PINECREST
Caring Community

PINECREST BOARD OF TRUSTEES

Date: Thursday, July 26, 2012	Time:
Presiding: Margaret Bastien, Chairperson	Place: Board Room
Recording Secretary: Lois Ball, Executive Secretary	

Present: Gerald Smith, Elaine Boyne, Gladys Elegeert, Katie Driscoll, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien, Richard Mapes, Administrator

Liaison Members Present: John Degenaer, Jr.; Ann Martin
Liaison Members Absent: Mary Harrington and Charlie Meintz
Leadership Team Members Present: Darlene Smith, Candace Meintz, Sharline Corrigan

Also Present: Lynn Schoen, Child Care Director; Todd Flath, Judy Nerat, Donna Cappaert, Tracey Fazer, Joni Backland, Peggy Eichhorn, Amy Lantagne, Robin VanEnkevort, Sandi Guathier

TOPIC	DISCUSSION	OUTCOME
Call to order	The meeting was called to order at 2:00 p.m. CST by Chairperson Bastien.	
Approval of July's Agenda	Chairperson Bastien asked that an addition of "e": By Laws Discussion be added to the Agenda.	A motion to approve the July Agenda with the addition as requested was made by Trustee Smith, supported by Trustee Driscoll. Motion carried.

Board action on Minutes of the June 28, 2012 meeting	The minutes were sent to the Board Members prior to this meeting for review.	A motion was made by Trustee Oliver Supported by Trustee Bradley to approve the minutes of the June 28, 2012 meeting. Motion carried.
Review of Financial Statement for the month of June 2012	Candace Meintz, CFO, reviewed the Financial Statements for the month of June 2012. Board Members asked about the increase and CFO Meintz explained that it had to be increased due to A/R Trustee Kaufman read a recent newspaper article regarding Roubal's Nursing Care and Rehabilitation Center in Stephenson and stated that he wanted to point out that this facility was once an 88 bed facility and has now dropped its bed capacity down to 39. We are not the only ones having a problem with census.	A motion to approve the Financial Statement as presented was made by Trustee Elegeert, supported by Trustee Smith. Motion carried.
Board action on Manifest of Invoices	The Manifest of Invoices had been mailed to Board Members prior to this meeting for review.	A motion to approve the Manifest of Invoices and to pay the bills was made by Trustee Smith , supported by Trustee Boyne. Motion carried.
Whispering Pines report	Trustee Bradley reported on the activities for each of the homes, Northern Pines (PAC) and Great Northern Home Care. Trustee Bradley also reported that an office of Great Northern Home care will be located in the Superior State Building in Menominee as the office the Harbor Towers building is not big enough but will be used to direct care for Harbor Towers clients.	A motion to approve the Whispering Pines report was made by Trustee Driscoll, supported by Trustee Oliver . Motion carried.
Child Care Center Contract	One Sealed bid was received. It was opened by Secretary of the Board, Barbara Oliver. It was from SML Day Care Services and the total bid was $131,500. A discussion was held concerning our recent Medicaid audit, cost report and reimbursement from cost settlement. A decision was made to table this item until	A motion to table this item until the final Medicaid Audit report is received was made by Trustee Bradley, supported by Trustee Driscoll. Motion carried.

	the final report from the Medicaid audit is received.	
MSU Extension Service – Lease Agreement	Administrator Mapes explained that the 3 counties had approached the facility in regards to having an MSU office located at Pinecrest. We are looking at leasing the upstairs of Whispering Pines (which had been the Whispering Pines office area until last month) with an outdoor staircase being put in. The lease would be offered at $1,800.00 per month with an annual renewable contract. Administrator Mapes asked the Board's permission to move forward with the lease agreement between Pinecrest MCF and MSU Extension, contingent on the agreement of who will build an outdoor entrance to the second floor. We are getting price quotes for this work at this time. Chairperson Bastien asked if before we lease it out was there anything we could use the space for, but discussion held that we would not need to move any activity, program or office to that space at this time.	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to allow the Administrator to move forward with the lease agreement. Motion carried.
Bad Debt Write Off	Sharline Corrigan reported that this is a Medicare client, admitted, discharged and re-admitted. She worked with Medicare, can show where she called them but couldn't get claim to pay, it has gone over the year limit, she has even requested Special Claims to try to recoup this amount even if it is over the year, but she is asking that this be a write – off due to the time limit. One claim that had been written off earlier this year, will be credited to our A/R account, so that shows on today's report.	A motion as made by Trustee Smith, supported by Trustee Driscoll to approve the write off in the amount of $13,390.53. Motion carried.
Report of Quality Assurance and Resident Council Meetings	Darlene Smith stated that the Quality Assurance Committee had met during the month and noted the activity that each department had reported on.	A motion to approve the Quality Assurance Report was made by Trustee Bradley, supported by Trustee Driscoll. Motion

	She noted that the State did come in to review our self reported incidents and we did receive a level D. We did do discipline and inservice as well as the Quality Assurance and we have to report back to the State in a couple of weeks. Resident Council Meeting: July 10th at Pinecrest. Reviewed what kinds of pies they wanted to make with the children in the day care center. They also planned the cook out that we had today. In August calendar they are working on "Talk Time" and want to go outside if the weather is nice. They asked Penney to attend a meeting to discuss the menus. Cheryl reviewed F240 (resident rights) and they stated they liked the a/c with this recent weather. July 23: Pine Grove: they planned their fish fry outing, talked about going to the fair and other outings they would like, they also reviewed the F240 tag. July 24: Cedar Grove: husband and wife would like to go to the fair, reviewed F240	carried.
Safety Committee Report	Lois Ball Reported on the July 10th Safety Committee Meeting. She noted that they continue to monitor nail clips and skin tears as well as Falls/personal alarms. Trustee Driscoll asked about the numbers of incidents that are not showing for the May report and Lois responded that a meeting was not held that month and data was not prepared.	A motion to approve the Safety Committee Minutes as presented was made by Trustee Kaufman, supported by Trustee Driscoll. Motion carried.
Report on meetings and Conferences Attended	Administrator Mapes reported on the District I meeting and items reviewed at that meeting including HCAM reimbursement updates. He announced that the director of the Bureau of Health System has been asked to step down.	A motion was made by Trustee Bradley, supported by Trustee Boyne, to accept the report on Meetings and Conferences Attended. Motion carried.

	Administrator Mapes reported on NACo Summer Meeting, he has been elected Vice President of NACHFA. MCMCFC Meeting: He reported that the Administrators are monitoring the TV 6 ads and that he had seen the Pinecrest ad just the other day. MCSSA Meeting: Administrator Mapes reported that they will meet in Traverse City in August. There will be a meeting for strategic planning during that conference. He asked the Board to approve lodging for him for that meeting. Darlene Smith reported that she had attended the Alzheimer's Support Group meeting. She also stated that the facility has been joining in on some webinars related to dementia. She stated that the webinars indicate that they want to do away with the use of antipsychotic drugs. Some staff members have also been attending MDS 3.0 conferences to keep up to date in that area. Trustee Kaufman encouraged all Board Members to try to attend the next MCSSA Meeting and stated without attendance the meetings may well be discontinued. Trustee Elegeert asked if the meeting to review the employee's letter of concern had been held during the past month. This letter will be taken into consideration during the House Committee Meeting to be held directly following the Board Meeting.	
Administrator's Report	1. Quarterly "SOAR" Report: The Administrator reviewed this dashboard report and commented on many of the items. 2. Because of self reported incidents, we had a State surveyor in the building beginning June	

	21st. We were cleared on all with the exception of one. We received a Level D citation. We have submitted our plan of correction and they have accepted it. 3. We are working on the My InnerView surveys of residents, families and staff. 4. Local 854 arbitration dates are set for August 6, 7 and 10. 5. We had a Medicaid Audit last week and will be looking for a full report regarding this audit within a few weeks. Administrator Mapes thanked the CFO for all of her work in preparing for the audit and making sure the auditor got a lot of information beforehand.	
	6. MCSSA/MCSSCET/MCMCFC Annual Conference will be held at Crystal Mountain in Traverse City on August 27 through 29. Administrator Mapes requested that the Board approve lodging in the amount of $281.22 for the time he is at the conference.	Trustee Bradley made a motion, supported by Trustee Elegeert, to approve lodging in the amount of $281.22 for the Annual Conference in Traverse City. Motion carried.
	7. MCMCFC Board of Directors Meeting, September 27 and 28 in Sault Ste. Marie. Administrator Mapes requested approval from the Board for lodging in the amount of $78.00 for the night he will be there. He also noted that the meeting will be held on the 27th which is the same day as the Board Meeting and he requested permission to be absent from the Board meeting in September. The Board has agreed to hold the meeting as scheduled on September 27th.	A motion to approve the lodging for the Administrator to attend the Board of Directors Meeting in Sault St. Marie on September 27 and 28 was made by Trustee Kaufman, supported by Trustee Boyne. Motion carried.
	8. Joint Provider meeting will be held on September 18th and Administrator reported that Darlene Smith is planning to attend. He asked	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to allow costs of travel for Mrs. Smith. Motion carried.

	the Board's approval for travel costs for Mrs. Smith. 9. Retirement Plan Fee to change our current 457 Plan with Hartford over to AXA was reviewed. 10. SEIU Labor Contract was not ratified by the LPNs last week. We are waiting to hear from our attorney regarding this issue. 11. Administrator Mapes stated that he had included in today's packet a HCAM Alert which provides an overview of several issues we are currently dealing with.	A motion was made by Trustee Smith, supported by Trustee Elegeert, to accept the Administrator's report.
Review of Board By Laws	Chairperson Bastien stated that she had requested the By Laws be sent to all Board Members for review and to discuss at this meeting. She asked if Board Members felt there needed to be changes made. Trustee Driscoll noted that the By Laws refer to the "President" and asked who that was. The President of the Board is now referred to as the Chairperson and she thought such a change should be reflected in the By Laws. Chairperson Bastien asked if the Executive Committee acts in place of the whole board (no). Trustee Driscoll noted that the last page again refers to the "President" and has no review date. Chairperson Bastien discussed her interpretation of the Executive Committee, to meet if there is a need to between the scheduled monthly meetings of the regular Board. We used to meet to award salaries to management personnel and we don't do that anymore. (Administrator Mapes reminded them that the wage freeze is on.) It was suggested to form a sub-committee to review the By Laws on a yearly basis. Trustee Kaufman suggested that it be the same month of each year. Discussion was held on appointments to the committee and the following Trustees were appointed: Katie Driscoll, Gerald Smith, Mary Bradley	

	and Peg Bastien as Chairperson will also attend.	
Comments from Liaison Members	John Degenaer, Jr. asked which fair the residents were wanting to attend and stated he would see what he could do about obtaining admission for them. He asked the Board that when voting to approve the cost of travel or other items that the amount that was approved be so noted in the minutes. He noted that the Board had just approved mileage to a meeting, but a dollar amount to approve was never given. Ann Martin asked if the lease agreement with MSU Extension was to include utilities, maintenance, and internet as that had been what was agreed upon at the meeting. She also noted that when they had met and toured that area it had been agreed that Pinecrest would be responsible for the stairwell/entrance to second floor. Administrator Mapes responded that he has discussed this with Nora Viau from Delta County and that Pinecrest is not in the position to bear that cost at this time.	
Comments from the Public	Amy Lantagne (CNA at Pinecrest) expressed that Mr. Mapes ignored her welcome and didn't address the residents at the nurses station this morning. Robin VanEnkevort, LPN asked that her letter be read here at the regular Board Meeting. She distributed letters to the Board Members and asked a Trustee to read the aloud. Trustee Boyne read the letter which addressed her concerns. Sandi Gauthier, LPN, also expressed her concerns regarding activities for residents, especially on weekends. She noted that she agrees with a lot of the	Mr. Mapes stated that was not the case, but said he will try better.

	comments that Robin had made in her letter. She also noted concerns about our building (care/renovations). Dietary aide, Donna Cappaert, stated that she feels all cuts are not fair and noted that the cuts affect what the residents want and what they can have on their menus.	
Adjournment	The meeting adjourned at 3:27 p.m. CST	A motion to adjourn was made by Trustee Elegeert, supported by Trustee Oliver. Motion carried.

Barbara J. Oliver, Secretary

Barbara J Oliver

Richard Mapes, Administrator