



CCMCF Board Agenda
Special Meeting
January 9th, 2024 at 10am
County Building

1. Call to Order
2. Roll Call
3. Introduction of visitors and guests
4. Public Comments, 3 minutes per person
5. Additions/Deletions to Agenda
6. Approval to Agenda
7. Approval of Minutes
8. Administrator Search, Consultant Vickie Burlew via Teams available til 1050am
9. Administrator Candidate Interviewing Protocol
10. Board Member Comments/Announcements
11. Adjournment

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

December 18, 2023 10:00 a.m.

In attendance: Jennifer Rentfrow (Board Chairperson), Vicki Vaughn (Board Vice-Chairperson), Jeff Carmen (Member), Linda Duchon (Interim Administrator), Jeremy Franks (Director of Finance), Rayann Franco (Recording Minutes).

The meeting was called to order by Jennifer Rentfrow at 10:04 a.m.

Roll call: Members present – Jennifer Rentfrow, Vicki Vaughn, Jeff Carmen

Guests for Public Comment: Matthew Newton, Hope Anderson, Monica McMichael, Jodi Nestich

Public comment: None

Additions/deletions to Agenda: Jennifer Rentfrow asked that the subject of agenda and meeting postings be added.

Jeff Carmen made the motion that the agenda be accepted with the addition of agenda and meeting postings. Vicki Vaughn supported the motion. Motion passed unanimously.

Jeff Carmen made the motion to approve the minutes with the changes reflecting that Matt Newton provided a brief history regarding the Board of Commissioners liaison role. Vicki Vaughn supported the motion. Motion passed unanimously.

Jodi Nestich provided an IT update. Jodi Nestich stated that an agreement is currently being worked on and will be forwarded to the facility. She stated that her department has developed protocols on how to streamline issues and complaints. Jodi Nestich recommended that the County IT department be in charge of every aspect of IT including cameras so that back up support can be provided. Jodi Nestich stated that the phone system needs to be replaced. She will be providing a quote soon.

The check register was reviewed. Vicki Vaughn made the motion to approve the checks in the amount of \$396,546.93 and the direct payments of \$243,184.11. Jennifer Rentfrow supported the motion. Motion passed unanimously.

Phil Alt stated that there are funds expected from Medicaid and the Federal government. He explained that millage funds come in at the beginning of the year.

Phil Alt explained that there was an IRS audit and Medicaid cost report audit being done currently.

Phil Alt stated that the current census rates have been above 90% for the months of November and the first part of December.

Linda Duchon reported that the bill regarding Medication Aides has been signed by the Governor. She explained that CNA's will be able to take a course in order to become certified Medication Aides. The

courseload and requirements have not yet been determined by the state. Some funds from the retention grant will be allocated toward providing assistance with tuition for this certification.

Linda Duchon explained that she received an email from the LARA pharmacy division related to the drug diversion. She stated that they have asked to come to the facility. The facility attorney has been contacted and will be present.

Linda Duchon reported that there have not been any covid cases for residents.

The MIOSHA report was reviewed. Linda Duchon explained that all issues found have been fixed.

Linda Duchon reported that we are currently fully staffed at this point for nurses.

Linda Duchon stated that there was one new resume for the Administrator's position received this morning. She will forward it to the board members.

Jennifer Rentfrow stated that the agenda should be posted in advance and meeting announcements should be posted at the Clerk's office.

Jeff Carmen asked that we contact the facility attorney regarding employee gifts. Linda Duchon will contact the attorney.

Jeff Carmen asked that a date for a work session to discuss policies and procedures be set. Linda Duchon stated that she would like to work with Jodi Nestich on how to store policies and procedures and how to allow employees access.

There will be a special meeting on January 9, 2024 at 10:00 a.m.

Vicki Vaughn made the motion to adjourn the meeting. Jeff Carmen supported the motion. The meeting adjourned at 11:28 a.m.

Respectfully submitted by:

Rayann Franco

_____ (Board Chairperson)

_____ (C.E.O.)