PINECREST BOARD MEETING MINUTES

Committee	BOARD OF DIRECTORS MEETING	Date: September 17, 2009
Presiding	Michael Kaufman, Chairperson	Time: 2:00 p.m. CST
Recording	Lois Ball, Administrative Secretary	Place: Board Room
Attendance	Gerald Smith, Elaine Boyne, Gladys Elegeert, Gerald McCole, June Waisanen, Mary Bradley, Michael Kaufman, Margaret Bastien and Richard Mapes, Administrator	
Board Members Absent	Barbara Oliver	
Liaison Members Present	David Schultz and Gary Eichhorn	
Liaison Members Absent	John Degenaer, Jr., Ann Martin	
Leadership Team Members Present	Darlene Smith, Jerry Hubbard, Lois Ball	
Leadership Team Members Absent	Jessica Boucher	

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/RESPONSIBLE PARTY
Discussion	The September Agenda was approved with no additions or deletions	A motion was made by Trustee Elegeert, supported by Trustee McCole to accept the September Agenda as presented. Motion carried.
	Minutes of the August Board Meeting had been sent in the Board Packets for review prior to the meeting	A motion was made by Trustee Bradley, supported by Trustee Waisanen, to accept the minutes of the August meeting. Motion carried.
	The Financial Statements for the month of August was reviewed by Jerome Hubbard, Assistant Administrator. He reviewed each page and noted that we are doing well this month because Department Heads did a good job with cost containment efforts. It was noted that employees throughout the building had stepped up during this time to keep costs down.	A motion was made by Trustee McCole, supported by Trustee Bastien, to accept the Financial Statement as presented by Mr. Hubbard. Motion carried.
	Manifest of Invoices had been sent in the Board Packets for review prior to the meeting.	A motion was made by Trustee Elegeert, supported by Trustee Bastien to approve the Manifest of Invoices and to pay the bills. Motion carried.
Committee Reports	Chairperson Kaufman reported that the Executive Committee had met prior to this meeting. Action Item #1 Recommendation: That the Pinecrest Board of Trustees approve management's recommendation to begin investigating the consulting costs, which would lead to the strategic planning of a low-income Assisted Living building using Goudreau and Associates, Inc., an Architectural and Planners Company located in Mt. Pleasant, MI. The Administrator explained the concept of the low income assisted living project and answered the Board Members questions.	A motion was made by Trustee Bastien, supported by Trustee Bradley to approve the recommendation. Motion carried.
	Action Item #2 Recommendation: That the Pinecrest Board of Trustees approve management's recommendation to begin a potential partnership with an established provider to administer a childcare center at Pinecrest. The Administrator explained that	A motion was made by Trustee Bastien, supported by Trustee Boyne to approve the recommendation of the childcare center.

	as we begin the process of culture change we have been looking at bringing a childcare center here and have found a local provider who is interested in doing so. Pinecrest would be the landlord. Board Members questioned if it would be 24/7, weekends, etc. Those details would be up to the childcare provider.	
	Action Item #3 Recommendation: That the Pinecrest Board of Trustees approve Richard Mapes as the new Administrator and legal representative for Pinecrest Medical Care Facility, effective March 9, 2009. The Administrator explained that we could not find in the minutes he had been officially appointed.	A motion was made by Trustee Elegeert, supported by Trustee Waisanen, to approve the appointment of Richard Mapes as Administrator and legal representative for Pinecrest Medical Care Facility, effective March 9, 2009. Motion carried.
	Action Item #4 Recommendation: That the Pinecrest Board of Trustees approve management's revision and implementation of the following Policies and Procedures effective October 1, 2009: (1) Attendance Policy (2) Funeral Leave Policy The administrator explained that the facility did not have a Funeral Leave Policy in place and that the Attendance Policy was a no fault policy. It was noted that we will have to notify employees and will do so through postings, check stuffers and inservices.	A motion was made by Trustee McCole, supported by Trustee Bastien, to approve the Attendance Policy and Funeral Leave Policy to become effective October 1, 2009. Motion carried.
	Whispering Pines/PAC Report: Trustee Bradley stated that she is extremely proud to be part of the organization and noted the growth of the facility. She noted that Jessica and Kelly make a wonderful team and things are doing really, really well. Trustee Bradley gave a report of each home and noted that at the Harbors we now have a staff of 10.	A motion was made by Trustee Elegeert, supported by Trustee Waisanen, to accept Trustee Bradley's report of the Whispering Pines/PAC Facilities. Motion carried.
Unfinished and New Business	Quality Assurance Committee: Darlene Smith reported that Quality Assurance is not scheduled until next Monday but during yesterday's survey re-visit her plans for Monday's meeting were accepted.	

Safety Committee: Lois Ball reported that the Committee had met on September 8th. The Committee will be working on incorporating the material from the Emergency Preparedness Plan into our current Emergency Plan. Liaison Member Eichhorn asked if when completed would we forward a copy of it to the Emergency Preparedness Dept in Menominee. The Administrator explained the desk top exercise we had with Patriot Services at the beginning of the month and noted that we would be glad for any opportunity to work with a county wide planning system.

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

Meetings Attended: The Administrator gave an overview of the meetings he attended during the month: Lt. Governor Cherry's Town Hall Meeting in Escanaba. The St. Francis OSF Advisory Committee, during which he was asked to sit in on a sub-committee for Physician Recruitment; UP Healthcare Roundtable during which he was again appointed to a sub-committee and the Economic and Workforce Development Summit which he really enjoyed.
The Administrator noted that there is a Senior Fair in Escanaba today, which Steve is attending.

A motion was made by Trustee Smith, supported by Trustee Elegeert, to accept the Administrator's report. Motion carried.

MDCH Complaint Investigation: We developed and submitted a plan of correction to the State, which the State accepted. Yesterday the State came in to do a follow up survey during which we were cleared of the citation. We also sent a letter to CMS stating that we would not contest and since we sent the waiver we will receive a 35% reduction in the fine. He gave great credit to Darlene Smith for her proactive response and corrective measures which she initiated immediately after the incident. It was noted that we were just starting to make progress with our 5 Star rating. The Administrator noted that 31 State Attorney's have

A motion was made by Trustee Waisanen, supported by Trustee Smith, to accept the Survey report. Motion carried.

contact the CMS Director noting what a poor tool the 5 Star Rating is and that customers aren't putting weight on it, but still using word of mouth to choose homes. Trustee Boyne asked how the resident was doing. Resident is doing well. Trustee Boyne was brought up to date on the circumstances surrounding the event as she had been absent at last month's meeting.

Eden Alternative: The Administrator reported that we have been recertified and explained that he has started the Circle of Care Committee which he invited Board Members to attend (Wednesday's at 2:00 p.m.)

A motion was made by Trustee Elegeert, supported by Trustee Bastien, to accept the Eden Alternative Report. Motion carried.

NAHCA update: Darlene Smith reported that members of our nurse aide group are down at the NAHCA convention right now. We have one aide who has received the Preceptor of the Year Award, Debbie Pitts is being honored with a special award she didn't know she was getting and the team was also being awarded the Leadership Team of the Year Award.

Comments from Liaison Members: Liaison Member Eichhorn asked the Administrator to give his definition of low income ($24,000 annual income or less) and assisted living (apartment complex with a small main dining room, planned outings and activities, Dr. visits. High level functioning people coming and going, home health provided if needed, monthly or weekly Social Worker visits, Care Conferences, a continuum of care).

Public Comments There were not public comments

Adjournment The meeting adjourned at 2:53 p.m.

A motion to adjourn was made by Trustee Elegeert, supported by Trustee McCole. Motion carried.

Gerald McCole, Secretary

Gerald McCole

Richard Mapes, Acting Secretary