PINECREST BOARD MEETING MINUTES

Committee	BOARD OF DIRECTORS MEETING	Date: August 28, 2009
Presiding	Michael Kaufman, Chairperson	Time: 2:00 p.m. CST
Recording	Lois Ball, Executive Secretary	Place: Board Room
Board Members Present	Gerald Smith, Gladys Elegeert, Gerald McCole, June Waisanen, Mary Bradley, Michael Kaufman, Margaret Bastien, Richard Mapes	
Board Members Absent	Elaine Boyne, Barbara Oliver	
Liaison Members Present	David Schultz, John Degenaer, Jr.	
Liaison Members Absent	Thomas Elegeert, Ann Martin, Gary Eichhorn	
Leadership Team Members Present	Darlene Smith, Jerry Hubbard, Jessica Boucher, Lois Ball	

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	OUTCOME / RESPONSIBLE PARTY
Discussion	The August Agenda was approved without additions or deletions	A motion to approve the August Agenda was made by Trustee Smith, supported by Trustee Bradley. Motion carried.
	The Minutes of the July meeting had been sent in Board	A motion to accept the July Minutes was

	Packets for review prior to the meeting	made by Trustee McCole, supported by Trustee Bastien. Motion carried.
	The Financial Statement for the month of July was reviewed by Jerome Hubbard, Assistant Administrator. He reviewed all highlights of the report and explained areas of particular interest. He noted that the Department Heads had done a good job of controlling expenses in July and therefore our expenses were under budget for July. He also noted that on the graph of electrical usage, the purple line showed peak demand and due to the weather this summer there was no spike.	A motion was made by Trustee Bradley, supported by Trustee Waisanen, to approve the Financial Statements for the month of July. Motion carried.
	The Manifest of Invoices had been sent in the Board Packets for review prior to the Board Meeting. Trustee Smith questioned a check written for partial dentures and Richard explained that the resident had lost their dentures and through an agreement with a dentist we did replace them at a great discount.	A motion was made by Trustee McCole, supported by Trustee Elegeert, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Committee Reports	Chairperson Kaufman reported on the following resolution: Action Item #1: That the Pinecrest Board of Trustees approve an annual merit salary increase averaging 3% for the following employees: Leann Vandermissen, RN Esther Schultz, RN	A motion was made by Trustee Smith, supported by Trustee Bastien, to accept the recommendation of the Executive Committee and to approve the wage increases. Motion carried.
	Darlene Smith, Director of Resident Services gave the QA Report for the month of August. She reviewed each department that had reported at this meeting and the highlights of their report. Trustee Bastien questioned swine flu shots. Swine flu shots are not recommended for	A motion was made by Trustee Bastien, supported by Trustee Smith, to accept the Quality Assurance report. Motion carried.

geriatric residents 65 and over. 65 and under, medical care staff, pregnant women and children are those who should receive the shots. Our regular flu shots will be given at the end of Sept. beginning of Oct.

The Safety Committee report for August was given by Lois Ball, Safety Committee Secretary. She noted that they have been working on preparing staff and residents for a future tornado drill. They continue to conduct monthly fire drills. The Committee reviews all incidents and accidents for both residents and staff.

A motion to accept the Safety Committee Report was made by Trustee Bradley, supported by Trustee Waisanen. Motion carried.

The Whispering Pines report for August was given by Jessica Boucher. She noted that all 5 group homes are doing fine. They now employ 126 people. She discussed all the work being done at the Harbors and in areas around Menominee, also noting that they are now providing services in the Stephenson area. She stated that they had met with Bay Area Hospital and the hospitals in the Green Bay area. Trustee Bradley noted that this was such a good move.

A motion to approve the Whispering Pines report was made by Trustee Elegeert, supported by Trustee McCole. Motion carried.

Meeting attended in July

Jerry Hubbard reported that the Dunn County WI Commissioners had visited the green houses. They have a 114 bed facility which they would like to tear down and put up 14 green houses.

Richard noted that he and Jerry had talked with Al Goudreau regarding the start of strategic planning after the 1st of the year.
NACo: Health Care Reform initiative was the topic.

	MCF's/HCAM to send letters to government/legislators OSF Advisory Meeting: Richard reported that he has a good relationship with Peter Jennings. Powers Spalding Water Authority – Trustee Kaufman reported that it was just normal business at yesterday's meeting. Quarterly Ellen K. Russell and Michael Miketinac Trust: Jerry noted that the Trusts are improving financially and at the end of July 2009 the Michael Miketinac Trust had almost recovered. Trustee Kaufman noted that there would be not disbursements this year, but maybe next yr. The Governor's Luncheon at the Fair: Richard reported that he had enjoyed the affair. HCAM Reimbursement Committee: was a telephone conference as Richard was unable to make the trip. HCAM Region V Meeting: Richard attended the morning session and Darlene attended the morning and afternoon sessions. Darlene stated that the Culture of Safety Seminar had given good information. MIWorks Roundtable meeting tomorrow will be attended by Richard.	
Unfinished and New Business	Complaint Investigation by MDCH: Darlene explained that we received a Level G citation because we failed to adequately assess a resident who experienced a fall. The RN did not feel the resident was that injured. This incident occurred on 6/28/09. Through the course of the night it became apparent that there was an injury and the family was then contacted and the resident was sent to the hospital. Due to the circumstances we took a proactive approach and called it in to the State. The surveyor came	A motion was made by Trustee Bastien, supported by Trustee Bradley. Motion carried.

in and we did receive the Level G and also a Level D for not contacting the family when the fall occurred that night (we did contact family when it became apparent that there was injury). The resident did return to us from the hospital. Our plan of correction is for, not only this resident, but for all residents. Inservices have been held, employees have been counciled and reprimanded. Board Members questioned the procedures and protocols. Chairperson Kaufman reported that when discussed in the Executive Committee the members had felt that Administration had responded appropriately.

Change of date for September Board Meeting. Chairperson Kaufman reported that at the Executive Committee Meeting they had looked at September 17th for the next meeting and asked if there were any conflicts with that date.

A motion was made by Trustee Waisanen, supported by Trustee Bastien, to change the September Board Meeting from September 24th to September 17th. Motion carried.

Grievance from Local 854. Richard explained that the grievance was filed after we had posted a position as part time with a time limit of 3 months for the job. He discussed the issue with their Representative, and agreed to repost the position with out the time limit on it. As the issue was resolved he did not think that the Union Members would come for a meeting today but had left it open in case they wanted to discuss this.

Comments from Liaison Members:

Liaison Member John Degenaer, Jr. stated that last year the clients of Powers Activity Center went to the Dickinson County Fair and he was offering again this year for them to have free admission. He noted that they should ask for him when they want to get in.