

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

January 22, 2024 10:00 a.m.

In attendance: Jennifer Rentfrow (Board Chairperson), Vicki Vaughn (Board Vice-Chairperson), Jeff Carmen (Member), Linda Duchon (Interim Administrator), Jeremy Franks (Director of Finance), Phil Alt (Accounting Consultant), Rayann Franco (Recording Minutes).

The meeting was called to order by Jennifer Rentfrow at 10:07 a.m.

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

Guests for Public Comment: Commissioner Ryan Laylin, Hope Anderson, Monica McMichael, Jodi Nestich, Ambrosia Neldon, Rie Shimada.

Public comment: None

Additions/deletions to Agenda: Linda Duchon asked that the subject of MERS Authorized Officials be added.

Jeff Carmen made the motion that the agenda be accepted with the addition of MERS Authorized Officials. Vicki Vaughn supported the motion. Motion passed unanimously.

Jeff Carmen made the motion to approve the minutes as presented. Vicki Vaughn supported the motion. Motion passed unanimously. Jeff Carmen made the motion to accept the closed session minutes as presented. Vicki Vaughn supported the motion. Motion passed unanimously.

Linda Duchon stated that she will be meeting with Jodi Nestich this week to discuss IT.

The check register was reviewed. Vicki Vaughn made the motion to approve the checks in the amount of \$439,419.05 and the direct payments of \$249,947.59. Jeff Carmen supported the motion. Motion passed unanimously. Jeff Carmen made the motion that all IT bills should be reviewed by County IT before payment is made. Vicki Vaughn supported the motion. Motion passed unanimously.

Phil Alt stated that the current census average is 94% occupancy which is better than previous years due to the Pandemic.

Phil Alt reported that there will be fund coming in from the Medicaid rebilling and \$464,000.00 in cost settlements.

Phil Alt explained that the financial audit started this week. The Medicaid audit will occur in February. The IRS audit and Medicaid cost report audit being done currently.

Linda Duchon reported that the drug diversion team was interviewed by Ms. Patel from LARA on December 28, 2023 to verify data regarding the nurse drug diversion. Audits are being conducted weekly.

Linda Duchon stated that there were thirty residents who have COVID. There has been one sent to the hospital and one COVID related death. There are currently nineteen staff that are COVID positive. Linda Duchon reported that she contacted the board chair and received approval for incentives to be given during crisis staffing level for this COVID outbreak. There will be \$50 given to staff that pick up a shift of eight hours or less. Those picking up a shift over eight hours will be paid \$100.

Linda Duchon reported that there is an adequate supply of PPE for this outbreak.

Linda Duchon stated that nursing has received four applications for nurses. Three are moving forward in the hiring process. One was denied. The new additions will help move the nursing restructuring forward.

Linda Duchon recommended that the facility utilize Warner, Norcross and Judd for legal services. Jeff Carmen suggested that the board seek proposals and have them provide a presentation at the next board meeting.

The After-Action Report regarding the snow was reviewed. Linda Duchon explained that the facility was well prepared for the weather event.

New authorized officials are needed for the bank accounts and the MERS accounts. Jeff Carmen made the motion that the Administrator and the Board Chairperson be added as authorized officials. Vicki Vaughn supported the motion. Motion passed unanimously.

The farm contract was reviewed. Jeff Carmen made the motion that the contract be amended to a one-year contract instead of a four-year contract. Vicki Vaughn supported the motion. Motion passed unanimously.

Linda Duchon stated that she reported to the board members that she delegated authority to Rayann Franco during the crisis because she was not able to be on premises due to the weather.

Linda Duchon explained that the life safety code requires extra exercises representing real life scenarios be done annually. The community-based tabletop has been rescheduled due to COVID. The County Emergency Preparedness Official, police, etc. will participate in this event.

Linda Duchon stated that there were four new resumes for the Administrator's position received this morning. Jeff Carmen requested that the proposals from agencies for the administrator search be reviewed at a special meeting. The proposals should be submitted within the next twenty-one days.

Linda Duchon explained that the Michigan Medical Care Facility Council used a portion of the grant money they received to run advertisements for employment for all medical care facilities.

Jeff Carmen stated that the DHHS board meeting will be moved to the courthouse starting next month to encourage more to attend. The DHHS meetings will start at 9 a.m.

Vicki Vaughn made the motion to adjourn the meeting. Jeff Carmen supported the motion. The meeting adjourned at 11:17 a.m.

Respectfully submitted by:

Rayann Franco

 (Board Chairperson)

 (Administrator)