

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

January 9, 2024 10:00 a.m.

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

The meeting was called to order by Jennifer Rentfrow at 10:03 a.m.

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

Guests for Public Comment: Matthew Newton, Ambrosia Neldon, Vickie Burlew (remotely)

Public comment: None

Additions/deletions to Agenda: Jeff stated that he would like “Any Other Business That May Reasonably Come Before the Board” be added to the agenda format. Jennifer Rentfrow added that the board go into closed session to review a legal opinion sent by an attorney.

Jeff Carmen made the motion that the agenda be accepted with the additions. 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.

Vickie Burlew stated that Public Act 280 states that the Administrator is in charge and acts as the C.E.O. of the facility. The current structure of the organizational chart for the facility does not comply with the requirements set by Public Act 280 and Public Act 368.

Vickie Burlew recommended that there be new advertisements for the administrator’s position and that there be a thirty-day deadline to apply. Vickie Burlew stated that there should be minimum criteria established as well as a point system. She suggested that questions be developed for the interview process. She cautioned that out of state applicants will have a substantial learning curve due to the state requirements and reimbursement process. Vickie Burlew will submit a proposal to the board chair for the services that her group can provide and the costs of the services. She encouraged the board to get at least one other proposal. Jeff Carmen stated that he would like Linda Duchon to play an active role in this search.

Christian Lutes stated that there are two candidates available that meet the requirements and have kept in contact with the facility. The board will encourage those candidates to reapply with a new process in place.

Jeff Carmen made the motion that the board enter closed session. Vicki Vaughn supported the motion. The board went into closed session at 10:50 a.m.

The board resumed the open meeting at 11:57 a.m.

Based on the information provided during the closed session meeting, Jeff Carmen made the motion to eliminate the position of C.E.O. and that the Administrator and Chairperson negotiate a separation agreement effective immediately.


The Chairperson asked the Clerk to call roll: Yes (2): Jeff Carmen and Jennifer Rentfrow. No (1): Vicki Vaughn. The motion carried by roll call vote. The separation agreement will be ready by the end of the week.

Jeff Carmen made the motion to adjourn the meeting. Vicki Vaughn supported the motion. The meeting adjourned at 12:01 p.m.

Respectfully submitted by:

Rayann Franco

 (Board Chairperson)

 Administrator