PINECREST BOARD MEETING MINUTES

Committee:	Board of Directors Meeting	Date: February 25, 2010
Presiding:	Michael Kaufman, Chairperson	Time: 2:00 p.m. CST
Recording Secretary:	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, Administrator
Liaison Members Present:	There were no Liaison Members present at this month's meeting
Leadership Team Members Present:	Darlene Smith, Jessica Boucher, Kelly Bellmore and Lois Ball
Also present:	Eric Conway, Partner of Plante & Moran
Also present:	Marilyn Charlier

Administrator Mapes introduced Steven Hughes, Community Relations and noted that he has tendered his resignation. Steven explained the grant he has been working on for equipment for the upcoming child care center. The Board Members thanked Steve for his years of service and for the good work he had done.

TOPIC	DISCUSSION/CONCLUSSION/RECOMMENDATION	OUTCOME/RESPONSIBLE PARTY
Discussion	The February Agenda was approved with no additions or deletions	A motion was made by Trustee McCole, supported by Trustee Boyne, to approve the Agenda as presented. Motion carried.
	The minutes of the January meeting had been sent in the Board packets for review prior to the meeting.	A motion was made by Trustee Smith, supported by Trustee Elegeert, to accept the minutes of the January Meeting. Motion carried.
	Financial Statements: Kelly Bellmore, newly appointed interim CFO, reviewed the Financial Statements for the month of January. Administrator Mapes noted that in trying to get things organized in the wake of Mr. Hubbard leaving us, the statistical pages of the Financial Statement are not ready for this month.	A motion was made by Trustee McCole, supported by Trustee Oliver, to accept the Financial Statement as presented. Motion carried.
	Manifest of Invoices: The Manifest of Invoices was not ready in time to be put into the Board packets for review prior to the meeting. Board Members reviewed the Manifest and asked questions.	A motion was made by Trustee McCole, supported by Trustee Bastien, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Committee Reports: Action Item #1	Executive Committee: Chairperson Kaufman reported that the Ellen K. Russell/Michael Miketinac Trust had met in February and he made the yearly report to the Board regarding the monies in each account. He noted that the Trusts had not paid out any bequests to Pinecrest in 2009,	

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	but where hoping to be able to in 2010. He noted that the Trust has had 3 different business Agents (Betters, Hubbard, Mapes) and they are now looking at having the Trusts administers by a Foundation. Richard O'Farrell of the M&M Foundation (Menominee/Marinette) gave a presentation during the Executive Committee Meeting regarding this.	A motion was made by Trustee Bradley, supported by Trustee Boyne, to accept the report on the Ellen K. Russell/Michael Miketinac Trusts. Motion carried
Action Item #2	It was recommended to the Board that Kelly Bellmore be named interim CFO.	A motion was made by Trustee Bradley, supported by Trustee Bastien, to approve the recommendation and appoint Kelly Bellmore as interim CFO. Motion carried. The Board thanked Kelly for stepping in to help out during the interim.
Action Item #3	It was recommended to the Board that Kelly Bellmore, interim CFO, be given approved authorization responsibility for banking transaction. The Board also approved that Mr. Jerome Hubbard's name be removed from the bank accounts (and Ms. Bellmore be added) at Wells Fargo, Northern Michigan Bank and Trust and Menominee County Federal Credit Union.	A motion was made by Trustee Smith, supported by Trustee Elegeert, to approve authorization of Kelly Bellmore for reasons of banking transactions and also to remove Jerome Hubbard's name from these accounts. Motion carried.
Whispering Pines / PAC	There was no meeting this month. Jessica reported that all is going well.	

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Unfinished and New Business	Darlene Smith gave the Quality Assurance Report for February, the departments that presented and the work they are doing. She also reported on the work being done to restore the rooms on the 200 wing affected by the water line breakage. Administrator Mapes gave an accounting to the Board of the water line breakage and the work taking place to restore the affected areas.	A motion was made by Trustee Bradley, supported by Trustee Bastien, to approve the Quality Assurance report as present. Motion Carried.
	Safety Committee: Lois Ball reported that the Safety Committee had met to review resident and employee incidents and to discuss items such as the increase in back and shoulder strains for employees. She noted that inservices by the therapy department will begin again and we are hoping that will bring the number of incidents down again.	Motion was made by Trustee Smith, supported by Trustee Elegeert, to accept the Safety Committee Report as present. Motion carried.
Meetings Attended	Administrator Mapes reported that during the month he had attended the OSF Meeting, HCAM Meeting in Iron Mountain and the MI Works meeting in Marquette. Darlene Smith reported that she had attended the monthly Networking meeting, the monthly DON/ADON meeting, and the Interagency meeting.	
	Chairperson Kaufman reported that the Powers-Spalding Water Authority had met on Wednesday, the Authority is made up of representatives of the Village of Powers, Spalding Township and Pinecrest. He reported that Jerry Hubbard, who was a representative of the Village of Powers has been replaced by Debbie Pitts. Richard is now Vice President and Debbie is secretary.	A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept the reports on meetings attended for the month. Motion carried.

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Audit Review	Eric Conway, Partner of Plante & Moran, was present to give a report on the 2009 audits of Pinecrest, Whispering Pines and PAC. He reviewed the material and noted that we had been given a clean statement. He gave his recommendation on keeping up with accounts receivables and their recommendations for business office procedures.	A motion was made by Trustee Elegeert, supported by Trustee Bastien, to approve the audit and report by Mr. Conway. Motion carried.
Annual Evaluation of Administrator	Chairperson Kaufman reviewed the evaluation noting that if a Board Member is interested in taking part in the process they should fill out the evaluation and forward it in the envelope provided to the Secretary of the Board. Secretary McCole will tabulate the results and make a report at next month's Board Meeting. He noted that he would like this scheduled for the end of the meeting next month.	
Adjournment	The meeting adjourned at 3:20 p.m.	A motion to adjourn was made by Trustee Bradley, supported by Trustee Elegeert. Motion carried.

Gerald McCole, Secretary

Richard Mapes, Administrator