PINECREST MEDICAL CARE FACILITY

BOARD OF TRUSTEES

Date: October 29, 2010	Time: 2:00 p.m. CST
Presiding: Gladys Elegeert, Chairperson	Place: Board Room
Recording Secretary: Lois Ball, Executive Secretary	

Roll Call of Board Members Present: Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, and Margaret Bastien.

Liaison Members Present: No Liaison Members were present at this meeting.
Liaison Members Absent: David Schultz, Anne Martin, John Degenaer, Jr., Gary Eichhorn

Leadership Team Members Present: Darlene Smith, Director of Resident Services; Dianna Seymour, Community Relations; Candace Meintz, CFO; Jessica Boucher, Assistant Administrator of Whispering Pines.

Guests: Todd Flath and Amy Lantagne

Mr. Russell Sexton, DHS Director of Delta and Menominee Counties addressed the Board. He explained the changes happening within DHS and requested that the Trustees from Dickinson County pass a resolution requesting the Dickinson County Board of Commissioners to agree to the

creation of the DHS three county service delivery area. The resolution was read aloud by Trustee Oliver and was acted upon by the Dickinson County Trustees:

"Following considerable discussion regarding the current initiative to officially combine the three county DHS offices of Delta, Dickinson and Menominee into one DHS service delivery area under one county director; and the fact that Mr. Roberge, Dickinson County Director, will be retiring from his current position on November 30, 2010; it was moved by Trustee McCole, and seconded by Trustee Thorne that the board agrees to enter into a tri-county service deliver area consisting of these three counties. Further, the board agrees that Russell Sexton, Director of Delta and Menominee County DHS office effective upon Mr. Roberge's retirement. Motion carried.

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
Approval of Agenda	The Agenda was approved without additions or deletions	A motion was made by Trustee Bradley, supported by Trustee Thorne, to approve the Agenda. Motion carried.
Board Action on September Minutes	Trustee Kaufman requested that the September minutes be amended to show Margaret Bastien's name corrected from Kaufman to Bastien.	A motion was made by Trustee Kaufman, supported by Trustee Bastien, to approve the minutes of the September minutes with the requested changes. Motion carried.
Review of Financial Statements	Candace Meintz, CFO, reviewed the Financial Statements for the month of September 2010. Discussion was held regarding the information reviewed at the meeting.	A motion was made by Trustee Bradley, supported by Trustee Oliver, to accept the Financial Statements as presented.
Board action on the Manifest of Invoices	The Manifest of Invoices for September 2010 was approved.	A motion was made by Trustee McCole, supported by Trustee Smith, to approve the Manifest of Invoices and to pay the bills.
Board Committee Reports	Executive Committee: Action Item 1: Donation Policy, The Donation Policy was reviewed by the Board. It gives parameters for those accepting donations from people and organizations. Action Item 2: Bad Debt Write Offs: Administrator Mapes explained	A motion was made by Trustee Kaufman, supported by Trustee Boyne, to accept the Donation Policy. Motion carried. A motion was made by Trustee Bastien,

	that we continue to work on some outstanding claims with DHS. Discussion was held on "Level of Care" and what that determines.	supported by Trustee Smith, to approve the Bad Write Off Debts for this period. Motion carried.
	Action Item 3: Local Bread Company Bids: Administrator Mapes reviewed the one bid for bread products that the facility had received.	A motion was made by Trustee Kaufman, supported by Trustee Smith, to approve the bid from Sarah Lee for the 2010-2011 year.
	Whispering Pines/Northern Pines Report:	
	The Whispering Pines Committee did not meet in October. The next scheduled meeting is in November.	
Unfinished and New Business		
Report of Quality Assurance Committee	Darlene Smith, Director of Resident Services, reported on the September and October Quality Assurance Committee Meetings. She detailed the reports given by each department and the work being done within the facility to improve care, what work is being done to correct the deficiencies cited during the State Survey and all areas covered by Quality Assurance.	A motion was made by Trustee Boyne, supported by Trustee McCole, to accept the Quality Assurance Report as presented. Motion carried.
Safety Committee Report	Lois Ball, secretary, reported on the October Safety Committee and the work that the Committee is undertaking to study the increased number of falls during the past month.	A motion was made by Trustee Bradley, supported by Trustee Oliver, to accept the Safety Committee report as presented. Motion carried.
Report on Meetings and Conferences attended	Administrator Mapes reported that he had attended the monthly OSF Advisory Board Meeting and the MCF Meeting in Marquette yesterday.	A motion was made by Trustee Boyne, supported by Trustee McCole, to accept the report of meetings attended. Motion carried.
	Darlene Smith reported that she had attended a NADONA meeting in Frankenmuth, which is a networking meeting of DON's throughout Michigan. She noted that they all seem to have the same concerns and problems. She continues to attend the local	

	networking meetings and Alzheimer's Support Group meeting. Trustee Kaufman noted that several Board Members had attended the Employee Recognition Banquet this month and the Open House for the Day Care Center which a Board Member from each county attended.	
Administrator's Report	Annual Survey Results: The Administrator reviewed the handouts of the survey report. He noted that the Team complimented Pinecrest. He also reviewed the report from the Fire Marshal on the Life Safety Code Survey. Child Care Center: The Administrator noted that we have an issue with the location of the infant room and so we are moving that area at this time and hope that the Fire Marshal in Lansing will approve this new area. Assisted Living Project: The topographical survey has been completed and he is waiting on the results. Community Relations: Dianna Seymour reported that the My InnerView survey is now in progress and she is pleased with the amount of surveys being returned. She noted that the staff had been treated to a pizza and ice cream lunch in honor of their hard work and the good survey. She reported that one of our residents had been featured on the TV show "Discovery" when he went on a hunt in an adaptive hunting blind and was able to shoot a deer. She noted that Ken Buckholtz was very instrumental in this resident's being able to do this hunt and thanked Ken for his hard work. If you would like to see this you can find it on the TV 6 website. She stated that Dorothy McKnight had done a newspaper article on therapy pets and had featured the animals in (and those that visit) the	A motion was made by Trustee Smith, supported by Trustee Boyne, to approve the Administrator's Report. Motion carried.

	facility. It will be in the Neighbors sections of the Daily Press.	
	The Administrator read a thank you letter from a family. It was a very touching thank letter to the staff for the good care provided to their family member.	
Comments from Liaison Members	There were no Liaison Members in attendance at today's meeting.	
Comments from the Public	Lois Ball, Safety Committee Secretary stated that she wanted the Board to know that she has been a part of the fire drills and elopement drills and felt that the staff knows their parts and did a good job during drills.	
	Trustee Smith stated that another family, whose resident just passed away, had let him know how happy they were with the excellent care given to their wife and Mother during her stay at the Facility.	
Adjournment	The meeting adjourned at 3:04 P.M.	A motion was made by Trustee McCole, supported by Trustee Oliver, to adjourn the meeting.
	The next month's meeting is scheduled for Wednesday, November 24, 2010.	

Margaret Bastien, Secretary

Margaret Bastien

Richard Mapes, Administrator