

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

February 19, 2024 10:00 a.m.

In attendance: Jennifer Rentfrow (Board Chairperson), Vicki Vaughn (Board Vice-Chairperson), Jeff Carmen (Member), Linda Duchon (Interim Administrator), Rayann Franco (Recording Minutes).

The meeting was called to order by Jennifer Rentfrow at 10:04 a.m.

Roll call: Members present – Jennifer Rentfrow, Vicki Vaughn, Jeff Carmen

Guests for Public Comment: DeAndre Harris (remotely), Jeff Segal (Remotely), Vickie Burlew (remotely), Leaderstat Team (remotely).

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.

DeAndre Harris and Jeff Segal of Warner, Norcross and Judd provided a presentation regarding legal representation. Jeff Segal explained that he focuses on health care law. DeAndre Harris focuses on labor issues. They stated that the firm has a team to provide counsel for the facility's needs. Jeff Segal explained that they would be representing the medical care facility but if there was a situation where the county would be involved, they could ask for a conflict waiver. He explained that if the medical care facility and the county had a difference of opinion, he could draft a written opinion and explain it to the board in a closed session.

Vickie Burlew of Lebenbom and Rothman provided a presentation regarding the administrator search. She explained that the team would be working closely with Linda Duchon, interim administrator and Human Resources. Vickie's team would confirm that the candidates had an active license and search for any negative reviews or past issues. Human Resources would be responsible for doing reference and background checks on all candidates that move forward in the interview process. Vickie Burlew recommended that a new job ad be done for the position. The current ad only has a job description and responsibilities. It does not have any information regarding the facility or future goals. She also suggested that the board script questions for the candidates which are designed to provide the information that the board is seeking. Vickie Burlew stated that they do not do recruiting but will provide mentorship to the new administrator.

The Leaderstat Team provided a presentation regarding the administrator search. Leaderstat began their relationship with the facility in 2018. They provided three candidates for consideration for the administrator position. They have also provided the facility seven RN/LPN's to work temporarily when the facility experienced a staffing shortage. Leaderstat offers consulting to facilities that focuses on efficiency.

Jeff Carmen suggested that the current ad for the administrator position be removed. A new ad will be created.

Linda Duchon provided an update on the restructuring of the nursing department. She stated that the night supervisor positions are now filled with RN's. This will be a benefit to the facility as the changes regarding staffing requirements are implemented. Linda reported that Michele Brady started today and will either fill the DON or ADON position.

Linda Duchon stated that Congressman Walberg asked the facility to host a Senior Day on March 4th. Don Haney of the Medical Care Facility Council will be present to discuss talking points with the congressman.

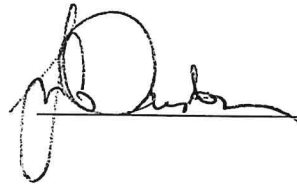
There was discussion regarding the expansion of the campus.

Vicki Vaughn made the motion to adjourn the meeting. Jeff Carmen supported the motion. The meeting adjourned at 12:07 p.m.

Respectfully submitted by:

Rayann Franco

 Board Chairperson)

 Administrator