

03/26/2026

March 2026 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, March 26, 2026, at Meadow Brook Meguzee Hall. Those present were Fred Harris, Chairman called the meeting to order at 10:02 a.m. Melissa Zelenak, Vice Chair; Gary Muller, Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; 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; Cheryl Patton, Meadow Brook Director of Nursing; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: None.

Meeting minutes of the Regular Board Meeting on 2/26/2026, motion to approve as presented by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Maureen Clore, MDHHS Director reported with updates on 1. Clarification on Driver's Education Funding Sources: Discussion regarding multiple funding sources available for Driver's Education. Michigan offers a state-level, needs based grant intended to help low-income families offset the \$500-\$800 cost of Segment 1 and 2 licensing. In addition, the Board previously approved three students to participate in Drivers Ed. The Board agreed to collectively cap the amount of assistance to \$1,800.00. 2. Financial Report: February expenditure totaled \$1,800.00 for Drivers Education. 3. Free naloxone kits: Maureen reported that she recently ordered an additional 72 resource kits to be distributed across local offices due to continued high demand. These kits have proven to be a valuable resource for individuals and families affected by substance use, and utilization has been strong. 4. Women's Resource Center of Northern Michigan (WRCNM) is hosting an upcoming event in Petoskey featuring two speakers, including an advocate highlighted in the film *Stalking Samantha* and a survivor connected to the Larry Nassar case. Board members were encouraged to attend if interested. 5. Hosting BSC1 Leadership t leadership from Michigan Department of Health and Human Services, including the Director of Children's Services and the Director of Economic Stability, along with additional staff, will be visiting the Emmet County office on May 1, 2026. 6. Hosting the statewide Directors and Leaders in May at Boyne Mountain. 7. Technology Updates to improve efficiency in assistance payments. 8. Adult Services staff rose to the occasion during the recent ice storm, working diligently to ensure that residents in the counties hardest hit had access to food and were safe. Their efforts helped maintain continuity of services and address urgent needs during hazardous conditions.

Motion to approve February Financials as presented by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to approve capping the Drivers Education Assistance to \$1,800.00 total made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Motion to move into closed session Under Section 8 H of the Michigan Open Meetings Act to consider the contents of a legal opinion made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to move back into open session made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the Wind Down Agreement and Separation Agreement for Cheryl Patton, made by Melissa Zelenak, seconded by Gary Muller. All yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. Severe Weather: Staff successfully navigated a period of severe weather, demonstrating exceptional dedication by reporting to work and ensuring continuity of care for residents. Leadership expressed pride in the team's response and confirmed that staff who were able to work during the storm were compensated at double time in recognition of the difficult conditions and staffing shortages. Employees who were unable to report to work or arrived late due to weather conditions were not penalized; no tardies were recorded, and absence days were excused. 2. Scheduling Update: After several months of continued efforts by staff to integrate a new scheduling platform with UKG, it was determined that the integration was not progressing successfully. Despite diligent and sustained attempts, the decision was made to discontinue further integration work at this time and continue utilizing OnShift as the scheduling system. UKG agreed to refund \$7,350.00 that was paid for training. 3. Employee Service Awards was held on March 19, 2026. The Board was given a list of honorees in acknowledgment of their long-term commitment and contributions to the organization. 4. Meadow View Apartments Update: An update was provided regarding a recent bed bug incident involving a different individual than prior occurrences. The issue was identified promptly and addressed immediately by Housekeeping and Laundry, with appropriate treatment measures completed. Staff responded quickly and followed established protocols to ensure the situation was contained and resident safety was maintained. Ongoing monitoring is in place, and no further issues have been identified at this time. 5. Early Bond Payoff Update: There was brief discussion regarding a refinancing issue, which appears to have been related to updated or recalibrated contract terms. It was noted that revised language in the agreement includes restrictions on early payoff, likely tied to the refinancing schedule and associated terms. The issue was reviewed, clarification was provided, and it was confirmed that the matter is understood and no further action is needed at this time.

Teressa Potter, Meadow Brook Risk Management provided an update on: 1. Person-Centered Care (Action Pact) Update: We have re-engaged with Action Pact to support the transition back to a household-based model of care. LaVrene Norton from Action Pact conducted a two-day onsite visit on March 2–3, meeting with each household team to focus on building stronger “family” units within households. During these sessions, teams identified their needs and discussed strategies for improved support moving forward. A common theme identified across households was the need for additional staff conflict resolution support. To address this need, plans are underway to offer Zoom-based training sessions that will allow both onsite and off-duty staff to participate, ensuring broader accessibility and engagement. Additionally, Meghan Hahnn, a colleague of Ms. Norton, will be onsite April 8–9 to conduct two days of Person-Centered Care training for staff who were not previously eligible or had not yet received this training due to their length of employment. This will help reinforce consistent care practices across households.

Leadership development efforts are ongoing:

- Two nurses will attend a Nurse Leadership Training in Virginia in early May.
- Additional leadership staff will attend Choreography of Change training, which focuses on transitioning organizations from institutional models back to household-centered care.

The Steering Committee continues to meet bi-weekly and is functioning well. The meeting structure was recently adjusted to allow staff volunteers to lead meetings, rather than management leading all sessions. This change has been successful and has helped increase staff engagement and ownership in the change process.

2. Quality Measures & CMS Star Rating Update: An update was provided on the CMS Five-Star Quality Rating System, which is the federal standard used to evaluate nursing homes. The overall star rating is based on health inspections, staffing levels, and quality measures. The facility's overall star rating has decreased to a 2-star rating, with the long-term goal remaining to achieve a 5-star rating. The most significant impact to the rating resulted from the most recent health inspection, which included a G-level citation related to a substantiated resident abuse allegation. Health inspection results account for approximately 60–75% of the overall star rating, and this citation will remain reflected in the rating until the next annual survey, as required by CMS.

Additional impacts to the star rating included:

- A PBJ (Payroll-Based Journal) reporting error, which negatively affected the staffing component.
- A decline in quality measure scores, which also contributed to the overall rating decrease.

It was noted that without the health inspection citation, the facility's rating would likely be closer to a 4-star level. Leadership acknowledged the complexity of the cited case and confirmed that appropriate actions were taken. Efforts are ongoing to address contributing factors and improve performance across all rating categories.

Cheryl Patton, Meadow Brook Director of Nursing reported on the Nursing Department Report with updates on:

1. Currently there is 0 Staff COVID positives and 0 Resident COVID positives.
2. Staffing efforts continue to focus on reducing reliance on agency personnel:
A staffing retention subcommittee has been formed to better monitor and cap the use of travel CNAs and Nurses. Day-shift travel nurse contracts are being allowed to expire, with only one renewal currently planned. Efforts are ongoing to reduce reliance on travel nurses for night shift coverage. Recruitment updates included: Hired 3 certified nurse aides.
C.N.A. Orientation improvements – A revised orientation process has been implemented for newly hired C.N.A.'s particularly those coming fresh out of the class. Retention and Recruitment team identified that prior expectations may have been too advanced for newly certified staff and have adjusted onboarding to better support successful retention.
3. Resident Census is currently at 104.
4. Nutrition and Weight Monitoring - Nutrition and food intake monitoring practices were reviewed: Food acceptance and intake tracking is conducted for residents during new admissions, following significant medication changes, or when clinically indicated (e.g., weight loss). Monitoring typically occurs over seven-day periods, rather than continuously. Documentation is now completed electronically, improving accessibility and reducing paper tracking and scanning requirements.
5. Focusing on staff breaks and time off floor, struggling with implementation of new orientation process for new C.N.A.

6. New pharmacy is going well, some issues with delivery secondary to extreme weather events.
7. Facility Reported Incidents: 3 outstanding FRI's.

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

1. Physical Plant / Environmental:
 - Life Safety Inspection – Final approvals received. POC is closed.
 - State Elevator Inspector arrived, all three cars passed and licenses were received.
 - Door Access Project – Controllers have arrived, wiring installation is next.
 - Daiken failures and breakdowns (3-story) – All systems are back online. Received new box compressors that were bad, replaced on warranty.
 - Working with Safety and Security Lighting LLC, a subsidiary partner of Consumers Energy to replace the balance of fluorescent lighting in both buildings on a no cost incentive program, more details to come.
 - Groundwork and layout in progress for the new door access control system, anticipating the infrastructure installation to begin mid-March.
 - Daiken failures and breakdowns in the three story. Looking at alternative options for the Daiken system.
2. Water Management:
 - 2026 Monitoring Schedule has arrived; we have a heavy testing year as anticipated (many 3-year samples).
 - Cross connection report data submitted.
3. MVA:
 - Elevator Project – Looking at end of September / October start date.
 - Fire Alarm communication issues – resolved, new cellular dialer system installed.
 - A/C Unit Replacements – Looking at replacing 16 units at \$600.00 per unit.
4. Department Update:
 - Full staff, all are well.

Paige Windish, Meadow Brook Finance Director, reviewed with the Board the January 2026 Financial Reports:

1. Census: January 92.8% vs. December 98.9% YTD 2026 100% and Budgeted 90%.
2. Net Loss/Gain: January Net Loss (\$146,810.00) vs. December Net Loss (\$87,319.00) YTD 2026 \$161,064.00
3. Cost Per Patient Day for January \$636.39 vs. December \$649.89 YTD 2026: \$636.39.
4. Accounts Receivables Balance: January \$1,714,967.00 vs. December \$1,792,451.00 (31 days).
5. Private Pay Past Due Accounts: January \$38,310.42 vs. December \$54,792.00.
6. Restricted Funds Balances: January \$814,909.40 vs. December \$814,626.79.
7. Depreciation Fund Balances: January \$811,580.95 vs. December \$1,239.94.
8. Meadow Brook Debt Retirement Balance: January \$11,358.41 vs. December \$11,351.16.
9. General Cash Balance: January \$18,390,840.81 vs. December \$18,139,380.96.
10. Contingency Fund Balance: January \$903,800.95 vs. December \$900,552.02.
11. Bond Debt Retirement Fund Balance: January \$838,772.50 vs. December \$838,772.50.
12. Meadow View Apartments Report: January Net Loss (\$1,606.02) vs. December \$877.26 Occupancy at 100% YTD Net Loss (\$1,606.02).

13. All cost report materials have been submitted to Plante Moran.
14. Financial Audit for 2025 is in progress as of March 23, 2026.
15. We have hired for the Accounts Receivable position, Courtney Oppermann. She will be starting in the first week of May and will be working closely with Alysa.
16. CPE Reconciliation – we received notice on 3/20/26 of financial reconciliations for fiscal years 2021, 2022 and 2023 for a total of \$2,608,303.53. We are asking for a payment plan over the span of five months of \$521,660.71 per month.
17. QAS Reconciliation – We will receive \$152,312.00.
18. Medicaid Final Settlements for 2022 and 2023 – The state will take back \$7,566.00 and \$21,755.00 respectively.

Motion to approve the January 2026 Financial Report made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the February 2026 Invoices and Check Register for the total amount paid \$1,245,040.68 made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve CAR #9 of 2026 for Nursing for new vital poles in the amount of \$22,000.00. New poles are needed as the last set are breaking and new parts cannot be obtained. Motion made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to approve CAR #10 of 2026 for Nursing for bladder scanners in the amount of \$27,000.00. Bladder Scanner is currently at least 9 years old. We would like to upgrade to a handheld option and one for each floor, motion made by Fred Harris, seconded by Gary Muller. All yeas, motion carried.

Motion to approve the January 2026 Meadow View Apartment Financial Report as presented made by Gary Muller, seconded by Fred Harris, all yeas, motion carried.

Motion to adjourn at 12:26 p.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board