

01/22/2026

January 2026 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, January 22, 2026, at Meadow Brook Meguzee Hall. Those present were Fred Harris, Chairman called the meeting to order at 10:01 a.m. Gary Muller, Member; Maureen Clore, MDHHS Director; Cheryl Patton, Meadow Brook Director of Nursing; Alan Shumaker, Meadow Brook Director of Maintenance; Ben McGuire, Meadow Brook Systems Administrator; Paige Windish, Meadow Brook Finance Director; Teresa Potter, Meadow Brook Risk Assessment Coordinator; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Attended via phone conference: Melissa Zelenak, Vice-Chair.

Public Comment: None.

Meeting minutes of the Regular Board Meeting on 12/18/2025, motion to approve as presented by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Maureen Clore, MDHHS Director, presented to the Board with updates on 1. Financial Report: December expenditures totaled \$1,246.80, leaving a balance of \$221.70. Approved \$900.00 in gift cards were utilized to assist families during multiple emergency situations in Antrim County between Christmas and New Year's. Fourth-quarter Board pay was submitted for final 2025 payment, and a request for an additional \$5,000 from the County will be submitted. 2. MCSSA Update: MCSSA's lobbying contract with The Frederick Group may go out to bid. The Board agreed to revisit dues and representation if this occurs. Capital Affairs was discussed as a potential alternative. MCSSA holds the lobbying contract on behalf of member agencies. 3. Legislative Update: House Bill 4530 was highlighted, which would require Community Mental Health agencies to provide mental health records timelier for CPS cases. The Board expressed strong support. 4. Children's Services: Staffing challenges continued in the first quarter, with Antrim County supporting neighboring counties due to shortages. One vacancy remains in Emmet County, with progress toward full staffing. Multiple senior-level departures within the Children's Services Administration were reported, representing a significant loss of institutional knowledge. 5. ICWA Compliance: Ongoing efforts are focused on improving compliance with ICWA notification requirements through training and strengthened tribal collaboration, including with the Little Traverse Bay Bands. 6. Assistance Programs: A decrease in assistance recipients was noted, with further declines anticipated due to policy changes. Medicaid eligibility changes remain under federal review. The state food assistance payment error rate exceeds federal thresholds; overtime was utilized locally to support timely processing. 7. Staffing Update: Two vacancies remain, with new hires expected in early and mid-February, which would return the unit to full staffing. 8. Adult Services: The department is participating in a federal Rural Health Initiative, seeking funding for generators and emergency kits for home health clients who rely on electricity for medical needs. Staff expressed strong interest in the initiative.

Motion to approve December Financials as presented by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Paige Windish, Meadow Brook Finance Director, reviewed with the Board the October 2025 Financial Reports:

1. Census: October 98.5% vs. September 96.3% YTD 2025 94.5% and Budgeted 90%.
2. Net Loss/Gain: October Net Loss (\$6,886.00) vs. September \$1,054,959.00 YTD 2025 \$183,675.00
3. Cost Per Patient Day for October \$599.18 vs. September \$589.50 YTD 2025: \$601.29.
4. Accounts Receivables Balance: October \$1,665,847.00 vs. September \$1,763,212.00 (31 days).
5. Private Pay Past Due Accounts: October \$26,933.00 vs. September \$46,444.00.
6. Restricted Funds Balances: October \$806,663.16 vs. September \$806,614.70.
7. Depreciation Fund Balances: October \$160,182.38 vs. September \$159,867.29.
8. Meadow Brook Debt Retirement Balance: October \$11,336.32 vs. September \$11,328.18.
9. General Cash Balance: October \$18,308,083.95 vs. September \$18,540,711.90.
10. Contingency Fund Balance: October \$891,532.94 vs. September \$887,429.91.
11. Bond Debt Retirement Fund Balance: October \$838,772.50 vs. September \$838,772.50.
12. Meadow View Apartments Report: October Net Loss (\$10,701.54) vs. September \$6,508.68 Occupancy at 91% YTD Net Loss (\$20,717.10).

Paige Windish, Meadow Brook Finance Director, reviewed with the Board the November 2025 Financial Reports:

1. Census: November 98% vs. October 98.5% YTD 2025 95.1% and Budgeted 90%.
2. Net Loss/Gain: November \$65,400.00 vs. October Net Loss (\$6,886.00) YTD 2025 \$249,076.00
3. Cost Per Patient Day for November \$572.52 vs. October \$599.18 YTD 2025: \$598.50.
4. Accounts Receivables Balance: November \$1,761,700.00 vs. October \$1,665,847.00 (33 days).
5. Private Pay Past Due Accounts: November \$31,221.00 vs. October \$26,933.00.
6. Restricted Funds Balances: November \$806,665.51 vs. October \$806,663.16.
7. Depreciation Fund Balances: November \$160,450.26 vs. October \$160,182.38.
8. Meadow Brook Debt Retirement Balance: November \$11,343.78 vs. October \$11,336.32.
9. General Cash Balance: November \$18,012,372.87 vs. October \$18,308,083.95.
10. Contingency Fund Balance: November \$895,679.83 vs. October \$891,532.94.
11. Bond Debt Retirement Fund Balance: November \$838,772.50 vs. October \$838,772.50.
12. Meadow View Apartments Report: November Net Loss (\$4,100.14) vs. October Net Loss (\$10,701.54) Occupancy at 95% YTD Net Loss (\$24,817.24).
13. Working on end of year processes – W2's and 1099's.
14. Working on UKG Scheduler, Leave Module and Face Recognition timeclocks.
15. Working on Nectar – Employee Recognition Program.
16. State of Michigan Audit is done – exit meeting is next Tuesday.
17. Work Comp Audit coming up.

Motion to approve the October 2025 Financial Report made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the November 2025 Invoices and Check Register for the total amount paid \$1,100,395.10 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the November 2025 Financial Report made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the December 2025 Invoices and Check Register for the total amount paid \$1,091,131.87 made by Fred Harris, seconded by Gary Muller.

Motion to approve Resolution #1 of 2026 to adjust accounts receivable for contractual adjustments for Quarter 4 of 2025 in the amount of \$15,629.51 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Resolution #2 of 2026 for the transfer of \$810,000.00 to the funded depreciation account for Capital Appropriation Projects for 2026 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the October 2025 Meadow View Apartment Financial Report as presented made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve the November 2025 Meadow View Apartment Financial Report as presented made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

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

1. Currently there are 3 Staff COVID positives and 4 Resident COVID positives.
2. Staffing: Utilization of travel C.N. A's and Nurses continues due to staffing challenges. Nurses 36% and C.N.A. 46%
3. Resident Census is currently at 107.
4. Resident Care: Educational training of resident care, falls and lift use is our primary focus. Struggling with documentation of cares, team approach on households. Education of direct observation and real policy and process.
5. Equipment: Beds are on order.
6. Facility Reported Incidents: 3 outstanding FRI's. 1 new allegation of abuse reported on 1/18/26, not substantiated by the facility.

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

1. Physical Plant / Environmental:
 - Camera System Upgrade – Settling in to using the new system, still tweaking some configuration settings to get the best performance.
 - Life Safety Inspection – Still waiting for approvals on the HFES permitting.
 - Awaiting the State Elevator Inspector for all three cars on campus.
 - Product demo and Q & A scheduled with the door access control manufacturer.
 - Kicking off the 2026 Capital Projects year.
2. Water Management:
 - Awaiting the 2026 testing schedule, many 3-year samples are due so we are expecting a heavy testing year.

- Everything else is well.
- 3. Department Update:
 - Back to full staff, the person on medical leave has returned all are well.
 - Still working with vendors for 2026 CAR projects.

Motion to enter Closed Session at 11:17 a.m. to discuss update on litigation made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to reconvene to Open Session at 11:58 a.m. was 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. Settlement has been reached in the ongoing lawsuit. 2. Engaged with Nectar – Employee Recognition Program will be launching February 2nd. 2. Simple MDS and PBJ analytic software will also be launched this month, which is designed to improve reimbursement processes and star rating analysis. 3. Finance Department is working up for another round of auditing, Plante Moran has reached out earlier than usual. 4. Facility Annual Risk Assessment – Board was provided an electronic copy for compliance. 5. Meadow View Apartments – Rent increases went into effect January 1, 2026. The Board was updated on recent Tenant visitor incident on 1.09.26. Visitor was removed from the property by the Antrim County Sheriff's Department. Submitted No Trespass after warrant but the visitor had already been released. We are looking at changing the Visitor Policy from 14 days to 7 days. 6. Emergency Preparedness – In the process of developing an ICE Protocol emphasizing legal distinctions, and staff training. 7. Supply Chain Disruptions – making preparations for emergency preparedness. 8. UKG Scheduler Program – working on getting fully integrated into one system. 9. Recruitment and Retention – Team has been working on extending and restructuring of the orientation process for new C.N.A.'s including a 90-day phased approach and regular check-ins to improve retention.

Motion to adjourn at 12:14 p.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board