

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

December 16, 2024 10:00 a.m.

In attendance: Jennifer Rentfrow (Board Chairperson), Jeff Carmen (Board Member), Donald Haney (Interim Administrator), Mercedes Schirripa (Executive Director), Jenna Badner (Controller), Rayann Franco (Recording Minutes).

Came out of recess at 10:00 a.m.

Guests: Rie Shimada, Lynda Newton

Public Comment: None

Additions/deletions to Agenda: Additions of banking resolution changes, ratifying Mercedes Schirripa's contract

Jeff Carmen made the motion that the agenda be accepted with the addition of banking resolution changes and ratifying Mercedes Schirripa's contract. Jennifer Rentfrow supported the motion. Motion passed unanimously.

Jeff Carmen made the motion to approve the minutes as presented. Jennifer Rentfrow supported the motion. Motion passed unanimously.

Lynda Newton reported that three different residents came to the nursing office to say how much they appreciate the nursing staff. Lynda Newton stated that the nursing team continues to work on past non-compliance documentation for ADL's, falls, wounds, UTI and catheters. Consultants have approved non-compliance plans and audits.

The check register was reviewed. Jeff Carmen made the motion to approve the checks in the amount of \$607,756.99 and the direct payments of \$190,577.76. Jennifer Rentfrow supported the motion. Motion passed unanimously.

Rayann Franco provided a report for Corporate Compliance. Data for the payroll based journal was being entered all at one time at the end of the quarter. This process has been changed, and data will be entered each payroll period. Corporate Compliance wrote a policy regarding payroll based journal submissions. A process improvement project was submitted to the Quality Assurance Process Improvement Committee.

Don Haney reported that there were 0 staff members and 0 residents with COVID this month. One resident did test positive for the flu.

The banking resolution was reviewed. Vicki Vaughn and Linda Duchon will be removed. Jennifer Rentfrow made the motion to accept the resolution. Jeff Carmen supported the motion. Roll call Jennifer Rentfrow – yes, Jeff Carmen – yes. Motion passed unanimously.

Mercedes Schirripa reported that she has been rounding with Lynda Newton in the mornings and performs two other rounds daily. Mercedes Schirripa met with maintenance about getting new filters for the HVAC system.

Mercedes Schirripa reported that the new organizational chart and restructuring will go into effect the first pay period in January.

Jennifer Rentfrow made the motion to ratify Mercedes Schirripa's contract. Jeff Carmen supported the motion. Roll call: Jennifer Rentfrow – yes, Jeff Carmen – yes. Motion passed unanimously.

Recess starting at 10:20 a.m.

Respectfully submitted by:

Rayann Franco



(Board Chairperson)



(Administrator)

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

December 20, 2024 9:00 a.m.

In attendance: Dr. James Wierman (Chairperson), Jeff Carmen (Vice Chairperson), Don Haney (Interim Administrator), Mercedes Schirripa (Executive Director).

The meeting was called to order by Don Haney at 9:00 a.m.

Roll call: Members present – Dr. James Wierman, Jeff Carmen

Members absent: None

Guests for Public Comment: Jennifer Rentfrow, Catchet Young, Jeremiah Jones, Rayann Franco

Public comment: None

Additions/deletions to Agenda: Addition for the Election of a Chairperson and Vice Chairperson

Jeff Carmen made the motion that the agenda be accepted with the addition of the election of Chairperson and Vice Chairperson. Dr. Wierman supported the motion. Motion passed unanimously.

Jeff Carmen made the motion that Dr. James Wierman be the Chairperson. Dr. Wierman supported the motion. Motion passed unanimously.

Dr. Wierman made the motion that Jeff Carmen be the Vice Chairperson. Jeff Carmen supported the motion. Motion passed unanimously.

Don Haney suggested banking the funds received from the millage for four years then ask the Board of Commissioners for a bond to cover the costs of renovations and expansion.

There will be a special election in May 2025 for another millage. The CCMCF could ask to be placed on the ballot for that election.

Jeff Carmen made the motion to have the auditors do an audit on internal controls. Dr. Wierman supported the motion. Motion passed unanimously.

There was a short recess at 10:00 a.m.

The meeting resumed at 10:15 a.m.

Jeff Carmen made the motion to extend the Interim Administrator Contract until January 20, 2025. Dr. Wierman supported the motion. Motion passed unanimously.

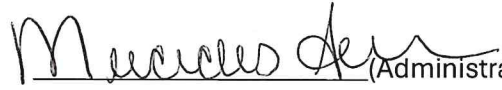
Jeff Carmen made the motion to have a special board meeting on January 24, 2025. This will be a public work session. Dr. Wierman supported the motion. Motion passed unanimously.

Jeff Carmen made the motion to adjourn the meeting. Dr. Wierman supported the motion. The meeting was adjourned at 10:30 a.m.

Respectfully submitted by:

Rayann Franco


_____ (Board Chairperson)


_____ (Administrator)