

**MINUTES FOR:  
CASS COUNTY MEDICAL CARE FACILITY BOARD MEETING**

**December 19, 2022 10:00 a.m.**

In attendance: Vicki Vaughn (Board Chairperson), Diane Seifert (Member), Jeff Carmen (Member), Christian Lutes, (C.E.O.), Linda Duchon (Interim Administrator), Phil Alt (Consultant), Rayann Franco (Recording Minutes).

The meeting was called to order by Vicki Vaughn at 10:23 a.m.

Diane Seifert made the motion to accept the agenda with the additions of the interim administrator agreement and Merritt Fiberoptics. Jeff Carmen supported the motion. Motion passed unanimously.

Diane Seifert made the motion to accept the monthly board meeting minutes as presented. Jeff Carmen supported the motion. Motion passed unanimously.

Diane Seifert made the motion to accept the executive session meeting minutes as presented. Jeff Carmen supported the motion. Motion passed unanimously.

Christian Lutes reported that the installation of the electronics in the Merritt hut will occur at the end of January.

Christian Lutes provided details about the Interim Administrator Agreement. Linda Duchon has agreed to consult and take the position of Interim Administrator. She will be paid \$104000.00 per year plus mileage and hotel. Linda Duchon will also assist in finding a new administrator. Diane Seifert made the motion to accept the agreement after it is reviewed by the attorney. Jeff Carmen supported the motion. Motion passed unanimously.

Christian Lutes stated that Dr. Ibekie and a nurse practitioner will start on January 1. They will be coming into the building at the end of the month to get acquainted with the facility.

Christian Lutes reported that the facility has started to receive applications for the administrator position. Linda Duchon and Christian Lutes will do the preliminary interviews.

Christian Lutes stated that he wrote an article for the newspaper regarding the long-standing relationship between the CCMCF and the Cass Family Clinic.

Christian Lutes reported that Deb Green (Director of Nursing) was working on a proposal to present to the board related to a 36-hour work week for nursing.

Christian Lutes presented the pricing from Hometown Pharmacy which is our current pharmacy and Remedi, a competitor. Christian Lutes stated that Hometown has provided us with services for over 14 years. Remedi provided quotes with a price savings of 20%-30%. Remedi also has better technology and can provide medications timely. Diane Seifert made the motion to change pharmacy services to Remedi. Jeff Carmen supported the motion. Motion passed unanimously.

Rayann Franco reported that there was one corporate compliance investigation. An investigation was completed. The complaint could not be substantiated. The consultant reviewed the investigation and found that that the documentation and assessment was thorough.

Rayann Franco reported that the facility was applying for grants through MIworks and MEC and are due this month. In addition, a grant for dietary software will also be submitted this month.

Christian Lutes reported that the new computers for the transition to the county IT have been ordered.

Phil Alt presented the September financial statements which included the balance sheet and income statements. Diane Seifert made the motion to accept the financials as presented. Jeff Carmen supported the motion. Motion passed unanimously.

Phil Alt reviewed the \$2.35 stipend paid to non-direct workers. He explained that the state ultimately decided not to reimburse facilities for non-direct workers. Jeff Carmen made the motion to keep the \$2.35 stipend for non-direct workers until the state does not reimburse facilities for direct care workers. Diane Seifert supported the motion. Motion passed unanimously.

Phil Alt reviewed the check register with the board members. Diane Seifert made the motion to accept the checks issued in the amount of \$494,228.22. Jeff Carmen supported the motion. Motion passed unanimously. Diane Seifert made the motion to accept the direct payments of \$249,081.04. Jeff Carmen supported the motion. Motion passed unanimously.

Phil Alt reported that the census has improved and is trending in the right direction.

Jeff Carmen stated that he would like to discuss the future expansion of the campus. He stated that the study should be reviewed to see if anything has changed and then start creating a plan.

Diane Seifert announced that the CCMCF board meeting will be at 9 a.m. starting in January.

Diane Seifert made the motion to adjourn the meeting. Jeff Carmen supported the motion. The meeting adjourned at 12:22 p.m.

Respectfully submitted by:

Rayann Franco

\_\_\_\_\_ (Board Chairperson)

\_\_\_\_\_ (C.E.O.)