

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

August 14, 2023 9:00 a.m.

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

Guests: Jen Bata (CCMCF), Ambrosia Neldon (County of Cass Advertising and Promotion, Marshall Grate (Clark Hill)

The meeting was called to order by Vicki Vaughn at 9:05 a.m.

Diane Seifert made the motion to accept the agenda as presented. Motion passed unanimously.

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

Ambrosia Neldon reported that she found that the branding and design guide has been completed. The websites are set up. Ambrosia Neldon explained that digital ads can be difficult due to challenges with broad ban in the area. She stated that the county will handle the website and blogs. Suggestions were made to do media mixes such as radio, digital, billboards and magazines.

Jen Bata provided information on the conduct and behavior policy in relation to an employee who had a gun stolen out of her car in the facility parking lot.

Marshall Grate suggested that the conduct and behavior policy include gun possession. The policy should also list out who the exceptions should be such as law enforcement as well as the consequences for any violation of the policy. Marshall Grate stated that the policies should also apply to residents and visitors. He suggested that signs be posted at the main entrance, parking lot and front door.

Jeff Carmen asked Marshall Grate to review the by laws to determine who has the authority to enter contracts, hire consultants and establish vendor contracts. Marshall Grate explained that decisions must have a motion and vote for any major financial and employment issues. These should be recorded in the minutes. Marsh Grate also reminded the board to avoid texts that may appear that there was decision making in them. He explained that a request for the text could be made under the Freedom of Information Act.

Christian Lutes reported that the search for a new administrator continues. Jeff Carmen stated that he would like to utilize companies on a national level. He asked that three or four national companies provide presentations to the board regarding their recruitment process for the administrator position.

Linda Duchon stated that there are six nurses from Leaderstat. There are four nurses that will be employees of the facility in orientation. There are also two CNA's and one activity aide in orientation.

Linda Duchon reported that there were twelve staff and seven residents that tested positive for COVID-19 recently. She explained that there is a new variant and that the hospitals have experienced a 20% increase in COVID-19 cases due to this variant.

Rayann Franco stated that Michigan Medical Care Facility Council was awarded a \$5.9 million grant. She explained that over \$400,000 will be used to improve facility websites. The rest will be used for education and retention of employees. Rayann Franco stated that the facility will also be re-applying for the retention grant at the state level.

Christian Lutes reported that there will be a picnic at the facility on August 19, 2023 to celebrate residents, veterans and first responders. The hours will be from 11:30 a.m. – 3:30 p.m.

Diane Seifert made the motion to adjourn the meeting. Jeff Carmen supported the motion. The meeting adjourned at 10:55 a.m.

Respectfully submitted by:

Rayann Franco

_____ (Board Chairperson)

_____ (C.E.O.)