

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

**SPECIAL MEETING**

**November 27, 2023 10:00 a.m.**

In attendance: Jennifer Rentfrow (Board Chairperson), Vicki Vaughn (Board Vice-Chairperson), Christian Lutes, (C.E.O.), Linda Duchon (Interim Administrator), Jeremy Franks (Director of Finance), Rayann Franco (Recording Minutes).

Guests for Public Comment: Matthew Newton, Ambrosia Neldon

The meeting was called to order by Jennifer Rentfrow at 10:00 a.m.

Jennifer Rentfrow made the motion that the agenda be accepted with the addition of the agenda format. Vicki Vaughn supported the motion. Motion passed unanimously.

Vicki Vaughn made the motion to approve the minutes as presented. Jennifer Rentfrow supported the motion. Motion passed unanimously.

The 2024 proposed budget was reviewed. Vicki Vaughn made the motion to accept the budget as presented. Jennifer Rentfrow supported the motion. Motion passed unanimously.

The proposal from Alt Long Term Care was reviewed. Vicki Vaughn made the motion to accept the new proposal raising the rate from \$195 per hour to \$210 per hour. Jennifer Rentfrow supported the motion. Motion passed unanimously.

The proposal from Lebenbom and Rothman Consulting was reviewed. Christian Lutes explained to the board that the facility traditionally has used 240 hours per year as specified in the proposal. Vicki Vaughn made the motion to accept the proposal as presented. Jennifer Rentfrow supported the motion. Motion passed unanimously.

The proposal from Jeff Withers for snow removal was reviewed. Vicki Vaughn made the motion to accept the new proposal raising the rate from \$250 to \$300 for each time plow services are performed. Jennifer Rentfrow supported the motion. Motion passed unanimously.

Rayann Franco explained that the facility was in the process of submitting a grant request to the Woodlands Foundation in relation to mental health issues such as depression and anxiety for residents in the facility. Vicki Vaughn made the motion to submit the grant request upon completion. Jennifer Rentfrow supported the motion. Motion passed unanimously.

Jennifer Rentfrow made the motion to change the layout of the board agenda to include call to order, roll call, guests, public comment, additions/deletions/approval of the agenda, board member comments and announcements. Vicki Vaughn supported the motion. Motion passed unanimously.

Vicki Vaughn stated that there used to be a liaison from the Board of Commissioners that attended the CCMCF board meetings, but that practice was discontinued. Matthew Newton stated that the Board of Commissioners would like a representative of the facility to attend the meetings of the Board of Commissioners so that information can be shared.

Christian Lutes provided an update to the meal suite program which will allow people in the facility to see what is on the menu and order meals. Family members can also access this remotely. Christian Lutes explained that a grant was received to cover the costs of the program itself but did not include items such as monitors.

Ambrosia Neldon reported that the marketing agreement between the county and the CCMCF has been effective for approximately one month. Ambrosia Neldon stated that she attended the trick or treating event at the facility. Ambrosia Neldon reported that the CCMCF will do an article each month in the COA newsletter.

Linda Duchon reported that her husband recently became seriously ill, and she was working remotely. Linda Duchon stated that his health has improved and that she is back in the facility.

Linda Duchon provided a review of the evacuation drill that occurred on October 19. She reported that residents were evacuated from one hall to another instead of being taken outside due to weather conditions. The process took approximately six minutes. Linda Duchon reported that the facility participated in a statewide tabletop discussion regarding IT failure. All emergency plans have been updated.

Christian Lutes provided an update on the Attorney General and Facility Reported Incident for drug diversion. The Attorney General requested information in relation to the investigation for the drug diversion. The information was reviewed by the CCMCF attorney and forwarded to the Attorney General.

Christian Lutes stated that the electrical inspector tagged out the sign for COVID and requested information regarding the installation of the sign. The information was provided, and the sign is in operation.

Christian Lutes reported that the last COVID positive in the facility was on November 19. There is a thirty percent increase of COVID cases within the community.

Christian Lutes provided an update on utilizing Public Transportation. A member of the Board of Commissioners contacted Jeff Carmen with a concern that the facility was not utilizing Public Transportation. Public Transportation is to be used before any other company.

Christian Lutes provided an update on the search for a new administrator. The facility has received over one hundred applications and have partnered with headhunters nationwide. Christian Lutes stated that he has met with several different candidates. There are currently two candidates that meet the basic requirements. Jennifer Rentfrow requested that the resumes received within the last month be forwarded to her.

Christian Lutes stated that the employees were very grateful for the Thanksgiving pies and macaroni and cheese. Christmas gifts have been purchased which include a t-shirt and five other items ordered from the Dollar Tree.

Christian Lutes reported that the name of the Activity department has been changed to Community Enrichment to comply with the State of Michigan's preference to get away from the name Activity department.

Jennifer Rentfrow forwarded a copy of an email that she received to Vicki Vaughn.

Vicki Vaughn made the motion to adjourn the meeting. Jennifer Rentfrow supported the motion. The meeting adjourned at 11:40 a.m.

Respectfully submitted by:

Rayann Franco

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

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