

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

**March 31<sup>st</sup>, 2025**

In attendance: Dr. James Wierman (Board Chairperson), Vicki Vaughn (Board Member), Mercedes Schirripa (Administrator), Jenna Badner (Controller), Jennifer Bennett (Recording Minutes).

Meeting called to order at 9:00 a.m.

Guests: Rie Shimada, Lynda Newton, Alan Panter

Public Comment: None

Additions/deletions to Agenda: None

Dr. James Wierman made the motion that the agenda be accepted as presented. Vicki Vaughn supported the motion. Motion passed unanimously.

Dr. James Wierman made the motion to approve the minutes as presented. Vicki Vaughn supported the motion. Motion passed unanimously.

Lynda Newton reported that A resident left the facility for treatment we cannot provide and the family expressed how happy they were with overall treatment while here. Lynda Newton stated that fall numbers are improving, currently trending at 14% facility wide with a goal of 10% or less. Lynda Newton stated there are currently no resident alarms in use in the building. Fall prevention was discussed. Lynda Newton also stated that wounds are doing good, and focus will be towards bowl and bladder.

The check register was reviewed. Vicki Vaughn voiced a question of payment to Dussels. Mercedes Schirripa stated that is payment for Lawn care company. Mercedes Schirripa stated that the facility is looking to void that current contract of \$6000.00 per season and seek other providers to possibly all inclusive of lawn care, landscaping, and winter plowing. Current lawn care and plowing providers services are unsatisfactory.

Mercedes Schirripa states we are current 68.4 days outstanding billing days.

Mercedes Schirripa proposed if anyone has census questions. Mercedes Schirripa states there are zero unpaid days for February.

Mercedes Schirripa reported there were 7 staff members and 2 residents positive for covid in February, with 7 staff members and 10 resident's positive for influenza in February.

Mercedes Schirripa provided a report for Corporate Compliance. There are no issues for February to report.

Mercedes Schirripa stated that she is working with the attorney regarding the farmland contract. Current contract holder allowed to finish the current season but moving forward bid and agreement sheets have been made. Farmers wishing to bid will fill out a bid sheet, bid sheets are to be approved unanimously by the board, and chosen bid will sign agreement sheet for 1 year. Due to change in contract agreements the current contract holder will be asked to match the current bid for land use.

Alan Panter provided an audit review via zoom. Field work was done in January 2025 with the remaining audit finished remotely late February. Audit overall went well. Occupancy saw a 90% improvement. Net service revenue is up 7% due to rates and occupancy. Operating expenses are up 2% due to raises, benefits, and new hires. The property tax levee is up due to no longer receiving covid reimbursement.

Mercedes Schirripa provided a policy review. PTO and ESTA discussed with new policies moving forward. ESTA is a new legal mandate of specified sick leave, minimum 72 hours must be allowed and roll over annually per employee with every 30 hours worked equaling 1 hour ESTA accrued. Current PTO time has no cap and employees are allowed to cash out PTO time in July. Implementation of 160-hour PTO cap, with 80 hours rollover to cover ESTA requirements, and no longer cash out option. Unanimous agreement on new policy to be implemented.

Mercedes Schirripa provided an administrator's report. Cass County Medical Care Facility had it's annual State Survey completed. They entered the building on Sunday March 23<sup>rd</sup> and finished Tuesday March 25<sup>th</sup>. A PBJ (payroll based journal) error allowed State to enter the building on an off day (Sunday). All requested documents were provided and the facility passed survey with 5 concerns, 3 of which were dietary. Kitchen management has since changed. The infection control grant for a new HVAC system is moving forward. Facility will be submitting expenses quarterly for grant reimbursement. The phones and phone systems are being updated ahead of schedule due to an power outage. New phone system began being implemented Friday March 28<sup>th</sup> and due to be completed in the next 2 weeks. This is being handled by county IT and Simplicity. Phones will now have an automated system for calls into the facility as well as being Wi-Fi based so calls can rout through computers for working from home if needed. Dietary is also being updated through Meal Suite which will digitize menus and ordering. There will be tablets to order meals and provide nutritional information as well as digital menus. This system will also provide digital thermometer monitoring of coolers and steam tables to alert when food is not in proper temperature range in real time.

Mercedes Schirripa stated relevant roster. There are currently 141 employees with 5 new hires. There are open CNA and nursing positions available.

There are no questions on resident council

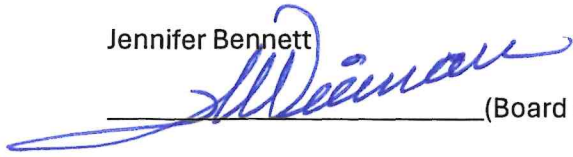
Dr. James Wierman states next board meeting to take place April 21<sup>st</sup>. All present in agreement.

Dr. James Wierman moves to recess. Vicki Vaughn seconds motion.

Recess starting at 10:25 a.m.

Respectfully submitted by:

Jennifer Bennett



(Board Chairperson)



(Administrator)