviewed by the Director Magazine as the Michigan Chapter of NADONA president.
  - Pharmacy issues persisting, working with Pharmacy Director and consultant pharmacist to problem solve.

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

1. Fire / Life Safety Issues:

- Life Safety Code Conference was full of good information, have several things in the works for new compliance standards.
2. Physical Plant / Environmental
- Project continue, Kitchen Ventilation project has made forward progress. Should see movement on the pole barn door project soon.
  - MVA Air Handler project is almost complete, sound deadening system has arrived and will be installing soon.
  - Repairs to the lift king scheduled for the week of 8/14 (Capital Project).
  - Will be touring the facility with Compass Communications in the next several weeks working on a plan to replace door power supply units. We are seeing the rate of failure quickly accelerating.
3. Water Management:
- All is well in this department.
4. Department Update / Staffing needs:
- Department at full staff, all are well.

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

1. Census: June 98.6% vs. May 95.02% YTD 2023 95.9% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for June (\$320,361.00) vs. Net Loss for May (\$574,464.00) YTD 2023 (\$2,017,885.00).
3. Cost Per Patient Day for June \$516.45 vs. May \$593.33 YTD 2023: \$537.32.
4. Accounts Receivables Balance: June \$953,640.00 vs. May \$955,214.00 (27 days).
5. Private Pay Past Due Accounts: June \$10,127.79 vs. May \$8,192.31.
6. Restricted Funds Balances: June \$712,574.28 vs. May \$712,570.67.
7. Depreciation Fund Balances: June \$203,045.32 vs. May \$271,849.74.
8. Meadow Brook Debt Retirement Balance: June \$10,264.52 vs. May \$10,261.99.
9. General Cash Balance: June \$13,591,925.63 vs. May \$14,151,080.36.
10. Contingency Fund Balance: June \$1,135,957.35 vs. May \$1,131,417.22.
11. Meadow View Apartments Report: June \$5,906.41 vs. Net Loss for May (\$6,915.42) Occupancy at 100% YTD \$6,510.55.
12. CAR Quotes – still waiting on vendors for Maintenance numbers.
13. PRF Reporting – still in progress, needs to be submitted by September 30, 2023.
14. State of Michigan Audit for FYE 12/31/2021 – all supporting documentation has been submitted to the auditor and they will start hopefully next week.
15. Working on a Fund Balance Policy that will align with the County's.
16. PBJ Audit – Final results came in yesterday, Meadow Brook over reported hours for Q3 2022. This was due to software issues, we have since rectified and have processes in place to ensure that the software is doing what it is supposed be. Effects star rating in the category will go down to a 1 star for 3 months.

17. QAS Reconciliation – As of 8/03/2023, Meadow Brook had an annual reconciliation take back of (\$157,065.59).
18. Working with Mark Irwin for Work Comp – appealing audit so that we can get a better premium.
19. Workforce Stabilization Grant – We were awarded \$1060 per bed, \$140,980.00 total. These funds can be used in these four areas – Recruitment, Retention, Training and Career Development. Can NOT be used in the form of bonuses. Included in grant, the MCMCFC Council has arranged for a Social Media Campaign for all of the MCF's, this is in addition to the \$140,980.00. We have from 10/01/2023 thru 9/30/2024 to use the grant.

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

Motion to approve the July 2023 invoices and Check Register in the amount of \$622,999.75 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the Meadow View Apartment June 2023 Financial report as presented made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the 2024 Meadow View Apartment Budget as presented made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Discussed notifying Meadow View Tenants of 5% rent increase at the September 27, 2023 Tenant Meeting that will be effective January 1, 2024 as well as the plan to discontinue Cable service paid through Meadow Brook at the end of current contract in April 2024. Tenants that wish to have cable services will have to do so on their own.

Motion to approve Meadow Brook MCF and Meadow View Apartment Shared Agreement commencing January 1, 2024 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

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

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Fred Harris, Chair

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Maureen Clore, Secretary to the Board