

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

October 23, 2023 10:00 a.m.

In attendance: Vicki Vaughn (Board Chairperson), Diane Seifert (Member), Jeff Carmen (Member), Christian Lutes, (C.E.O.), Linda Duchon (Interim Administrator), Phil Alt (Contracted Accountant), Jeremy Franks (Director of Finance), Rayann Franco (Recording Minutes).

Guests for Public Comment: Jodi Nestich, Matthew Newton, Cherie File, Jamie Gish

The meeting was called to order by Vicki Vaughn at 10:04 a.m.

Diane Seifert made the motion to accept the agenda with addition of Jodi Nestich. Jeff Carmen supported the motion. Motion passed unanimously.

Jeff Carmen made the motion to accept the monthly board meeting minutes as presented. Diane Seifert supported the motion. Motion passed unanimously.

Jodi Nestich reported that the transition to the County IT is complete. Fifty computers were updated. There is a new firewall in place. There are duplicate and redundant ISPs in place. The help desk provides support twenty-four hours a day by county IT personnel. New WIFI equipment will be installed this week. Jodi Nestich suggested that a small budget allowance be instituted for IT purposes. Jeff Carmen made the motion that there be a \$5,000.00 budget established for IT support and services. Diane Seifert supported the motion. Motion passed unanimously.

Matthew Newton reported that the Board of Commissioners approved the contract between the county and the facility for marketing. He stated that there were some challenges in the transition from the previous vendor. The transition has been completed. Marketing efforts will concentrate on standardizing each category, creating a new calendar, add a category for forms, implementation of a community element into the website, and monthly articles.

Cherie File (Assistant Director of Nursing) reported that she and two others attended the Director of Nursing conference. The focus was primarily on MDS, HR recruiting and documentation. Cherie File stated that there is a skills fair for competencies scheduled for the end of this month.

Jamie Gish reported that the facility has maintained a five-star rating consecutively for seven years. Jamie Gish explained that most referrals are provided by hospital case managers. Jamie Gish stated that she visits different physicians with Rie Shimada to promote the nursing facility as well as outpatient therapy services. The facility has a current occupancy rate of ninety percent.

Jamie Gish reported that there was an evacuation drill last week which included the Emergency Manager from the county. Due to the weather conditions, one wing was evacuated to another wing. The process took approximately six minutes.

Phil Alt reviewed the check register. Jeff Carmen made the motion to approve checks in the amount of \$467,208.99. Diane Seifert supported the motion. Motion passed unanimously. Jeff Carmen made the motion to approve the direct payments in the amount of \$163,103.12. Diane Seifert supported the motion. Motion passed unanimously.

Phil Alt reviewed the monthly census with the board.

Jeremy Franks will seek vendor proposals for services related to copy machines.

Rayann Franco reported that there were five corporate compliance investigations for the month. Members of the board will pick up copies of the investigations.

Linda Duchon reported that the subject matter for the joint provider webinar this year was regarding emergency vehicle services.

Linda Duchon stated that the five-day report for the Facility Reportable Incident (FRI) has been submitted to the State of Michigan.

Christian Lutes explained the administrator's role in the interview process during an investigation.

Christian Lutes reported that another medical care facility is now offering dialysis within their facility. This allows a facility to admit residents which require dialysis. Challenges with admitting residents requiring dialysis include transportation to and from the dialysis appointments as well as the distance to travel for these appointments.

Linda Duchon stated that traditionally the facility provides a Thanksgiving pie and side dish for employees. In addition, the facility provides employees with a t-shirt and gift bag for Christmas. Diane Seifert made the motion to provide employees with a Thanksgiving pie and side dish as well as a t-shirt and gift bag for Christmas. Motion passed unanimously.

Christian Lutes reported that the search for a new administrator continues. There are four candidates that meet the basic requirements. Ten different agencies have been contacted to help search for an administrator.

Diane Seifert made the motion to adjourn the meeting. The meeting adjourned at 1:49 p.m.

Respectfully submitted by:

Rayann Franco

_____ (Board Chairperson)

_____ (C.E.O.)