

04/23/2026

April 2026 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, April 23, 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; 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; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: None.

Meeting minutes of the Regular Board Meeting on 3/26/2026, motion to approve as presented by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Meeting minutes of the Closed Session Board Meeting on 3/26/2026, motion to approve as presented by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Melissa Zelenak made a motion to move the May 28th regular Board Meeting to Wednesday, May 27th, seconded by Fred Harris, all yeas motion carried.

Maureen Clore, MDHHS Director reported with updates on 1 The Board previously approved \$1,800.00 for Driver's Education. One participant withdrew, reducing the total used to \$1,200.00 and allowing one additional youth to enroll in Driver's Ed this year. 2. Funding Request - A request was made for \$1,150 in campership funding, including: (3) Three youths to attend Camp Hayo-Went-Ha at \$325.00 each and (2) two youths to attend Pleasant Valley overnight camp at \$550 total. Additional request for up to \$100.00 to purchase in-home cameras for an adult individual with significant mobility limitations and a high fall risk. The cameras would be used by a family member to monitor safety when briefly away from the home, supporting the individual's ability to remain safely in place. 2. Department Updates - Adult Services remain staffed by one worker who is performing well. Staff are also mentoring two workers from Traverse County in addition to their regular CPS responsibilities. 3. The teaming model has recently gone live, resulting in foster care and ongoing CPS workers carrying mixed caseloads, which is expected to present challenges during the transition. Efforts are underway to further communicate these changes with the courts to address ongoing questions. 4. Collaboration with the Prosecutor's Office remains strong, with a dedicated assistant prosecutor now assigned to work consistently with the department. 5. There are currently two vacancies in Child Welfare positions in Charlevoix and Emmet Counties, creating additional strain as the Antrim team provides support to cover those areas. 6. A regional Quality Improvement initiative has been implemented across BSC to strengthen protocols for identifying Native American children, ensuring compliance with notification requirements and active efforts standards. Early results show improvement, which is particularly important given ongoing collaboration with the local tribe. Collaboration with tribal partners has been positive, with strong communication and coordination in child welfare cases. 7. Economic Stability Services reported improved performance, with March data showing a historically low number of overdue tasks (fewer than 500), reflecting increased accountability, efficiency, and staff performance, along with support

across geographic service groups. 8. The department reported an increase in the error rate to 11.1%, with acknowledgement that the target of 6% will not be met this fiscal year. Efforts are underway to reduce the rate below 6% next fiscal year to avoid federal penalties, supported by new leadership and process improvements. 9. Anticipated changes to Medicaid work requirements may increase renewal frequency and processing demands, potentially impacting clients and creating additional workload. Advocacy is ongoing to expand the definition of “medically frail” to protect vulnerable individuals from losing coverage. 10. Adult Protective Services (APS) continues to make progress, including implementation of innovation and technology upgrades; however, new staffing challenges have emerged. 11. Emergency Response Planning has been strengthened following recent ice storms and flooding to ensure continued support and safety for program participants. 12. MCSSA Update – Maureen plans to attend the upcoming conference expressing positive feedback on MCSSA leadership, highlighting increased transparency, stronger advocacy, and improved communication supporting local offices.

Motion to approve March Financials as presented by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve Campership Funding in the amount of \$1,150.00 for (3) youths to attend Camp Hayo-Went-Ha and (2) youths to attend Pleasant Valley overnight camp made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve up to \$100 for the purchase of in-home safety cameras for an adult individual with significant mobility limitations and a high fall risk, to allow for remote monitoring by a family member and support the individual’s ability to remain safely in his home made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. Emergency Preparedness - The department engaged in evacuation planning as a proactive exercise, identifying areas for improvement and updating protocols. Outreach has been initiated to local partners, including school districts and a moving company, to strengthen evacuation agreements and logistics. A new Shelter-in-Place Policy has been developed to address situations such as facility or sewage issues, allowing operations to continue safely when evacuation is not required. 2. Succession Planning - Continued progress on administrative operations, including collaboration with Tressa on succession planning and daily operations. Legal counsel has been consulted, and a closed session is anticipated at the next meeting to review and discuss Tressa’s contract. As part of succession planning, a position has been posted to prepare for anticipated staffing transitions. Initial interest has been received, including a strong internal candidate, with interviews to follow. 3. Attended District II Meeting at the Grand Traverse Pavilions on 4/14; Meadow Brook Foundation met on 4/15 and also attended the NCMAA Board Meeting on 4/16. 4. Annual Report was sent to the County for the May Board Meeting. 5. Annual Kid’s Fish Day this Saturday, 4/25.

Marna Robertson, Meadow Brook Administrator reported for Cheryl Patton, Meadow Brook Director of Nursing with updates on the Nursing Department:

1. Currently there is 0 Staff COVID positives and 0 Resident COVID positives.
2. Staffing updates included an upcoming CNA class in May 2026 with three participants enrolled, two of whom are current employees, and an internal posting for a unit clerk position with potential external recruitment if needed.
3. The current census was reported at approximately 105, with a maximum capacity of 113.
4. Quality and resident care initiatives include ensuring proper care planning for resident alarms and addressing dining assistance needs for residents on specialized diets per speech therapy recommendations.
5. Ongoing Efforts are ongoing to improve staff coverage and minimize disruptions caused by agency staff. To increase accountability and reduce administrative burden, a time clock system is being implemented for agency staff to replace manual timesheets.
6. 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:
 - Door Access Project – Wiring in progress.
 - Daiken failures and breakdowns (3-story) – The invoices have arrived.
 - 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 – still in progress with the qualification process.
 - ADA curb approaches and truncated dome panels replaced in the visitor parking area.
 - Kid's Fish Day prep in full swing.
 - Spring Clean Up in full swing.
 - Laundry Water Heater project is in motion. Water Heaters and pumps are here. The tanks ship the first week of May.
 - Flooding – We survived, now we fix things!
2. Water Management:
 - Received an EGLE violation for failure to report results of Coliform Bacteria testing. Plan of correction in place and being monitored.
3. MVA:
 - Fire Alarm communication issues – resolved, no other issues have been noted.
 - ADA curb approach and truncated dome panels replaced.
4. Department Update:
 - Full staff, all are well.

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

1. Census: February 93.9% vs. January 92.8% YTD 2026 97% and Budgeted 90%.
2. Net Loss/Gain: February Net Loss (\$12,768.00) vs. January Net Loss (\$146,810.00) YTD 2026 \$169,497.00.
3. Cost Per Patient Day for February \$604.82 vs. January \$636.39 YTD 2026: \$621.37.
4. Accounts Receivables Balance: February \$1,720,493.00 vs. January \$1,714,967.00 (31 days).

5. Private Pay Past Due Accounts: February \$47,264.42 vs. January \$38,310.42.
6. Restricted Funds Balances: February \$814,911.33 vs. January \$814,909.40.
7. Depreciation Fund Balances: February \$812,938.18 vs. January \$811,580.95.
8. Meadow Brook Debt Retirement Balance: February \$11,364.94 vs. January \$11,358.41.
9. General Cash Balance: February \$18,917,862.74 vs. January \$18,390,840.81.
10. Contingency Fund Balance: February \$907,750.31 vs. January \$903,800.95.
11. Bond Debt Retirement Fund Balance: February \$838,772.50 vs. January \$838,772.50.
12. Meadow View Apartments Report: February Net Loss (\$2,165.50) vs. January Net Loss (\$1,606.02) Occupancy at 100% YTD Net Loss (\$3,771.52).
13. All materials have been provided to Plante Moran for Finance Audit.
14. Courtney Oppermann will be starting in Accounts Receivable as of May 7th.
15. We are in the process of updating processes in the business office that lean more into our technology and eliminating paper.
16. Paige will begin working on budgets once March 2026 gets posted.

Motion to approve the February 2026 Financial Report made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the March 2026 Invoices and Check Register for the total amount paid \$855,367.34 made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve CAR #11 of 2026 for Emergency CAR to replace the laundry water heaters due to the manufacturer discontinuing parts support for the currently installed model not to exceed \$90,000.00. One water heater is down as of now and another that has been problematic, the new design will replace the current set up with 6 tankless heaters. Motion made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve CAR #12 of 2026 for Emergency CAR to replace refrigeration line insulation. This will help improve maintaining temperature in lines for the heating and cooling of the tower. Motion made by Melissa Zelenak, seconded by Fred Harris. All yeas, motion carried.

Motion to approve adding Teresa Potter to Visa Credit Card ending in 8298 made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve starting the process to add Teresa Potter to the following bank accounts:

(Alden State Bank)

Payroll Account ending in 1086

Accounts Payable ending in 9478

Resident Council ending in 4807

Meadow View Apartments ending in 7016

(Huntington Bank)

Resident Trust ending in 4906

Restricted Account ending in 5587

Motion made by Melissa Zelenak, seconded by Fred Harris, all yeas, motion carried.

Motion to approve the February 2026 Meadow View Apartment Financials as presented made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to adjourn at 11:46 a.m. made by Fred Harris, seconded by Melissa Zelenak, all yeas, motion carried.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board