PINECREST BOARD MEETING MINUTES

Committee	Board of Directors Meeting	Date: January 28, 2010
Presiding	Michael Kaufman, Chairperson	Time: 2:00 pm 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 and Richard Mapes	
Liaison Members Present	Richard Peterson, Menominee County (standing in for Gary Eichhorn) John Degenaer, Jr.	
Liaison Members Absent	David Schultz	
Leadership Team Members Present	Darlene Smith, Jerome Hubbard, Lois Ball	
Leadership Team Members Absent	Jessica Boucher	

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	OUTCOME/RESPONSIBLE PERSON
Discussion	The January Agenda was approved without additions or deletions	A motion was made by Trustee Bastien, supported by Trustee Boyne to approve the January Agenda. Motion carried.
	The minutes of the December meeting had been sent in the Board packets for review prior to the meeting	A motion was made by Trustee McCole, supported by Trustee Oliver, to approve the minutes of the December meeting. Motion carried.
	Financial Statements. Jerome Hubbard, Assistant Administrator, reviewed the Financial Statements and discussed highlights.	A motion was made by Trustee Bradley, supported by Trustee Elegeert, to accept the Financial Statements as presented. Motion carried.
	Review Of Equipment Purchases. Chairperson Kaufman asked Jerry Hubbard to review the Equipment Purchases which he did. He noted	

	that the amount approved by the Board for 2009, plus grants, purchased the equipment listed on the tally sheet and Pinecrest had used all but $80.00 of the approved/granted money. The Manifest of Invoices had been sent with the Board Packets for review prior to the meeting.	A motion was made by Trustee McCole, supported by Trustee Boyne, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Committee Reports	Executive Committee: Chairperson Kaufman reported that the Executive Committee had met prior to the regular Board Meeting. They discussed: 1) Wage increases for 5 management personnel and had approved approximately 3% wage increases for each of them.	A motion was made by Trustee Bastien, supported by Trustee Smith, to approve the motion of wage increases. Motion carried.
	2) Wage Freeze. Chairperson Kaufman stated that it was the recommendation of the Executive Committee to approve a wage freeze of non-bargaining employees wages effective March 1, 2010. Administrator Mapes related that many facilities have already imposed wage freezes. He stated it would affect approximately 35 people.	A motion was made by Trustee Bastien, supported by Trustee Bradley to approve the wage freeze. Motion carried.
	3) Rate Letter. Chairperson Kaufman detailed the Rate Letter which states that we will not be raising the room rates for 2010, but there will be a modest charge for medical supplies and personal supplies for private pay residents. At this time, this will affect approximately 23-25 residents.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Rate Letter. Motion carried.
	4) Policy and Procedure for a) Employee Lockers. The lockers belong to Pinecrest and if during a problem, we have a right to open the lockers. Administrator Mapes said we would make the policy effective in 30 days in order to inform employees. b) Employee entrances. We have 2 main entrances to be used by employees. Some employees have been entering from other entries and we would like to have these entries locked at evenings for safety .	A motion was made by Trustee Bradley, supported by Trustee Bastien, to approve the adoption of these two policies. Motion carried.
	Whispering Pines/PAC. Trustee Bradley handed out the annual report	A motion was made by Trustee McCole, supported by

	and reviewed it. She stated that Great Northern Home Care is doing very well at The Harbors. She reported on the homes, and the clients and staff within the homes.	Trustee Oliver, to accept the Whispering Pines/PAC report. Motion carried.
	Quality Assurance Report. Darlene Smith, Director of Resident Services reported that the monthly meeting had included reports from Activities, Dietary, Maintenance and Therapy. She gave the highlights of each Department's report and noted that the State and Fire Marshal revisits have been done and we have been recertified.	A motion was made by Trustee Smith, supported by Trustee Elegeert, to accept the Quality Assurance Report. Motion carried.
	Safety Committee. Lois Ball, Committee Secretary reported that at this month's meeting they had discussed changing the reporting format of incidents/accidents, which was approved by the Safety Committee. They also discussed different tracking of injuries and will begin working on a new format for that as well.	A motion was made by Trustee Boyne, supported by Trustee Elegeert, to accept the Safety Committee report. Motion carried.
Meetings Attended	Administrator Mapes reported that he had attended a Council meeting downstate where they had worked on reimbursement by the State and how it impacted MCF's. They discussed issues from operating standpoint and noted that they are most concerned with the Governor's release of the 2011 budget.	A motion was made by Trustee Elegeert, supported by Trustee Boyne to approve the report of meetings attended. Motion carried.
	Darlene Smith reported that she continues to meet monthly with the DON networking, Iron Mountain every other month, Menominee monthly and the Alzheimer's Support Group, which she co-chairs. She noted that she is looking forward to the 2 Joint Provider meetings in 2010 as they are meetings with the survey teams and MCF's.	
Upcoming Meetings	Chairperson Kaufman stated that there is a NACO Meeting in Washington DC March 6-10 and asked if Mr. Mapes would like to attend. He also noted that it is Delta County's turn to attend a meeting and Trustee Boyne was appointee to attend this meeting. Trustee Boyne stated that she will let Administration know if she is able to attend. If she is not able to attend Trustee Elegeert will attend in her place.	A motion was made by Trustee Smith, supported by Trustee Bradley, to approve the attendance of Administrator Mapes and Trustee Boyne to the NACO Meeting.
Administrator's Report	Administrator Mapes reported that he had met with Richard of the Menominee County Foundation to discuss what the Foundation can do for Pinecrest and continues to work on finding a Foundation to work with us.	

	Child Care Center: Trustees reviewed drawings from architect Al Goudreau for the center. We are projecting an opening date of the first part of May. Board Members were offered a tour of the proposed area after the meeting	
	Administrator Mapes reported that the MOE rate effective October 1, 2009, remains at zero.	
	The House Committee will meet directly following this meeting to discuss a grievance.	
MCSSA/MCMCFC Meeting	Chairperson Kaufman noted that there is a meeting March 16-18 and asked if Administrator Mapes would like to attend.	A motion was made by Trustee Bradley, supported by Trustee Elegeert, to approve the Administrator's attendance at this meeting.
Liaison Comments	Liaison Degenaer was asked if Dickinson County is seeking a replacement for June Waisanen. He reported that Mr. Robarge is doing that.	
	Liaison Peterson stated that he is sitting in for Commissioner Eichhorn and discussed a flyer concerning absentee voters, procedures and entitlements to follow. He will leave paper with Administrator Mapes.	
Public Comments	Todd Flath, Business Agent for AFSCME Union , questions the approval of the meeting attendance and asked if the Board approves mileage, car rentals, etc.. Discussion was held on costing of meetings and it was noted that the Board Members approve expenses through the Manifest Invoices.	
Adjournment	The meeting adjourned at 2:40 p.m.	A motion to adjourn was made by Trustee Bradley, supported by Trustee Elegeert. Motion carried.

Gerald McCole, Secretary

Gerald McCole

Richard Mapes, Acting Secretary