PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

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| Date: Thursday, March 30, 2017 | Place: Board Room |
| Presiding: Elaine Boyne, Chairperson | Time: 2:00 p.m. Central Time |
| Recording Secretary: Lois Ball, Executive Secretary | |

Call to Order: Chairperson Boyne called the meeting to order at 2:00 p.m. Central Time

Roll Call:
Trustees Present: Elaine Boyne, Donna Schomin, Theresa Nelson, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman, and Darlene Smith, Administrator.

Trustees Absent: There were no trustees absent from this meeting.

Leadership Team Members Present: Candace Meintz, CFO

Guests: Terry Grondine and Shannon Piche

| TOPIC | DISCUSSION | OUTCOME |
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| Approval of the March 2017 Agenda | A motion was made by Trustee Eichhorn, supported by Trustee Driscoll, to approve the Agenda with the following additions:<br>6. a. Nominations for the 2017-2018 Executive Committee term<br>7. b. 1.. Administrator's contract | The motion was made by Trustee Eichhorn, supported by Trustee Driscoll, to approve the Agenda with changes. Motion carried. |

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| | 8.c. Deed to Spalding Township<br>8.d. Request for $637.95 for 2 employees to attend the Biller's Institute Seminar in Lansing. | |
| Board action of Minutes of the February 2017 meeting | The minutes had been mailed to the Board for their review prior to this meeting. | A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the minutes as presented. Motion carried. |
| Board action on the minutes of the February 2017 Closed meeting | The minutes of the meeting were handed out to the Board Members who then reviewed them. | A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the minutes as presented. Motion carried. |
| Board action on the February Manifest of Invoices | The Manifest of Invoices had been sent to the Board Members prior to this meeting for review. Trustee Nelson asked about two checks that she had returned to the facility. CFO Meintz explained the items in question to her. | A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the Manifest of Invoices. Motion carried. |
| Board Action on Financial Statement for February 2017. | CFO Meintz reviewed the Financial Statement and also reviewed the Write Offs in the amount of $9778.65 with the Board. She explained how the Quality Assurance Supplement payment works. | A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statements and the Write Offs in the amount of $9778.65. Motion carried. |
| Nominations for the 2017-2018 Executive Committee term | Chairperson Boyne explained the procedure of nominations of Board Members to fill the positions of Chairperson, Vice-Chair and Secretary. | Trustee Hafeman made a motion to nominate Catherine Driscoll for Chairperson, Gary Eichhorn for Vice-Chair and Donna Schomin for Secretary. The Motion was supported by Trustee Oliver. Motion carried. |
| Whispering Pines Committee Report | Trustee Driscoll reported that the Committee reviewed the Administrator's | A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to |

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| | report of homes, she noted that we need staff. They also reviewed the 2016 resignation chart, the number of resignations and why. They reviewed the outstanding A/R for 2016. | approve the report as presented. Motion carried. |
| Executive Committee Report to the Board Administrator's contract | Administrator Smith requested a closed session for this portion of the meeting. | A motion was made by Trustee Hafeman, supported by Trustee Eichhorn to move into closed session. The room was cleared at 2:26 p.m. |
| Open Session resumed | Open Session resumed at 2:39 p.m. | |
| Review and request permission for Write Offs | This was handled during review of the Financial Statements. | |
| Permission for Activities Director to attend the Michigan Association of Activities Professionals Spring Conference | Administrator Smith requested $375.00 for lodging, meals, gas and bridge fare for the Activities Director to attend this conference. | A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve this request. Motion carried. |
| Deed for Land for Walking Trail | We had deeded land to Spalding Township years ago for the park and there was a reverter clause in the deed. The land was not used and so it did revert to Pinecrest. Spalding Township would like to use that land as part of the DNR Walking Trail they are constructing. They have a revised deed, with the same wording (reverter clause). It was prepared by Attorney Russell Hall. We will contact them and get the details on how to complete the process. | A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the re-deeding of the parcel of land to Spalding Township to include the reverter clause. Motion carried. |
| Request for $637.95 for 2 employees to attend the Biller's Institute Seminar in Lansing. | Administrator Smith requested $637.95 for 2 employees to attend the Seminar. It will give them good information as BCBS, | A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to |

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| | Medicare, and Medicaid will be there to discuss billing and issues. | approve the $637.95 cost. Motion carried. |
| Report of Quality Assurance and Resident Council | Administrator Smith reported that at this month's QA meeting they reviewed QAPI (Quality Assurance Preferred Improvement which helps us get paid. Requirements of Participation is in 3 phases. We are now working on Phase II and are beginning to learn about Phase III. They also had Policy Review, Pharmacy and Therapeutics and an Infection Control Report.<br>In Resident Council at the 3 homes they reviewed the calendar, resident rights, talked about cleaning out closets, about food in residents rooms, and about not having furniture in front of the night lights. She noted that the President of the Resident Council resigned as she is moving to a lesser care facility this week. She thanked the resident for her work as President of the Council. | A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the Quality Assurance and Resident Council Reports as presented. Motion carried. |
| Report of Safety Committee | Lois Ball reported that David Vandermissen took over the Safety Committee Meetings. The incidents and accidents of staff and residents were reviewed. Davey and DK brought up issues that they have been finding on the floors. She stated that Davey will do a very good job as chairperson. | A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Safety Committee report as presented. Motion carried. |

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| Administrator's Report | Administrator Smith reported that she attended the Alzheimer's Support Group Meeting on 3/14. She had a meeting with OSF regarding LAB work. OSF processes all of our labs.<br>Administrator Smith and the DON, Nicole Freeland attended a meeting in Lansing this week with State Surveyors called The Joint Providers Meeting. | A motion was made by Trustee Hafeman, supposed by Trustee Driscoll, to approve the Administrator's report. Motion carried. |
| Comments from the Public | There were not comments from the Public. | |
| Adjournment | The meeting adjourned at 2:54 p.m.<br><br>The next meeting is scheduled for April 27, 2017. | A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried. |

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith 4/27/17