

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

June 24, 2024 10:00 a.m.

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

The meeting was called to order by Vicki Vaughn at 10:01 a.m.

Roll call: Members present – Jennifer Rentfrow, Vicki Vaughn

Members absent: Jeff Carmen

Guests for Public Comment: Rie Shimada, Ambrosia Neldon

Public comment: None.

Additions/deletions to Agenda: None

Vicki Vaughn made the motion that the agenda be accepted as presented. Jennifer Rentfrow 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 check register was reviewed. Jennifer Rentfrow made the motion to approve the checks in the amount of \$346,925.60 and the direct payments of \$247,702.41. Vicki Vaughn supported the motion. Motion passed unanimously.

Jeremy Franks reported that there was an average census of 73 residents for May.

Rayann Franco provided a report for Corporate Compliance. There were not any Corporate Compliance investigations. There was a corporate compliance meeting. An opportunity for a skills fair was discussed. Linda Duchon stated that we were investigating utilizing Health Academy.

Linda Duchon reported that there were currently no staff or residents with COVID or influenza.

Linda Duchon reported that the IT department attended a Worxhub demonstration with her for software for work orders. This will not only track work orders but will also track drills and inspections. In addition, there will be the ability for inventory control monitoring.

Linda Duchon reported that she met with the IT department. Digital faxing has been implemented.

Linda Duchon reported that the plan of correction for the annual survey for the F-tags was accepted for a desk review. There was a re-survey for the K-tags. This occurred on June 3rd. All tags passed the re-survey.

Linda Duchon stated that the facility received notice that a civil monetary penalty was imposed for one of the complaint surveys. The facility will take advantage of the 35% discount by paying it by the deadline.

Linda Duchon reported that she attended the Michigan Medical Care Facility Council Conference with Michele Brady and Rayann Franco. Presentations included new regulatory requirements, ADA and culture change.

Linda Duchon stated that the Director of Community Enrichment is now certified.

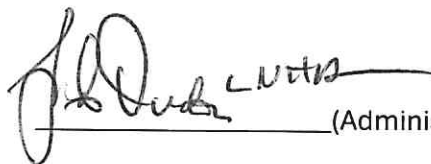
There was discussion regarding the search for a new administrator. Jennifer Rentfrow made the motion to post the new ad for the administrator position. Vicki Vaughn supported the motion. Motion passed unanimously. Jennifer Rentfrow will send out sample interview questions and encouraged all to bring questions to the next meeting.

Vicki Vaughn made the motion to adjourn the meeting. Jennifer Rentfrow supported the motion. The meeting was adjourned at 10:56 a.m.

Respectfully submitted by:

Rayann Franco

 Board Chairperson)

 (Administrator)