

05/27/2026

May 2026 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, May 27, 2026, at Meadow Brook Meguzee Hall. Those present were Fred Harris, Chairman called the meeting to order at 10:02 a.m. Gary Mueller, Board Member; Maureen Clore, MDHHS Director; Bill Hefferan, Antrim County Commissioner Liaison; Alan Shumaker, Meadow Brook Director of Maintenance; Paige Windish, Meadow Brook Finance Director; Cheryl Patton, Meadow Brook Director of Nursing; Teresa Potter, RN, Meadow Brook Risk Management; Marna Robertson, Meadow Brook Administrator and Rhonda Tomczak, Meadow Brook Administrative Assistant.

Public Comment: None.

Guests Present via Teams: DeAndre' Harris and Abigail Cote, Legal Counsel Warner Norcross and Judd, LLP.

Meeting minutes of the Regular Board Meeting on 4/23/2026, motion to approve as presented by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Maureen Clore, MDHHS Director reported with updates on 1. Funding request – a request was made for \$755.00 in campership funding, including (1) youth to Grass River Natural Area and (3) youth to attend Springhill Camp. An additional request was made for \$400.00 to assist and elderly gentleman pay for a septic system repair permit, if needed. 2. Department updates – Maureen hosted the BSC1 Directors Meeting in Bellaire for two days. ESA Director Erin Frisch attended the meeting. 3. Leadership Summit was held at the Emmet County DHHS office. Leadership from CSA, ESA and Adult Services met with management, first line supervisor and first line staff to gain insight into local office initiatives, culture and climate. The day went very well. 4. Statewide Directors meeting was held at Boyne Mountain. Judge Truesdell attended a Prisoner Re-entry simulator on day 2 of the conference and participated in a panel discussion. 5. Maureen is presenting at the Board of Commissioners Meeting on June 4, 2026 with Antrim DHHS annual report. 6. Maureen will not be at the June 25, 2026 meeting due to attending a DHHS/CMH conference in Grand Traverse County.

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

Motion to approve Campership Funding in the amount of \$755.00 for (3) youths to attend Springhill Camp and (1) youth to attend Grass River Natural Area made by Gary Muller, seconded by Fred Harris. All yeas, motion carried.

Motion to approve up to \$400 for the purchase of septic system repair permit for elderly gentleman (if needed) made by Gary Muller, seconded by Fred Harris. 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 Gary Muller, all yeas, motion carried.

Motion to move back into open session 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. We officially gave notice to Theoria's Physician Group and the facility will transition back to Sound Physicians in August, with a new Medical Director, Gabriel Kurkowski, due to ongoing issues with Theoria and the desire for improved consistency in care. 2. Ditch the Daiken Grant Update – we received official notification that our application was accepted into the next round of acceptance by the Appropriations Committee. We will take this as a win for now! 3. Marna was asked to speak at the Antrim County Economic Alliance Group on May 19th, 2026. 4. Marna presented Meadow Brook and Meadow View's Annual Reports to the County Commissioners on May 7, 2026 and introduced Teressa Potter, RN, NHA. 5. Succession Planning & Staffing Updates - Succession planning is actively underway with several leadership transitions in progress.

- Aleasha Morgan (formerly Infection Preventionist) has accepted the Director of Nursing position and is expected to assume the role in September.
- Stephanie Elsey, Clinical Care Coordinator for Short-Term Rehab, has accepted the Infection Preventionist role. Recruitment is now underway to fill the Clinical Care Coordinator position.
- Additional organizational moves are being implemented to support leadership structure and person-centered care initiatives:
 - Office relocations and role adjustments are occurring to align with operational needs.
 - Brooke has expanded responsibilities, serving as Therapeutic Recreation Director and Household Coordinator for Lakeshore Cottage.

This reflects significant internal advancement and proactive staffing efforts to strengthen leadership continuity. 6. Employee Incident - A recent employee-related incident occurred involving a distressed individual on-site. The situation required external assistance and was addressed promptly in accordance with organizational protocols. The matter has since been resolved, with no ongoing impact to operations. 7. Retirement Luncheon – Marna announced plans for retirement with an official date of September 1st, 2026. Luncheon will be held on Tuesday, June 30th from 11:00 am – 1:00 pm on-site. Board members are invited to attend as schedules permit.

Teressa Potter, RN, Risk Management presented to the Board a report on Quality Improvement with updates on: 1. Focus remains on reducing falls, with monthly totals improving from approximately 40 in January to consistently in the 20s, despite revised reporting definitions increasing what qualifies as a fall. 2. Continued survey readiness efforts include thorough review and cleanup of medical cabinets, physician orders, and outdated or incomplete documentation. 3. Progress has been made in completing assessments, with minimal outstanding items, and ongoing audits are ensuring care plans and precautions are current. 4. Job Descriptions and policies are being updated to align with current practices and support recruitment for open positions. 5. Staffing initiatives have reduced agency usage from the high 30% range to below 30%, reflecting progress in recruitment and retention, though efforts continue toward further reduction.

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

1. Cheryl reported that she will not be at the June meeting but will have Aleasha Morgan report on her behalf.
2. Ongoing infection control monitoring includes measles, respiratory hygiene, COVID-19, influenza, and TB. During the reporting period, both COVID-19 and influenza cases were zero. Regulatory guidance for COVID-19 protocols in long-term care settings remains in effect and continues to be followed.
3. Utilization of travel nursing staff is under active review by the Staffing/Recruitment & Retention Committee. Recent efforts include evaluating schedules and rotation practices to reduce reliance on agency staff and improve staffing balance.
4. Current agency staffing includes 5 nurses and 23 nurse aides.
5. Leadership is exploring the addition of brief virtual screening interviews (e.g., Zoom or Teams) for agency staff prior to placement. Historically, formal interviews were not consistently conducted due to high turnover and urgent staffing needs; however, this process is being reconsidered to improve candidate vetting and overall staff quality.
6. Equipment Update - Efforts to obtain additional bladder scanners have been ongoing due to equipment failure and delays with a primary vendor shipment. Alternative purchasing options were explored to avoid further delays and ensure clinical needs were met. The originally ordered bladder scanner has since been received and is now available for use. Several bed frames have been identified with structural concerns and were proactively removed from service. The vendor has been contacted to evaluate the issue, and discussions are underway regarding potential warranty coverage. Replacement beds were available on-site to ensure no disruption to resident care.

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

1. Fire / Life Safety Issues:
 - Courtyard Horn / Strobes experienced alarm system troubles. Traced 7 out of 10 outdoor strobe units being full of water and shorting out – replacements are on order.
2. Physical Plant / Environmental:
 - Door Access Project – Network cabling installed, 90% of the control drops pulled to doors, 41 controllers in at vendor being programmed. Power supplies have been ordered.
 - Daiken failures and breakdowns (3-story) – PM Program implemented with contractor.
 - Daiken Phase Out / Replacement – Grant applications moving to step 2. Working with vendor to move from preliminary rendering to permittable design.
 - Safety and Security Lighting LLC, a subsidiary partner of Consumers Energy – gathering information for income qualification.
 - Laundry Water Heater Project – Demolition of current system begins June 1st.
 - Flooding – We survived with minimal damage, 4 leaks and landscape damage.
3. Water Management:
 - EGLE Reporting Violation – Process monitoring continues. Review with all parties involved in late June. All is well currently.
 - Monitoring samples scheduled with water operator June 1st.
4. Department Update:
 - LEPC – most recent meeting cancelled due to flood event in the County.

- Full staff, vacation requests are coming in. 1 Staff member going on surgical leave for 2-4 weeks in June.

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

1. Census: March 95.3% vs. February 93.9% YTD 2026 92.3% and Budgeted 90%.
2. Net Loss/Gain: March \$216,492.00 vs. February Net Loss (\$12,768.00) YTD 2026 \$37,628.00.
3. Cost Per Patient Day for March \$540.20 vs. February \$604.82 YTD 2026: \$594.60.
4. Accounts Receivables Balance: March \$1,836,023.00 vs. February \$1,720,493.00 (34 days).
5. Private Pay Past Due Accounts: *Tabled until April.*
6. Restricted Funds Balances: *Tabled until April*
7. Depreciation Fund Balances: *Tabled until April*
8. Meadow Brook Debt Retirement Balance: *Tabled until April*
9. General Cash Balance: *Tabled until April*
10. Contingency Fund Balance: *Tabled until April*
11. Bond Debt Retirement Fund Balance: *Tabled until April*
12. Meadow View Apartments Report: March \$3,447.05 vs. February Net Loss (\$2,165.50) Occupancy at 100% YTD Net Loss (\$324.47).
13. Plante Moran has provided draft statements, Paige is reviewing and getting adjustment journal entries together.
14. Cost Report has been submitted as of 5/26/26.
15. Gearing up for Budget 2027 and will be supplying budget prep materials to Department Heads shortly.
16. Training is going well with our new Accounts Receivable Clerk, Courtney Oppermann she is fitting in well.

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

Motion to approve the April 2026 Invoices and Check Register for the total amount paid \$1,146,975.68 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Motion to approve Resolution #3 of 2026 to adjust Accounts Receivable for contractual adjustments and write offs for Quarter 1 of 2026 in the amount of \$164,773.97 made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

- Adjustments have increased due to adjustments that pertain to the new admission Medicare takebacks that we had due to the recent survey. Reimbursement for new admissions from October 24, 2025 thru November 22, 2025 were denied as told by our Final Status letter from the survey on March 11, 2026.
- Write-offs have increased due to LOCD issues. Passive LOCD's were not completed in a timely manner for six residents. The initial LOCD was completed but the passive redetermination LOCD's were missed, which subsequently resulted in no payment for those residents for the days that the LOCD was not approved. There was a lapse in process, which we have tightened and now have procedures in place to make sure that it does not happen again.

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

Motion to adjourn at 11:34 a.m. made by Fred Harris, seconded by Gary Muller, all yeas, motion carried.

Fred Harris, Chairman

Maureen Clore, Secretary to the Board