



## Pinecrest Board Meeting Minutes

Committee:	BOARD OF DIRECTORS MEETING	Date: May 28, 2009	
Presiding:	Michael Kaufman, Chairperson	Time: 2:00 p.m.	
Recording:	Lois Ball, Administrative Secretary	Place: Board Room	
Attendance:	Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, June Waisanen, Barbara Oliver, Mary Bradley, Michael Kaufman, Richard Mapes, Administrator		
Absent:	Margaret Bastien		
Liaison Members Present:	David Schultz, John Degenauer, Jr.		
Liaison Members Absent:	Gary Eichhorn		
Leadership Team Members Present:	Jerome Hubbard, Controller; Darlene Smith, DON; Lois Ball, Administrative Secretary		
Leadership Team Members Absent:	Jessica Boucher		
Guests			

Topic	Discussion/Conclusion/Recommendation	Action/Responsible Party
I. Discussion	The May Agenda was approved with no additions or deletions	Motion made by Trustee Oliver, supported by Trustee Bradley to accept the May agenda as presented. Motion carried.

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	Minutes of the previous meeting were reviewed. No corrections were made.	Motion was made by Trustee McCole, supported by Trustee Elegeert to accept the minutes of the April Meeting. Motion carried.
	Jerome Hubbard, Controller, reviewed all aspects of the Financial Statement for the month of April.  The manifest of Invoices was reviewed by the Board prior to the meeting.	Motion was made by Trustee McCole, supported by Trustee Bradley to accept the Financial Statement as presented by Controller Jerome Hubbard. Motion carried.  Motion was made by Trustee Elegeert, supported by Trustee Oliver to accept the Manifest of Invoices and to pay the bills.
II. Board Reports	Chairperson Kaufman reported that the Executive Committee had met prior to the Regular Board Meeting to review 3 evaluations of Management Staff and recommended an average 3% increases for the 3. He also discussed the new title given to Jerry Hubbard of Assistant Administrator, for which a 3% increase was given along with another 3% for his yearly merit increase; and a 3% increase was granted to Darlene Smith who has been given the title of Director of Resident Services. The Board congratulated Jerry and Darlene on their positions.	Motion made by Trustee Bradley, supported by Trustee Boyne, to accept the Executive Committee recommendation for salary increases. Motion carried.

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	<p>Chairperson Kaufman on behalf of the Executive Committee recommended that the Board grant the request for a write off of Uncollectible Debts and that the facility continue to try to collect these debts.</p> <p>Chairperson Kaufman told the Board that there was a letter written for his signature as part of the application for recertification for the EDEN program.</p> <p>Chairperson Kaufman discussed the Governor's Executive Order and how this may affect Pinecrest. He stated that the Administrator and Assistant Administrator were working on a contingency plan .</p> <p>The Chairperson also discussed grants that Pinecrest has received for bariatric beds and for emergency preparedness.</p> <p>Chairperson Kaufman turned the meeting over to Secretary McCole who opened the Dairy bids.</p> <p>Trustee Bradley reported on the Whispering Pines Board Meeting held on Tuesday, May 26, 2009. She reported on each home, as well as the staff and clients within the home. She also reported that The Harbors would be having their grand opening on June 5<sup>th</sup> and our office would be open June 1.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Bradley to accept the recommendation of the Executive Committee and grant the write off request. Motion carried.</p> <p>A motion was made by Trustee Bradley, supported by Trustee Boyne, to approve the letter be signed and endorsement given. Motion carried.</p> <p>A motion was made by Trustee Bradley, supported by Trustee Smith to accept the bid made by Jilbert Dairy and to award them the contract for the 2009 -2010 year. Motion carried.</p> <p>A motion was made by Trustee Elegeert, supported by Trustee McCole , to accept the Whispering Pines report. Motion carried.</p>

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Quality Assurance Committee Meeting	<p>Darlene Smith, DON, gave the report on the May Quality Assurance Meeting. She reviewed the Departments that had given reports during the month.</p> <p>Mrs. Smith then read a letter written by Debbie Pitts, CNA and President of our Local NAHCHA Team. Mrs. Smith touched on the many things that Ms. Pitts is involved with in and out of the facility for the good of the facility, and reviewed the Escanaba Daily Press article about Debbie and the things happening with the facility such as Key Club with the high school students, and the Adopt-A-Grandparent program (also with the school).</p>	<p>A motion to accept the Quality Assurance Report as presented by Mrs. Smith was made by Trustee Elegeert, supported by Trustee Boyne. Motion carried</p>
Safety Committee Meeting	<p>Lois Ball, Acting Chairperson of the Safety Committee Meeting gave a report on the May Meeting. She stated that all incidents/accidents had been reviewed. She also noted that they have been holding fire drills and working on updating and correcting the emergency plan book accordingly.</p>	<p>Motion was made by Trustee Elegeert, supported by Trustee Oliver to accept the Safety Committee Report. Motion carried.</p>
MCMCFC Spring Conference	<p>Administrator Mapes reported that he had enjoyed the Annual MCMCFC Spring Conference at Boyne Highland and had found it very rewarding and also enjoyed all of the networking that he was able to do. He stated that in July he and a member of the Board (from Delta County) would be attending the NACo Summer meeting in Nashville.</p>	<p>A motion was made by Trustee Elegeert, supported by Trustee Bardley to accept the Administrator's report on Boyne Highland and to grant permission for the Administrator and one Board Member to attend the NACO Summer Conference. Motion carried.</p>

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Governor's Executive Order	<p>The Administrator discussed the Executive Order and it's impact on the Facility. He stated that he and Jerry are looking at operational expenses and are putting a plan together that will certainly involve all of those that work at Pinecrest. He stated that this is something that will probably carry over for years to come. He will keep the Board informed.</p>	
SEIU negotiations	<p>The Administrator stated that the mediation with SEIU is scheduled for June 22<sup>nd</sup>, with no time or place announced yet. He will keep the Board apprised of the happenings.</p>	
Comments from Liaison Members	<p>There were no comments from the Liaison Members at this time.</p>	
Comments from the Public	<p>There were no comments from guests at this time.</p>	

