



PINECREST BOARD OF TRUSTEES MEETING

COMMITTEE: BOARD OF DIRECTORS MEETING	DATE: WEDNESDAY, NOVEMBER 24, 2010
PRESIDING: GLADYS ELEGEERT, CHAIRPERSON	RECORDING SECRETARY: LOIS BALL
PLACE: BOARD ROOM	CALL TO ORDER: 2:06 PM

Roll Call	<p>Present: Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien, Richard Mapes, Administrator</p> <p>Absent: Gerald Smith</p> <p>Liaison Members Present: none</p> <p>Leadership Team Members Present: Darlene Smith, Candace Meintz, Lois Ball</p> <p>Leadership Team Members Absent: Dianna Seymour, Jessica Boucher</p> <p>Guests: Sister Marie Kim of Bishop Noa Home, Sandi Gauthier, Amy Lantagne, Laurie Britton, Barbara Murray</p>	
Board Action Meeting Agenda	The Agenda for the November Meeting was approved.	A motion was made by Trustee Boyne, supported by Trustee Bastien. Motion carried.
Board Action On Financial Statement	The Financial Statement was reviewed by Candy Meintz, CFO	A motion was made by Trustee McCole, supported by Trustee Boyne, to accept the

		Financial Statement as presented. Motion carried.
Board Action on Manifest of Invoices	The Manifest of Invoices had been mailed to Board Members prior to this meeting.	A motion was made by Trustee Kaufman, supported by Trustee McCole, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Committee Reports	Action Item 1: The Executive Committee made a recommendation to the Board that the 2011 room rate be increased by \$4.00 per day effect January 1, 2011.	A motion was made by Trustee Kaufman, supported by Trustee McCole. Motion carried.
	Action Item 2: Smoke Free Policy: Administrator Mapes reviewed the Smoke Free Policy for Staff and visitors. Business Office Collection Policy: Administrator Mapes reviewed the Collection Policy with the Board.	A motion was made by Trustee Bradley, supported by Trustee McCole. Motion carried. A motion to approve the policy was made by Trustee McCole, supported by Trustee Bastien. Motion carried.
	Action Item 3: A appointment of a new Corporate Compliance Officer was approved by the Board. Cheryl Graham, Medical Records Specialist was approved to be the new CC Officer.	A motion was made by Trustee Kaufman, supported by Trustee Bastien, to approve Cheryl Graham as the new Corporate Compliance Officer for Pinecrest. Motion carried.
	Whispering Pines/Northern Pines Committee Report: Trustee Bradley reported that the Committee had met today prior to the regular Board Meeting. She reported on each home and the activities of each. She reported that the Board had approved a resolution to allow Great Northern Home Care to move their office to a new location in Gladstone to better serve their customers. The Committee reviewed the SOAR report for Whispering Pines and the Capital and Operating Budgets for 2011.	A motion was made by Trustee Boyne, supported by Trustee Oliver, to accept the Whispering Pines/Northern Pines report. Motion carried.
Unfinished and New Business	Quality Assurance: Darlene Smith, Director of Resident Services reported on the Quality Assurance Meeting for the month of November. She noted each Department that had reported for the month and activities within the Department.	A motion was made by Trustee Bradley, supported by Trustee McCole, to accept the Quality Assurance Report as presented. Motion carried.
	Safety Committee: Lois Ball, secretary of the Safety Committee reported on the meeting held in November. She noted that the sharp increase in falls in October had returned to a normal level in November. She noted the other areas that the Committee was focusing on at this time and stated that there were no major safety concerns at this time.	A motion was made by Trustee McCole, supported by Oliver, to accept the Safety Committee Report as presented. Motion carried.

	<p>Report on Meetings Attended: Administrator Mapes reported that he had attended the monthly OSF Advisory Meeting and the UP HealthCare Roundtable meeting in Marquette for which Pinecrest was a sponsor. Darlene Smith, Director of Resident Services noted that she had also attended the UP HealthCare Roundtable Meeting as well as the Alzheimer's Board Meeting and networking meetings.</p> <p>Trustee Kaufman reported that the Ellen K. Russell/Michael Miketinac Trust Committee had met today and that the 3 trusts looked good. He noted that the M&M Area Foundation is doing a good job managing the trusts for us. Trustee Bradley asked what the third trust was. Administrator Mapes explained that the M&M Area Foundation and a donation were used to start a fund for uncompensated medical expenses for residents such as dental and vision needs.</p>	<p>A motion was made by Trustee Bastien, supported by Trustee McCole, to accept the report on meetings attended as presented. Motion carried.</p>
	<p>Administrator's Report: Administrator Mapes reviewed several items in his report:</p> <ul style="list-style-type: none"> a) Board Letter. The letter received by Board Members concerning the Child Care Director was reviewed. Administrator Mapes discussed the breakdown of the director's salary and compared it to wages of Pinecrest's RNs and LPNs. A lengthy discussion followed. Trustee Boyne noted that she had contacted two places within Delta County regarding the wages paid to their day care people. Chairperson Elegeert stated that the Board did approve the director's contract at a previous meeting, that it had been brought before the board as a whole and approved. b) Annual Survey and Certification. Administrator Mapes reported that the Fire Marshal had been in again and last month's citations had been cleared. We are waiting for the State surveyors resurvey to clear those citations and do expect them back any day now. c) Child Care Center. We are waiting on one more inspection from the licensing office and we are planning to open on December 8th. d) Assisted Living Project. Administrator Mapes stated that he had shared with the Executive Committee a preliminary topographical survey report and that the report should be finished next week. e) Community Relations: Administrator Mapes reported that the My InnerView survey results should be available on Monday and that there had been an approximately 60% return on 	<p>A motion was made by Trustee Bradley, supported by Trustee McCole, to accept the Administrator's report. Motion carried.</p>

	<p>these surveys. We will have results for the December Board Meeting. He also reported that Dianna Seymour, the current Community Relations person has tendered her resignation and will be leaving us as of December 16th.</p>	
Comments from Liaison Members	<p>There were no Liaison Members present at today's meeting.</p>	
Comments from the Public	<p>Sandi Gauthier noted that the day care center is due to open soon and that it is a long time coming, but she stated that she felt a lot of bad feelings had been made throughout the staff concerning this area. Board members assured Mrs. Gauthier that it was not their intent, they intended this child care as an employee benefit. Amy Lantagne then asked if the food would be provided through Pinecrest. Administrator Mapes responded that the food items and cleaning supplies would be provided through Pinecrest but the labor to cook the food or clean the center would not be by Pinecrest employees. Mrs. Gauthier then noted that the 100 wing is closed right now due to facility census but stated that the 100 wing has new televisions and other items and the rooms are not being used. Administrator Mapes explained that the census in the facility has kept us from having the 100 wing open and that wing was chosen because it is the smallest wing and has the least impact on the facility when it has to be closed. She then stated that she wanted to remind the Board that both Union groups, SEIU and AFSME are still working without a contract. Administrator Mapes stated that SEIU did meet with the Administration and while the mediator could not be presented the representative for SEIU asked that the meeting continue. It was presented that if the census should go back to normal and the facility could see any way to make a wage offer to the group they would contact SEIU as soon as feasible. Administrator Mapes also noted that we are waiting for our attorney and AFSCME's Union Local 854's representative to set a date to meet.</p>	
General Comments	<p>Chairperson Elegeert noted that the Administrators from Delta, Dickinson and Menominee Counties had met at Pinecrest, had toured the facility and met with the Administrator. The Administrators were very pleased with the building and operations. Trustee McCole also noted that the Administrator from Dickinson had reported to the Board of Commissioners that they had been impressed with the size and operation of the facility. The Board congratulated Administrator Mapes on the good job he is doing.</p>	
Adjournment	<p>The meeting was adjourned at 3:14 pm CST</p>	<p>A motion was made by Trustee McCole,</p>

		supported by Trustee Bastien, to adjourn the meeting. Motion carried.
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Margaret Bastien, Secretary

Richard Mapes, Administrator

Margaret Bastien

Richard Mapes