

06/25/2026

June 2026 Regular meeting of the Meadow Brook Governing Board / Antrim Co. Health and Human Services Board was held on Thursday, June 25, 2026, at Meadow Brook Meguzee Hall. Those present were Melissa Zelenak, Vice Chair called the meeting to order at 10:05 a.m. Gary Mueller, Board Member; Vicki Ulrich, MDHHS CRC; 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; Aleasha Morgan, Meadow Brook Acting 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: Abigail Cote, Legal Counsel Warner Norcross and Judd, LLP.

Meeting minutes of the Regular Board Meeting on 05/27/2026, motion to approve as presented by Gary Muller, seconded by Melissa Zelenak. All yeas, motion carried.

Meeting minutes of the Closed Session Board Meeting on 05/27/2026, motion to approve as presented by Gary Muller, seconded by Melissa Zelenak. All yeas, motion carried.

Vicki Ulrich, CRC, MDHHS presented to the Board on behalf of Maureen Clore, MDHHS Director with updates on 1. Financial Balance \$1,841.71. No requests for funding at this time. 2. Contract Renewal MA 26-various for clinical counseling. 3. Child Welfare Services is currently facing a budget crisis. As a result of budget constraints and staffing evaluations the agency determined it was overstaffed by two Child Welfare Supervisor positions. 4. Summer Food Assistance Program Update: Eligible families with Bridge Cards will be provided an additional \$40.00 per month per child. The program is intended to help offset increased food costs when school is not in session. 5. Adult Services Update: Participated in World Elder Abuse Awareness Week. Project Connect Update: Planning is already underway for the next event April 14, 2027. This year's project served 739 individuals and featured more than 80 vendors demonstrating continued growth in community participation. 6. Michigan Overdose Death Rate Declines: Michigan has had a reduction in overdose deaths of approximately 47%.

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

Motion to approve signature of the Contract Renewal for Counseling Services MA 26-various made by Melissa Zelenak, seconded by Gary Mueller, 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 Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

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

Marna Robertson introduced to the Board Aleasha Morgan, RN as the next Director of Nursing effective September 1, 2026.

Marna Robertson, Meadow Brook Administrator reported to the Board with updates on 1. Transition and changing of the guard is going well. Teresa moved into the Administrators office and is heading daily issues. Teresa and Aleasha worked hard and making CNA week spectacular. Team building is well on its way! 2. Budget Time: Paige has been working with Department Heads to prepare the 2027 Budget to present at the July Meeting. 3. MVA and Workforce Housing – Marna is requesting the Board consider designation of 5 apartments for workforce housing and / or Meadow Brook staff members that may need housing. Please consider a 1 year trial. This plan would come with a new rent structure at a higher rate. Marna has asked the team to do a rent analysis within a 30 mile radius. If approved, this will assist Meadow Brook in maintaining staffing, reduce turnover and more importantly will help subsidize the lower income rate. 4. Cheryl Patton, Meadow Brook Director of Nursing will be on FMLA 6/22/26-7/6/26 (tentatively). Aleasha Morgan, RN, will be the Acting Director of Nursing during this time. 5. Union turned down our ESTA proposal. This will now wait until full contract negotiations taking place in 2027. 6. Teresa Potter will report on the tremendous work the Recruitment and Retention team is doing! Exciting and positive times ahead.

Motion made by Melissa Zelenak to approve allowing up to 3 apartments (if available) at a higher rent structure for Workforce Housing, made by Gary Muller, all yeas, motion carried.

Teresa Potter, RN, Risk Management presented to the Board a report on Quality Improvement with updates on: 1. The facility remains in a temporary one-star staffing rating due to a PBJ reporting penalty and we are awaiting its next health inspection review. Improvement is expected after the penalty period ends. 2. Fall prevention efforts to continue to show positive results with monthly falls decreasing from approximately 40 per month last year to 16 in June to date despite broader reporting requirements that now classify more incidents as falls. 3. Staffing and Recruitment: Recruitment efforts continue to be successful and the facility has not required an agency staff orientation in five weeks. Operational improvements include consolidating scheduling functions into one office, increasing department head involvement in scheduling decisions, and revising the agency staffing contract to provide greater flexibility.

Teresa Potter, RN, Risk Management presented to the Board with updates on the Nursing Department:

1. 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.
2. Three Facility Reported Incidents (FRIs) remain outstanding, with state reviews still pending on incidents dating back to December and January.
3. Staff noted that state surveyors have not yet returned to investigate the outstanding reports and expressed confidence in the quality of care being provided.
4. Board members expressed support and confidence that recent survey and rating challenges will improve over time.
5. It was also reported that the 2026 Nursing Department budget has been submitted for review and will continue to be discussed during the budget planning process.

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

1. Fire / Life Safety Issues:
 - Courtyard Horn / Strobes previously found to be damaged by water intrusion, were replaced under warranty by the vendor and manufacturer with an upgraded model. Staff will continue to monitor the new units for performance.
2. Physical Plant / Environmental:
 - Generator service and repairs were completed successfully. A faulty component failed during testing but was replaced by the manufacturer at no cost, and the generator is now fully operational.
 - The building access control project continues to make significant progress. Approximately 99% of the wiring and network infrastructure installation has been completed, and all required equipment has been received.
 - i. Initial implementation will begin with testing on the third floor to ensure the system functions properly before facility-wide deployment.
 - ii. The new access system will utilize a combination keypad and card reader. The facility will initially continue using door access codes, with plans to transition to proximity tap cards for staff access in the future.
3. Water Management:
 - The facility's water management monitoring and reporting process has been updated following a previous EGLE citation for failure to report. New tracking procedures have been implemented and are functioning well, helping ensure compliance with reporting requirements and reducing the risk of future citations. Ongoing monitoring will remain a priority.
4. Department Update:
 - No significant updates were reported regarding LEPC activities, as the most recent meeting was canceled due to regional flood recovery efforts. An update will be provided following the next scheduled meeting.
 - Full staff, vacation requests are coming in. 1 Staff member going on surgical leave for 2-4 weeks in June.
5. Elevator Project Update: The Board reviewed the elevator project timeline, engineering and permitting requirements, and recent delays resulting from communication issues. Updated cost estimates were presented, along with new technical findings that have increased project expenses. The Board discussed the need to seek additional funding from the county to cover the revised project costs of \$288,500.00.

Due to the increased cost of the elevator project, Meadow View will take care of the cost for parking lot repairs and ceiling tiles project.

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

1. Restricted Funds Balances: March \$814,910.75 vs. February \$814,911.33
2. Depreciation Fund Balances: March \$814,394.79 vs February \$812,938.18
3. Meadow Brook Debt Retirement Balance: March \$11,372.18 vs. February \$11,364.94
4. General Cash Balance: March \$18,580,857.14 vs. February \$18,917,862.74
5. Contingency Fund Balance: March \$913,517.92 vs. February \$907,750.31 Bond Debt Retirement Fund Balance: March \$838,772.50 vs. February \$838,772.50

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

1. Census: April 92.8% vs. March 95.3% YTD 2026 94.7% and Budgeted 90%.
2. Net Loss/Gain: April Net Loss (\$348,110.00) vs March \$216,492.00 YTD 2026 Net Loss (\$312,991.00).
3. Cost Per Patient Day for April \$658.90 vs. March \$540.20 YTD 2026: \$610.86.
4. Accounts Receivables Balance: April \$1,660,977.00 vs. March \$1,836,023.00 (30 days).
5. Private Pay Past Due Accounts: April \$62,610.80.
6. Restricted Funds Balances: April \$814,914.14 vs. March \$814,910.75.
7. Depreciation Fund Balances: April \$815,854.01 vs. March \$814,394.79.
8. Meadow Brook Debt Retirement Balance: April \$11,379.19 vs. March \$11,372.18.
9. General Cash Balance: April \$17,640,692.25 vs. March \$18,580,857.14.
10. Contingency Fund Balance: April \$916,910.23 vs. March \$913,517.92.
11. Bond Debt Retirement Fund Balance: April \$838,772.50 vs. March \$838,772.50
12. Meadow View Apartments Report: April Net Loss (\$4,809.32) vs. March \$3,447.05 Occupancy at 100% YTD Net Loss (\$5,133.79).
13. Plante Moran has completed our audit, and we have received the final audit statements. Nick Mader is looking at his schedule to see when he can present either in July or August meeting.
14. Cost Report was returned to us – there were ending and beginning balances that did not match to what the State had on file. Those were corrected and resubmitted and accepted.
15. Department Heads have supplied Paige with as much information as they can this time for Budget 2027. Paige will be digging further into that in the coming weeks.
16. Wage Survey is in progress and due by July 2, 2026.

Motion to approve the April 2026 Financial Report made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the May 2026 Invoices and Check Register for the total amount paid \$1,411,467.57 made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve adding Aleasha Morgan to credit card ending in 0896 made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

Motion to approve the April 2026 Meadow View Apartment Financials as presented made by Gary Muller, seconded by Melissa Zelenak, all yeas, motion carried.

A special acknowledgment was given in honor of Marna Robertson's final board meeting. On behalf of Gary and Fred, appreciation was expressed for her dedicated service, leadership, and lasting contributions to the organization. Board members shared heartfelt remarks, noting Marna's strength, character, and positive influence, and thanked her for the example she has set through her commitment and encouragement of others. The Board extended their sincere gratitude and best wishes as she concludes her service.

Motion to adjourn at 11:55 a.m. made by Melissa Zelenak, seconded by Gary Muller, all yeas, motion carried.

Melissa Zelenak, Vice Chair

Rhonda Tomczak, Acting Secretary to the Board