

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

March 23rd, 2026

In attendance: Jeff Carmen (Board Co-Chair), Vicki Vaughn (Board Member), (Mercedes Schirripa (Administrator), Jenna Badner (Controller), Jamie Gish (Director of Admissions/Emergency Mgmt), Jennifer Bennett (Recording Minutes).

Meeting called to order: Jeff Carmen called the meeting to order with Dr. James Wierman absent and 2 members present; meeting called to order at 9:41 am.

Guests: Rie Shimada (Director of Rehabilitation), Lynda Newton (DON), Jennifer Rentfrow (County Administrator), Alan Panter (Yeo & Yeo)

No Public Comment.

Additions/deletions to Agenda:

Vicki Vaughn moves to accept the agenda; Jeff Carmen supports the motion. All are in favor and the motion passed.

Jeff Carmen made the motion to approve the minutes as presented. Vicki Vaughn seconded, the motion carried.

Lynda Newton reported her story.

A resident recently passed at the facility and family approached Lynda Newton to express that they felt the support and care from staff and the facility allowed the passing to be slow and peaceful, which they are greatly appreciative of.

Per QAPI, Lynda Newton states falls and medications prescribed continue to be the focus. There were 10 falls in the last 2 months, which are trending down even with fluctuations. Poly pharmacy is currently at 30% of residents taking 8 or less medications. The State considers 9 or more medications excessive due to the possibility of interactions. Lynda Newton states that if any as needed medication has not been requested for 30 days it will be removed from orders and restarted as needed, and medications prescribed for medical conditions are not removed without consulting the doctor.

Jamie Gish gives a presentation on Emergency Management.

Jamie Gish states that Manny Delarosa, the Cass County emergency management coordinator has always been extremely helpful and cooperative with the medical facility in training and implementing drills for emergency management. Per the Facility, Jamie Gish states that all staff are educated on protocols during orientation, as well as readily available rapid response guides

throughout the building. Relias offers digital training every staff member is required to participate in and there are physical drills run in the Facility regularly.

Per questions, Jeff Carmen asks if a tornado damages the building excessively as happened recently in the area, what is the procedure.

Jamie Gish states that there would most likely be a partial or full evacuation depending on the extent of the damage and safety of the residents. CMCCF is in cooperation with local transportation services as well as nearby facilities in case of such an event. There is also a robot-call system in place to notify staff and family members that is not reliant on Facility technology, administrative staff can send out an alert from anywhere.

Jeff Carmen asks what the procedure would be in the event of such damage coupled with road closures, to which Lynda Newton states the staff would assist in sheltering in place. There is enough food in the Facility for multiple days, and Jamie Gish adds that there is a caged section in our storage room that has additional emergency supplies, including dried food as well.

Vicki Vaughn asks if there is anywhere to go in case of a serious fire. Mercedes Schirripa states that depending on intensity the Facility may do a full evacuation to local county locations or other Skilled Nursing Facilities in the area. Jamie Gish also adds that there are fire walls and fire doors in use at the Facility to limit the spread as well as shelter locations within the building.

Vicki Vaughn asks if a recent fire alarm from CCMCF was upsetting to the residents. Mercedes Schirripa states that specific alarm was limited to the alarm panel and did not ring overhead, so resident were likely unaware. This is due to a fault in the panel that has previously been discussed, and quotes have been procured to fix this issue.

Vicki Vaughn makes notice of the pavement around the Facility making it difficult to evacuate residents in wheelchairs due to the unevenness. Mercedes Schirripa states that is in process as well, quotes have been received for this project as well.

The check register was reviewed.

Jeff Carmen asks of the KCI USA equipment charge, is it monthly or quarterly, and what is this charge for?

Lynda Newton explains it is for wound vac machine rental, and the charges fluctuate with need and type of machine rented.

Jeff Carmen asks about the utility charges, to which Jenna Badner states that those are monthly.

Jeff Carmen asks about the charge for ALT long-term care consulting, and how much longer that is to continue. Mercedes Schirripa states this cost is still needed but ending soon.

Jeff Carmen asks about the Michiana Mobility charge and is it monthly because it is a high charge. Mercedes Schirripa states that she agrees but the Facility cannot completely rely on County transit

exclusively as they have closures with the local school system and no evening hours. These constraints force the facility to contact Michiana Mobility for transport which is more costly.

Vicki Vaughn asks about waste management charges, are they monthly and does that include medical waste. Mercedes Schirripa states, yes, it is a monthly charge for one pick up and no, medical waste is handled by biomedical solutions.

Census:

Jenna Badner states the census averaged 72 for February, which is above the maintenance goal of 85% for the Facility.

Cash position:

No questions

Quarterlies:

Jenna Badner states per the statement of net position, this is for the first quarter ending in December of 2025, that the agency nursing and medication costs contributed to a loss financially, but those numbers are trending better in the second quarter as the facility works with a new pharmacy as well as has less need of agency positions.

Mercedes Schirripa provided an administrator's report:

State is due and expected in the building at any time now, everyone is prepared for the survey.

Per the ERC appeal, the IRS has issued refund payments to the facility, this is being double checked as they were not supposed to be paid directly to the facility.

There have been issues with the schedule regarding CNA's. some work 8-hour shifts and some work 12, this is often leaving a 4-hour gap in coverage. A written survey was sent out with paychecks to gather a consensus of whether 8 or 12 hours are preferred with the possibility of switching exclusively to one or the other.

Mercedes Schirripa speaks on Professional Medical and ADP systems.

Medline is currently who the facility orders medical supplies and toiletries from; they have been inconsistent with timeliness. It is requested to switch to Professional Medical for orders. Their products have already been tested withing the facility and are favorable. Neither system requires a contract, costs are related to orders, although Professional medical would assist with tracking to better understand needs regarding census and time of year trends. Mercedes Schirripa is asking to switch suppliers.

Jeff Carmen moves to approve, Vicki Vaughn seconds. Motion passes.

ADP has been researched by Mercedes Schirripa, Jenna Badner, and Jen Bata the facility HR Director to replace the current system that handles payroll and employee hours worked. Kronos is currently used by CCMCF and has had frequent issues with tracking employee hours, PTO time, and holiday hours. ADP would replace Kronos as well as Relias and Onshift systems. ADP would be able to track hours on payroll as well as offer digital training for staff and assist in scheduling.

Jeff Carmen asks about costs and insurance listed in the information packet. Mercedes Schirripa explains that the additional costs would be included in the facilities agreement and the insurances mentioned are part of the services offered in that employees would be able to update their coverage through the ADP system.

Jeff Carmen asks if this system would be replacing HR and Mercedes Schirripa states it would replace 3 of the systems that HR uses, streamlining many processes.

Jenna Badner adds that financially using ADP alone is more cost-effective than the 3 separate systems currently in use.

Vicki Vaughn moves to accept the proposed changes of ADP and Professional Medical. Jeff supports the motion.

Mercedes Schirripa states she intends to have ADP implemented by July 2026.

Yeo & Yeo presentation:

Alan Panter presents for the financial audit. He states the field work was completed in late January with the audit finishing in February. He expresses thanks to Jenna Badner and Phil Altman for their work and assistance.

Overall, there are no present issues or suggestions for improvement, it was a clean audit.

Revenue, cash on hand, and occupancy are all trending upward. Balance days in the A/R ageing are trending downward, which is good, and expenses have flattened out, which is also good.

Jeff Carmen asks about the non-operating revenue which Alan Panter states is property taxes and millage funds.

There are no other questions.

Questions per the employee roster.

Mercedes Schirripa states that most terminations are due to attendance.

Resident council minutes:

Vicki Vaughn asks if there is still a Sunday with no Pastor available for rounds with residents.

Mercedes Schirripa states she will confer with Steve Jacko, Community Enrichment Director, but

she does not believe so. To her knowledge there are multiple religious representatives present every Sunday for residents who partake.

Resident newsletter:

Mercedes Schirripa states that the newsletters are not made public do to them disclosing residents' full names and birthdates for birthday announcements.

Public comment:

Jennifer Rentfrow would like to state that the facility financials look great, and she can see the hard work in achieving that.

Jeff Carmen makes the motion to recess, Vicki Vaughn seconds.

Recess started at 10:52 a.m.

Respectfully submitted by:

Jennifer Bennett

 (Board Chairperson)  (Administrator)