

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

March 25, 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), Rayann Franco (Recording Minutes).

The meeting was called to order by Jennifer Rentfrow at 10:00 a.m.

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

Guests for Public Comment: Commissioner Mary Howie, Rie Shimada, Jodi Nestich, Ambrosia Neldon, Patrick McQuone

Public comment: Public comment was made.

Additions/deletions to Agenda: None

Jeff Carmen made the motion that the agenda be accepted as presented. Vicki Vaughn supported the motion. Motion passed unanimously.

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

The check register was reviewed. Jeff Carmen made the motion to approve the checks in the amount of \$706,883.66 and the direct payments of \$178,053.50. Vicki Vaughn supported the motion. Motion passed unanimously. Jeff Carmen asked that the Village of Cassopolis bill be clarified as to the services that are being provided.

Rayann Franco and Linda Duchon explained that there was a meeting with the IRS agent and his manager regarding the employee retention funds. A rebuttal letter will be sent, and the appeal process will start shortly thereafter.

Rayann Franco provided a report for Corporate Compliance.

Rayann Franco explained that the CECA two-year grant will end March 31, 2024. This grant provided the facility with funds and a TV to promote employee appreciation. This grant was helpful in employee retention.

Linda Duchon reported that policies, forms, job descriptions, etc. are being reviewed and uploaded onto the new site provided by the county IT department.

Linda Duchon reported that the RL LaPine ran the cable for the air handler. Programming needs to be completed.

Linda Duchon reported that there were currently no staff or residents with COVID. There were twenty-three residents and nine staff that had influenza from February 23 – March 4. Activities and dining were closed during this outbreak.

The CCMCF and the county participated in a threat training on March 18th. Barricading of doors was reviewed. There was also a portion on cyber training.

Linda Duchon stated that the MMCFC grant covered some costs related to advertising for employees.

Linda Duchon reported that the state was in the building for a complaint survey on March 19. Areas of concern were professional standards, quality of care, accuracy of medical records.

Linda Duchon stated that there was no change in the rate for the lawn contract. Jeff Carmen made the motion that an RFP be done for lawn maintenance. Vicki Vaughn supported the motion. Motion passed unanimously.

Linda Duchon reported that LARA had formally requested a copy of the police report regarding drug diversion. The police report was forwarded to LARA.

Linda Duchon stated that the facility hosted Congressman Walberg's senior day. There were many vendors that participated in the event. She explained that we were able to speak to him regarding the minimum staffing changes that are being proposed. We were also able to discuss having his office help in the IRS appeal process.

Linda Duchon reported that maintenance is starting to paint resident rooms.

Linda Duchon stated that the Joint Provider conference will be a one-day event on April 9th. She explained that both state surveyors and providers will attend this event.

Linda Duchon reported that she attended the HCAM spring conference.

The board asked Commissioner Howie to address the Board of Commissioners regarding the CCMCF meeting being televised.


Jeff Carmen made the motion to have a special board meeting on April 11 at 10 a.m. Vicki Vaught supported the motion. Motion passed unanimously.

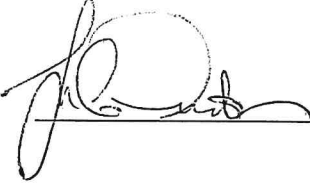
Jennifer Rentfrow stated that she was able to attend the Senior Day at the facility. The event was successful, and the environment was positive.

Vicki Vaughn made the motion to adjourn the meeting. Jeff Carmen supported the motion. The meeting adjourned at 11:24 a.m.

Respectfully submitted by:

Rayann Franco

 (Board Chairperson)

 (Administrator)