

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

May 20, 2024 10:00 a.m.

In attendance: Jennifer Rentfrow (Board Chairperson), Vicki Vaughn (Board Vice-Chairperson), Linda Duchon (Interim Administrator), Phil Alt (Accounting Consultant), Rayann Franco (Recording Minutes).

The meeting was called to order by Vicki Vaughn at 10:00 a.m.

Roll call: Members present – Jennifer Rentfrow, Vicki Vaughn

Members absent: Jeff Carmen

Guests for Public Comment: Commissioner Mary Howie, Rie Shimada, Jodi Nestich

Public comment: None.

Additions/deletions to Agenda: None

Jennifer Rentfrow made the motion that the agenda be accepted with the addition of billing questions. Vicki Vaughn supported the motion. Motion passed unanimously.

Jennifer Rentfrow made the motion to approve the minutes as presented. Vicki Vaughn supported the motion. Motion passed unanimously.

The check register was reviewed. Jennifer Rentfrow made the motion to approve the checks in the amount of \$721,907.68 and the direct payments of \$91,692.78. Vicki Vaughn supported the motion. Motion passed unanimously.

Phil Alt reported that there was an increase in census compared to the previous year.

Phil Alt presented the quarterly financial report. There has been a slight decrease in cash since December, but it was reported that the reserves were not utilized during this period. Jennifer Rentfrow made the motion to accept the quarterly financial report as presented. Vicki Vaughn supported the motion. Motion passed unanimously.

Rayann Franco provided a report for Corporate Compliance. There was one Corporate Compliance investigation. The report was reviewed and approved by the consultant.

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

Linda Duchon reported that the IT department will be attending a demonstration with her for software for work orders. This will not only track work orders but will also track drills and inspections.

Linda Duchon reported that she met with the IT department. There will be a new process for adding and deleting employees regarding access. Digital faxing will be implemented soon. Sharepoint is live and policies are being added.

Linda Duchon reported that there was a cyber security event with Ascension which we use for lab work. Ascension was only able to process stat labs. A new contract was signed with another company so that routine labs can be done.

Linda Duchon stated that the plan of correction has been submitted. There were two life safety code K-tags that we received tags on last year. There were six F-tags.

Linda Duchon reported that nursing home week was a success. Meals and activities correlated with them for that day.

Linda Duchon stated that she has signed a contract with a new agency to get more nurses. She explained that the new staffing requirements will be a challenge for smaller nursing facilities.

Linda Duchon presented the new attendance policy. Jennifer Rentfrow made the motion to approve the policy. Vicki Vaughn supported the motion. The motion passed unanimously.

There was discussion regarding the search for a new administrator. Copies of the job description and last job posting has been forwarded to the board.

Linda Duchon explained that protocol for the recent tornado warning. All residents that triggered for tornados in their trauma informed care assessment had employees visiting with them during the time of the warning.

Linda Duchon will investigate a resident and a family having private cook outs on the facility grounds.

The regulations state that residents must have access to a resident refrigerator that is located in a public area. One has been placed in the resident tv room.

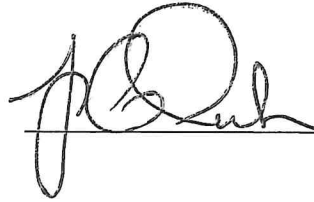
A former resident's family member approached a board member regarding their bill. It was explained that there was a credit because the family had made a large payment. That payment was reported as non-sufficient funds by the bank after several attempts so the credit was reversed. The family was provided with a final bill.

Jennifer Rentfrow made the motion to adjourn the meeting. Vicki Vaughn supported the motion.
The meeting was adjourned at 12:02 p.m.

Respectfully submitted by:

Rayann Franco

 (Board Chairperson)

 (Administrator)