

## CCMCF Mid-Month Board Agenda

9/11/23, 9am

1. **Call to Order**
  - A. Introduction of visitors and guests, agenda approval
2. **Disposition of minutes of previous meeting**
3. **Operations**
  - A. Ambrosia Neldon, County Integration Draft
  - B. State of Michigan Survey, Cass County Pilot for Secure Electronic Program
  - C. Ombudsman
  - D. Administrator Search
  - E. Direct Care Wage, Director's Adjustment, 8/80 to 40, Overtime
  - F. DoJo Invoices
  - G. Dietary Update
4. **Adjournment**

Meeting ID: 891 8529 1654

Passcode: 08142023

Find your local number: <https://us06web.zoom.us/j/89185291654>

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

**August 28, 2023 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 (Contracted Accountant), Rayann Franco (Recording Minutes).

The meeting was called to order by Vicki Vaughn at 10:17 a.m.

Diane Seifert made the motion to accept the agenda as presented. 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.

Phil Alt reviewed the check register with the board members. Diane Seifert made the motion to accept the monthly checks issued in the amount of \$302,718.12. Jeff Carmen supported the motion. Motion passed unanimously. Diane Seifert made the motion to accept the monthly direct payments in the amount of \$328,634.65. Jeff Carmen supported the motion. Motion passed unanimously.

Phil Alt explained that the census is projected to be under the 85% occupancy level for the entire year.

Phil Alt reported that Yeo and Yeo provided a three-year proposal. Yeo and Yeo will be contacted for price negotiations.

Phil Alt stated that the auditor for the employee retention credit examination has not provided an official decision yet.

Phil Alt reported that there was one candidate for the Director of Finance position. He recommended that this person be hired for the position with an annual salary of \$85,000.00. Diane Seifert made the motion that the candidate be hired. Jeff Carmen supported the motion. Jeff Carmen requested that the board receive a report in six months regarding the amount saved by hiring this position.

Phil Alt stated that the direct care wage reimbursement would be increasing to \$3.20 from \$2.35 effective October 1, 2023. There will be \$0.85 reimbursement for non-clinical direct care workers. The recommendation was made that all employees excluding directors receive the \$3.20 per hour for hours worked. Jeff Carmen made the motion to accept the proposed recommendation. Diane Seifert supported the motion. Motion passed unanimously.

Rayann Franco stated that the CCMCF received \$84,800.00 from the Michigan Medical Care Facilities Council grant. This will be used for education and retention of employees. Rayann Franco stated that an application for a reorganization grant was submitted last week.

Rayann Franco reported that there was one corporate compliance investigation. The report was reviewed and approved by the consultant. An audit was done regarding the hospice referrals. The audit revealed that there was no risk of any type of exchanges for referrals.

Christian Lutes stated that the county will be submitting quotes for the website and Facebook integrations. The county has a completely different approach to what is being done currently.

Christian Lutes reported that he attended a meeting regarding the ambulance services. We had one emergent and one non-emergent call since Pride announced that they were no longer providing services to Cass County. Both responses were timely. The county is currently reviewing all options regarding ambulance services.

Linda Duchon stated that there were six new nurses going through orientation. There are currently four nurses provided by agency. One of these nurses will be hired on as an employee.

Christian Lutes reported that the search for a new administrator continues. The position is being advertised on Indeed, Leaderstat, HCAM, Facebook, CCMCF website, Cass County website and Michigan Medical Care Facilities Council website. Benzie and Iosco County Medical Care Facilities are also searching for administrators.

Christian Lutes stated that there were nine requests for bids for replacing the gazebo roof in the courtyard. Two companies responded. One bid was \$5,600 and the other was \$2,300. The lowest bid will be starting the work in September.

Linda Duchon reported that the picnic was a success. The event was very well organized. All attendees enjoyed the event.

The next meeting is scheduled for September 11, 2023 at 9 a.m.

Jeff Carmen made the motion to adjourn the meeting. Diane Seifert supported the motion. The meeting adjourned at 11:54 a.m.

Respectfully submitted by:

Rayann Franco

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

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

**INTERLOCAL SERVICES AGREEMENT BETWEEN THE COUNTY OF CASS, CASS COUNTY MEDICAL CARE FACILITY TO SHARE THE COST OF CERTAIN MARKETING & COMMUNICATION SERVICES**

THIS AGREEMENT ("Agreement") is entered into as of this \_\_\_\_\_ day of September 2023 by and between the County of Cass and the Cass County Medical Care Facility.

WHEREAS, the County of Cass and Cass County Medical Care Facility desire to integrate certain marketing and communications services; and

WHEREAS, this integration allows all participating entities to avoid duplication of said services and realize cost savings through reduced reliance or usage of outside contractors; and

WHEREAS, Cass County and the Cass County Medical Care Facility desire to share the costs for marketing and communications services.

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein the parties hereto agree as follows:

**A. Services to be Performed**

1. The Marketing & Communications Manager shall provide marketing and communications services to the Cass County Medical Care Facility pursuant to and in accordance with Marketing & Communications Services (Exhibit A) incorporated by reference into this agreement and made a part thereof.
2. Each participating entity shall provide, at its own expense, all supplies required for the performance of services to be provided under this Agreement. In any case where work may necessitate the County procure any supplies, the cost of said parts or supplies shall be invoiced to the entity monthly.

**B. Cost Allocation**

1. For the purposes of this agreement, Cass County shall be the employer of record for the Marketing & Communications Manager.
2. All other participating entities shall be billed for services provided at a cost of \$2,000 per month. Work exceeding 40 hours per month will be billed at \$50 per hour worked on CCMCF projects. Marketing and Communication Manager will provide monthly report detailing projects worked and progress made. Invoices for service shall be issued monthly to all participating entities.

**C. Insurance**

1. The County shall provide insurance coverage as required by this paragraph. Workers Compensation and Employer Liability: statutory requirements and employer liability with limits of \$1,000,000. Commercial General Liability: at least \$1,000,000 for each occurrence of Bodily Injury/Property Damage and \$2,000,000 aggregate.

**D. Term and Termination**

1. The Cass County Marketing and Communications Manager shall commence performance of the services and obligations under this agreement on \_\_\_\_\_ and shall continue until September 30, 2024. This agreement may be renewed, and cost allocation adjustments made twice annually. Any cost allocation adjustments must be approved by all participating entities to this agreement.

2. Any party to this agreement may terminate their participation in this agreement by providing the County a 90-day written notice.
3. In the event of termination by any party, this Agreement shall remain in effect for all remaining signatories of this Agreement.

**E. Modifications of Agreement**

1. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

**F. Disregarding Titles**

1. The titles of the paragraph set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**G. Invalid Provisions**

1. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

**H. Certification**

1. The persons signing this Agreement on behalf of the parties hereto certify by said signatures that they are duly authorized to sign on behalf of said parties and that said parties have authorized this Agreement.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

\_\_\_\_\_  
Jeremiah Jones, Chair  
Cass County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vicki Vaughn, Chair  
Cass County Medical Care Board

\_\_\_\_\_  
Date

## **Marketing & Communication Services (Exhibit A)**

### **1. Branding & Marketing**

- a. Maintain strong brand already established by CCMCF.
- b. Develops key messages, press releases, social media, website content, print and electronic communication.
- c. Design marketing materials (flyers, social posts, brochures, reports, presentations, web graphics, advertisements, etc.), adhering to CCMCF's style and branding guide.
- d. Provide oversight and direction for digital communications, including website, e-newsletters, and social media.

### **2. Messaging & Copywriting**

- a. Anticipates media responses, prepares spokesperson(s) accordingly and advises responses from CCMCF to media inquiries.
- b. Proactively communicate with media outlets and journalists about upcoming programming, new services or changes in service, and other newsworthy information.
- c. Draft press releases and/or informational bullet points following important events.
- d. Assists with copywriting tasks needed for anyone requesting help.

### **3. Web & Social Media Management**

- a. Maintain and document all changes made to CCMCF website.
- b. Generate content for website and social media — through writing, photography, graphic design, and/or video — with the goal of informing the community and soliciting new patients.
- c. Tracks web usage and statistics, develops ways to increase traffic.
- d. Build CCMCF's presence on social media platforms.
- e. Research and implement new strategies to obtain the goals and objectives of CCMCF.

**DOJO Creative**  
21650 Fieldview Dr  
Edwardsburg, MI 49112  
info@letsgodojo.com  
letsgodojo.com

RECEIVED

JUL 25 2023

BY: \_\_\_\_\_



# INVOICE

**BILL TO**

Catchet Young  
Cass County Medical Care  
Facility  
23770 Hospital St  
Cassopolis, MI 49031

**INVOICE #** 2328  
**DATE** 07/01/2023  
**DUE DATE** 07/16/2023  
**TERMS** Net 15

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ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Online Advertising	CCOTS Digital Ad Campsign - 1 mo	1	3,000.00	3,000.00
Content Writing	CCOTS Blog Article - 1 mo	1	480.00	480.00
Content Writing	CCMCF Blog Article - 1 mo	1	480.00	480.00

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BALANCE DUE

**\$3,960.00**

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RECEIVED

JUL 25 2023

BY: \_\_\_\_\_



# INVOICE

## BILL TO

Catchet Young  
Cass County Medical Care  
Facility  
23770 Hospital St  
Cassopolis, MI 49031

**INVOICE # 2338**  
**DATE 07/10/2023**  
**DUE DATE 07/25/2023**  
**TERMS Net 15**

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ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>Level 2 Hosting</b>	Hosting 08.01.23 - 07.30.24	1	360.00	360.00
<b>WordPress Updates</b>	Updates 08.01.23 - 07.30.24	1	360.00	360.00

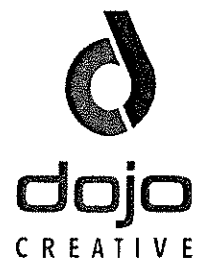
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BALANCE DUE

**\$720.00**



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info@letsgodojo.com  
letsgodojo.com



# INVOICE

RECEIVED  
AUG 18 2023  
BY: \_\_\_\_\_

**BILL TO**  
Catchet Young  
Cass County Medical Care  
Facility  
23770 Hospital St  
Cassopolis, MI 49031

**INVOICE #** 2353  
**DATE** 08/01/2023  
**DUE DATE** 08/16/2023  
**TERMS** Net 15

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ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Online Advertising	CCOTS Digital Ad Campaign - 1 mo	1	3,000.00	3,000.00
Content Writing	CCOTS Blog Article - 1 mo	1	480.00	480.00
Content Writing	CCMCF Blog Article - 1 mo	1	480.00	480.00
<b>BALANCE DUE</b>				<b>\$3,960.00</b>

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RECEIVED

AUG 29 2023

BY: \_\_\_\_\_



# INVOICE

## BILL TO

Catchet Young  
Cass County Medical Care  
Facility  
23770 Hospital St  
Cassopolis, MI 49031

INVOICE # 2370  
DATE 08/09/2023  
DUE DATE 08/24/2023  
TERMS Net 15

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ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Level 2 Hosting	Hosting - casscountyoutpatienttherapy.org - 09.01.23 - 08.31.24	1	360.00	360.00
WordPress Updates	Updates - casscountyoutpatienttherapy.org - 09.01.23 - 08.31.24	1	360.00	360.00

BALANCE DUE

**\$720.00**

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# INVOICE

PAID  
SEP 07 2023

**BILL TO**  
Catchet Young  
Cass County Medical Care  
Facility  
23770 Hospital St  
Cassopolis, MI 49031

**INVOICE #** 2385  
**DATE** 09/01/2023  
**DUE DATE** 09/16/2023  
**TERMS** Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Online Advertising	CCOTS Digital Ad Campsign - 1 mo	1	3,000.00	3,000.00
Content Writing	CCOTS Blog Article - 1 mo	1	480.00	480.00
Content Writing	CCMCF Blog Article - 1 mo	1	480.00	480.00

BALANCE DUE

**\$3,960.00**