Pinecrest
Medical Care Facility

PINECREST BOARD MEETING MINUTES

Committee	Board of Directors Meeting	Date: October 22, 2009
Presiding	Michael Kaufman, Chairperson	Time: 2:00 p.m. CST
Recording	Lois Ball, Executive Secretary	Place: Board Room
Board Members Present	Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Mary Bradley, Michael Kaufman, Margaret Bastien, Richard Mapes	
Board Members Absent	June Waisanen	
Liaison Members Present	John Degenaer, Jr.	
Leadership Team Members Present	Darlene Smith, Jerry Hubbard, Lois Ball	
Leadership Team Members Absent	Jessica Boucher	

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	OUTCOME/RESPONSIBLE PERSON
Discussion	The October Agenda was approved without additions or deletions	A motion was made by Trustee Elegeert, supported by Trustee Smith to approve the agenda as presented. Motion carried.
	The minutes of September meeting had been sent in the Board Packet for review prior to the meeting	A motion was made by Trustee Elegeert, supported by Trustee Boyne, to approve the minutes of the September meeting.

		Motion carried.
	The Financial Statement for the month of September was reviewed by Jerome Hubbard, Assistant Administrator. He reviewed all highlights of the report and explained areas of particular interest. The Manifest of Invoices had been sent in the Board Packets for review prior to the Board Meeting.	A motion was made by Trustee McCole, supported by Trustee Bastien, to approve the Financial Statements for the month of September. Motion carried. A motion was made by Trustee Elegeert, supported by Trustee Smith, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Committee Reports Executive Committee:	Chairperson Kaufman presented 1 management wage increase to the board with a recommendation of a salary increase averaging 3%. October Write-offs: Jerry Hubbard reviewed the October write off list explaining that all 3 were Pinecrest employees at the time of the billings to their insurance. Since we have exhausted all billing avenues trying to get this insurance company to pay on these claims, Lois will now try from the Human Resource angle to see if we can collect on these bills.	A motion was made by Trustee Bastien, supported by Trustee McCole, to approve the wage increase. Motion carried. A motion was made by Trustee Boyne, supported by Trustee Oliver, to accept the Write off report . Motion carried.
	Feasibility Study: Administrator Mapes reported on a low income assisted living project he is looking at and the first step of this project is to do a feasibility study. He has been in contact with architect Al Goudreau, and he and Jerry will meet with Al and a company that does feasibility studies next Wednesday morning while they are in Mount Pleasant for the reimbursement conference. The company Al is recommending has experience with a pilot project downstate and has a	A motion was made by Trustee Bradley, supported by Trustee Boyne, to allow the Administrator and Assistant Administrator to meet with Al Goudreau and the company to discuss a feasibility study for low income assisted living. Motion carried.

relationship with AI.

Whispering Pines/PAC	Trustee Bradley reported that the Board for Whispering Pines did not meet during the month of October, but did note that they are very busy in Menominee.	
Unfinished and New Business		
	Quality Assurance: Darlene Smith, Director of Resident Services reported that the Quality Assurance Committee had met during October and she gave highlights of each department that had made their report. She included a report on the H1N1 vaccine and regular flu vaccine noting that there are shortages and she is having a difficult time getting enough to give to staff . She also reported on the QI/QM noting that we are back to zero flags. Trustee Bradley questioned staff getting vaccines at places such as Walgreens – but even those places do not have vaccine. Discussion held. Mrs. Smith also gave an update on the State citations and that we had been cleared of them.	A motion was made by Trustee Bastien, supported by Trustee Oliver, to accept the Quality Assurance Report as presented. Motion carried.
	Safety Committee, Lois Ball, Safety Committee Secretary reported that the Committee had met on October 13th. She noted that they have been working on getting materials to the staff such as bomb threats, and code information (code green – someone needs help, code white – unable to locate a resident)... and she noted that the Administrator has been very helpful	A motion was made by Trustee McCole, supported by Trustee Elegeert, to accept the Safety Committee Report as presented. Motion carried.

and was appreciated for his help in preparing quizzes and questionnaires for use with the staff.

Meetings attended during the month:
The Administrator reported that he had attended the Gordon Food Show, had seen many new products and had placed the October order while there so we could take advantage of the specials and discounts.

A motion was made by Trustee Elegeert, supported by Trustee Smith, to accept the report of meetings attended. Motion carried.

He reported that he would be attending the St. Francis Hospital's Foundation Dinner "Heart of Gold" this evening.

He noted that he and Darlene had attended the Delta Co Chamber's dinner, that he and Jerry would be attending the MCF Fall Financial conference next week, that he and Darlene would be attending the UPCAP Best Practice Meeting on Thursday and that he had a MI Works Roundtable Meeting in Marquette on Friday.

Darlene reported that she had attended a meeting in Gaylord last week for DONs and Rehab. They had worked on incidents reports and rehab.

Administrator's report: The Administrator reported that he and Jerry had met with Gary LaPlaunt regarding an endowment fund and the creation of a Foundation. He asked if the Board was interested in his pursuing the beginning one for gifting, and for soliciting the communities for gifting for charitable purposes. It

A motion was made by Trustee Smith, supported by Trustee Bastien, so accept the Administrator's report.

	would be used to transfer gifts or property and in the end designed to support such as a new wing of a hospital. Mr. LaPlaunt's correspondence notes that as the entity to administer our endowment they would charge 1.5% of the endowment. Trustee Bradley stated that Menominee County has a foundation and she would like to see them have the opportunity to try for it, it may by the same entity as the Delta County one, but would like that opportunity for them. She gave the Administrator the name of the person who is in charge of the Foundation and the Administrator stated that he would be glad to contact him. Discussion was held on what other entities do with their foundations. It was asked if the Ellen K. Russell Trust could be put into the foundation. This was discussed. Chairperson Kaufman stated that this was something to be considered and didn't feel there needed to be any action taken on it at this point.	
Comments from Liaison Members	There were no comments from the Liaison Member present.	
Comments from the Public November and December meetings	There were no public comments at this meeting. The meeting in the month of November will be held on the 4th Wednesday (the day before Thanksgiving) and the December meeting will be held on Thursday, December 17th at 4:00 p.m. with Christmas dinner to follow.	
Closed session with Administrator	A roll call vote was taken: Gerald Smith, yes	A closed session began

	Gladys Elegeert, yes Elaine Boyne, yes Gerald McCole, yes (June Waisanen, absent) Barbara Oliver, yes Mary Bradley, yes Margaret Bastien, yes Michael Kaufman, yes	
Return from closed session	A roll call vote was taken: Gerald Smith, yes Gladys Elegeert, yes Elaine Boyne, yes Gerald McCole, yes (June Waisansen, absent) Barbara Oliver, yes Mary Bradley, yes Margaret Bastien, yes Michael Kaufman, yes	The closed session ended at 3:01 p.m. The Board moved back into regular session
Creation of a Committee to review and correct an evaluation form for an Administrator	Nominations were made of Trustee Elegeert, Trustee Boyne and Trustee McCole to create a Committee to review and correct the evaluation form.	A motion was made by Trustee Bastien, supported by Trustee Smith, to approve the nominations. Motion carried. The Administrator will find a time and contact Committee Members to meet.

Adjournment	The meeting adjourned at 3:04 p.m.	A motion was made by Trustee Bastien, supported by Trustee Smith, to adjourn the meeting. Motion carried.

Gerald McCole, Secretary

Richard Mapes, Acting Secretary