Pinecrest
Medical Care Facility

PINECREST BOARD MEETING MINUTES

Prior to the beginning of the Board Meeting Administrator Mapes introduced David Kausak, Pinecrest's new Maintenance Supervisor.

Committee	Board Of Directors Meeting	Date: December 17, 2009
Presiding	Michael Kaufman, Chairperson	Time: 4:00 pm CST
Recording	Lois Ball, Executive Secretary	Place: Board Room
Board Members present	Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Michael Kaufman, Margaret Bastien, Richard Mapes, Administrator	
Board Members absent	June Waisanen and Mary Bradley	
Liaison Members present	David Schultz and John Degenaer, Jr.	
Liaison Members absent	Gary Eichhorn	
Leadership Team Members present	Darlene Smith, Jerry Hubbard, Lois Ball, Jessica Boucher	

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	OUTCOME/RESPONSIBLE PERSON
Discussion	The December Agenda was approved with the addition of Proposal for Architectural Services for pending child care program.	A motion was made by Trustee Elegeert, supported by Trustee Bastien to approve the December Agenda. Motion carried.
	The minutes of the November meeting had been sent in the Board Packets prior to the meeting.	A motion to approve the minutes from the November meeting was made by Trustee , supported by Trustee McCole. Motion carried.
	The Financial Statement was reviewed by Jerome Hubbard, Assistant Administrator. He reviewed all highlights of the Report.	A motion was made by Trustee McCole, supported by Trustee Bastien, to accept the Financial Statements as presented. Motion carried.
	The Manifest of Invoices had been sent in the Board Packet for review prior to the Board Meeting.	A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Committee Reports Executive Committee	Chairperson Kaufman reported that the Executive Committee was recommending that wage increases averaging 3% be approved for 2 management personnel.	

	Chairperson Kaufman reported that the Executive Committee had reviewed the 2010 Operating Budget during their meeting and it was reviewed with the Board as a whole, then presented for a vote of the Board	A motion was made by Trustee Bastien, supported by Trustee Boyne to approve the 2010 Operating Budget. Motion carried.
	He reviewed the Administrator's Performance Review format and the Board discussed the procedure to be used for completing the yearly review. Trustees Elegeert, Boyne and McCole were thanked for their work on preparing the review.	A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept and adopt the new review format. Motion carried.
	Chairperson Kaufman noted that they had reviewed architectural services for the child care program and details were reviewed. Administrator Mapes reviewed the details noting that drawings will be done and submitted to Lansing. Bid specifications will be done and will be accepted by the House Committee. Of the two bids received, Goudreau and Associates was recommended to the Board as low bid . Chairperson Kaufman requested a vote be put to the Board for approval of the Architectural services.	A motion was made by Trustee, Supported by Trustee, to accept the proposal from Goudreau and Associates as the low bid.
Whispering Pines	Jessica Boucher, Assistant Administrator of Whispering Pines gave the monthly report for each facility, the staff and activities occurring at each. She noted that they are very busy at the Harbors in Menominee.	A motion was made and accepted to approve the Whispering Pines report as present. Motion carried.

	Administrator Mapes reported that at the December meeting of the Whispering Pines Committee, the 2010 Operating Budget for Whispering Pines had been approved. Chairperson Kaufman requested a vote of the Board to approve that budget.	A motion was made and accepted to approve the Whispering Pines 2010 Operating budget. Motion carried.
Unfinished and New Business:		
Quality Assurance	Darlene Smith, Director of Resident Services reported that the QA Meeting was scheduled for last Monday when the State Surveyors came it. The reports due from that meeting will be added to next month's meeting.	
Safety Committee	Lois Ball, Safety Committee Secretary, reported that the Committee had met on Tuesday December 8th. She noted no major problems had occurred within the month and that had settled a worker's compensation claim that dated back almost 10 years.	A motion was made by Trustee Boyne, supported by Trustee Bastien, to accept the Safety Committee Report. Motion carried.
Meetings Attended	Administrator Mapes reported that he had attended a Seminar in Frankenmuth called FOCUS with Jessica and Bernie of Whispering Pines. He noted the seminar related to Assisted Living and that he had found it very educational. Darlene Smith, Director of Resident Services noted that she Regularly attends meetings throughout the 3 counties such as Perspectives and Networking.	

	Jerry Hubbard stated that we had recently lost a resident at Pine Grove and he was impressed by the way the family and staff interacted throughout the residents last few days. He noted that it was a real family type experience, albeit very sad at losing this resident who had been at Pine Grove for a long time.	
Administrator's Report	Annual MDCH Licensing and Certification Survey – Update We have received the notification from MDCH that our Plan Of Correction has been approved. He also noted that we are working on correcting the storage room door problem as noted in the Fire Marshal's inspection report and the old doorway will be filled in after the new doorway has been made. Administrator Mapes reviewed the progress made to date regarding the child care program. Administrator Mapes reviewed the information regarding the low income house and discussed plans for the facility. He noted that it would make the campus look like a retirement community.	A motion was made by Trustee Elegeert, supported by Trustee to accept the Administrator's report. Motion carried.
Comments from Liaison Members	There were no comments from the Liaison Members at this time.	
Comments from the Public	There were no public comments at this time.	

The next regular meeting	The next regular meeting is scheduled for Thursday, January 28, 2010 at 2:00 p.m. CST (3:00 pm EST).	
Adjournment	The meeting adjourned at 4:40 p.m.	A motion to adjourn was made by Trustee McCole, supported by Trustee Elegeert. Motion carried.

Gerald McCole, Secretary

Richard Mapes, Acting Secretary