

09/28/2023

The September 2023, Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, September 28, 2023 at Meadow Brook Meguzee Hall. Fred Harris, Chairman called the meeting to order at 10:01 a.m. Those present were Fred Harris, Chairman; Melissa Zelenak, Vice-Chairman; Jenn Dusch, MDHHS Program 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.

Jenn Dusch, MDHHS Program Manager reported to the Board with updates on: 1. Financials – Expenditures for August \$1,881.45 for Camperships (\$1,575.00), Foster Youth shoes (\$200.00) and Foster Family Picnic (\$106.45). Balance of \$6,659.25 2. Expenditure requests: None for this month. 3. Foster Family Picnic went really well, great turn out, great food and beautiful weather. 4. Assistance Payments Statistics – In August 2022 there were 2,096 recipients – not a huge increase showing in August 2023 2,179 recipients. 5. PHE Update – where we stand with Redeterminations, there is still a lot of work that needs to be done but are continuing to work on it. 6. Children’s Services – things are going well. There is no hiring right now. Antrim is staffed at this time. 7. We have not received a Staffing Package yet from the State. 8. Looking at doing winter wear for the kids. Also looking at licensing a couple of Foster Homes.

Marna Robertson wanted to mention that Mancelona High School has a Iron Man Vault for kids that attend Mancelona Schools.

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. Received an email from Terry VanAlstine and Judy Parliament regarding setting up a meeting to discuss Adult Day Care. The COA would like to work with Meadow Brook and inquired about turning one of our households into Adult Day Care. At this time the two households (Antrim and Lakeshore) are under a State Bed Hold and nothing can be done and we are hoping to extend those holds for another year. We would have to de-license and de-certify and it is not adventagious for Meadow Brook to do this right now. Marna is open to discuss and brainstorm.
2. Scout’s House - We have a National superstar and a new PR Manager for Scout! Just to name a few names of the media coverage:

*Detroit Free Press*

*Washington Post*

*USA Today*

*LA Times*

<i>Inside Edition</i>	<i>9 &amp; 10 News</i>	<i>AP Press</i>	<i>NewsNation</i>
<i>New York Post</i>	<i>NPR</i>	<i>iHeartDogs</i>	<i>MSN</i>
<i>Dogington Post</i>	<i>TikTok</i>	<i>McKnight's LTC</i>	<i>Traverse Magazine</i>
<i>Animal Kind</i>	<i>You Tube</i>	<i>GeoBeats Animals</i>	<i>CBS News</i>
<i>The Drew Barrymore Show</i>			

3. The 2nd Annual Cruisin Pirates Car Show - Wow! Great day for the residents. Over 40 classic cars were on display. Thanks to Jim and Rhonda for bringing this wonderful group of people into our Meadow Brook fold.
4. Activities - Singing groups, End of year picnic with families, Bible studies, Fishing wrap up. Planning Halloween Open House and Thanksgiving Turkeys. Resident life is moving towards normal.
5. Cheryl and Marna are meeting with Sound Physician group on 9/20/23 to discuss provider changes for next year. Dr. Viall is retiring later in 2024.
6. CMS is taking comments on mandating minimum staffing requirements for LTC.
7. QAPI meeting 9/13. Preparing to meet requirements for Emergency Preparedness full scale drill in March. We are working with Superior Health QIO.
8. Interviews for Staff Scheduler position are completed. We are extending an offer to an external candidate.
9. Preparing for October Union negotiations at the facility and open enrollment.
10. Received notice from 2 former employees legal counsel who are suing Meadow Brook for violation of religious rights for not getting vaccinated per CMS mandate in January, 2021.
11. County has been notified and MMRA legal counsel is handling this. We have been in contact and are gathering documentation.
12. Volunteering and assisting at the EMS BBQ on September 20<sup>th</sup> – out of the office that afternoon.
13. Attending the NMCAA board meeting in TC on September 21st.

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

1. Respiratory Hygiene (COVID, Influenza, TB):
  - 2 Staff members
  - 2 Residents
  - Influenza vaccines for residents on 10/01/23 and then staff in house vaccination.
  - COVID 19 Booster – working on dates for administering – residents will receive first. Working on staff administration of booster (cost is an issue \$130.00 each). Billing and Infection Control working together for possible solutions.
2. Staffing:
  - Contract Nurse Aide – 16 travel CNA's currently in house
  - Contract Nurses – 8 currently in house
  - Working with AHSA (a company that is an umbrella for a number of staffing agencies)
    - Having some issue with the conversion over to the AHSA management system with One Staff in particular.
3. Resident Census:
  - 88 max
  - 84 residents today
4. Other:

- Was interviewed by the Director Magazine as the Michigan Chapter of NADONA president.

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

1. Fire / Life Safety Issues: Working with Summit Fire to repair deficiencies found with the barn sprinkler system, one major hurdle is access to the heads at the roof peak height.
2. Physical Plant / Environmental: Kitchen Ventilation project has made forward progress. Interior work is done, waiting for the rooftop fans to arrive. Requested timeline update from contractor. MVA Air Handler project is almost complete. Progress has stalled, requested another meeting to shore up timelines now that we are seeing big temperature swings day to night. Repairs to the lift king scheduled for the week of 8/14/23 (Capital Project), contractor missed the scheduled appointment 1 month ago, still waiting on the reschedule info, last call to contractor was 9/15/23. 9/5/23 Flash Flood Recovery, a work in progress.
3. Water Management: Lead and Copper sampling was completed on Monday 9/11/23, this should conclude 2023's requirements.
4. Department Update / Staffing needs: PM tech left unexpectedly on 8/18, hired from in house. Ryan Hunt is expected to transfer in October.

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

1. Census: July 97.6% vs. June 98.6% YTD 2023 96.2% and Budgeted at 100%.
2. Net Loss/Gain: Net Loss for July (\$331,244.00) vs. Net Loss for June (\$320,361.00) YTD 2023 (\$2,443,196.00).
3. Cost Per Patient Day for July \$548.30 vs. June \$516.45 YTD 2023: \$639.12.
4. Accounts Receivables Balance: July \$968,674.00 vs. June \$953,640.00 (28 days).
5. Private Pay Past Due Accounts: July \$20,015.00 vs. June \$10,127.79.
6. Restricted Funds Balances: July \$712,577.78 vs. June \$712,574.28.
7. Depreciation Fund Balances: July \$198,803.48 vs. June \$203,045.32.
8. Meadow Brook Debt Retirement Balance: July \$10,267.14 vs. June \$10,264.52.
9. General Cash Balance: July \$13,315,545.23 vs. June \$13,591,925.63.
10. Contingency Fund Balance: July \$1,140,712.16 vs. June \$1,135,957.35.
11. Meadow View Apartments Report: July \$4,848.13 vs. June \$5,906.41 Occupancy at 100% YTD (\$30,172.64).
12. PRF Reporting – this has been completed as of September 25, 2023.
13. State of Michigan Audit for FYE 12/31/2021 has been completed. Nothing significant. Offset expenses based on the COVID Relief Funds we received that year.
14. Working with Mark Irwin for Work Comp – I have sent in all of the paperwork for the appeal. Mark is working on the next steps.
15. As of 10/01/2023, we are able to start billing for the Workforce Stabilization Grant. We are still in the planning stages and won't be billing for some time yet.
16. Medicaid Rate – We received our Medicaid Rate 9/01/2023. The rate has significantly increased from \$368.87 to \$414.09. Due to the VCL (Variable Cost Limit) increasing

much higher than Plante Moran was anticipating at 17% when they were anticipating 10% to be conservative.

17. Due to the COVID-19 Pandemic, MDHHS filed a SPA that increased Medicaid rates effective 10/1/2021 and 10/1/2022, by 2.5% from the effective date 10/01/20, which was based on pre-pandemic costs. These will be cost settled into the final cost reports for 2022 and 2023 respectively. Without truly knowing our Medicaid rate, we and many other facilities were billing at a private pay rate that was too low, thus resulting in a reduction to our settlement applicable to the periods listed above. To mitigate issues with “reimbursement over cost” that was listed on our initial settlements, the MCMCFC council approached the State to ask if MCF’s can use a rebill waiver to rebill claims from dates 10/01/2021 to 12/31/2022. This will increase our settlements. The waiver has been requested and I am still waiting for approval or denial from MDHHS. Plante Moran and MCMCFC Council is guiding us through this process.

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

Motion to approve the August 2023 invoices and Check Register in the amount of \$740,022.49 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve emergency CAR #18 for repairing flood damaged from the upper pond made by Fred Harris, seconded by Melissa Zelenak.

Motion to approve the addition of CAR #19, purchase of RLDatix, for procedure and policy software. This will in house all of our current policy and procedures, all will have the same format and will be accessible to all employee and will help with survey and producing policies and procedures quicker for \$8,500.00 made by Fred Harris, seconded by Melissa Zelenak. All yeas, motion carried.

Motion to approve the Fund Balance Policy that aligns with Antrim County’s Policy, made by Fred Harris, seconded by Melissa Zelenak.

Motion to approve Resolution #7 to give the Administrator the Authority to direct the transfer of funds based on the schedule of principal and interest requirements on a calendar year basis associated with the \$9,732,340.00 General Obligation Limited Tax Bond – Series 2020 made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve the Meadow View Apartment July 2023 Financial report as presented made by Fred Harris, seconded by Melissa Zelenak. 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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Rhonda Tomczak, Acting Secretary to the Board