PINECREST
CARING COMMUNITY

PINECREST MEDICAL CARE FACILITY

BOARD OF TRUSTEES MEETING

Date: March 24, 2011	Time: 2:07 pm CST
Presiding: Gladys Elegeert, Chairperson	Place Board Room
Recording Secretary: Lois Ball, Executive Secretary	

Board Members Present: Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien, Richard Mapes, Administrator.

County Liaison Members Present: Charlie Meintz.
County Liaison Members Absent: David Moyle, John Degenaer, Jr.

Leadership Team Members Present: Darlene Smith and Candace Meintz.

March agenda	The March agenda was approved with the removal of Action Item No 4.	A motion was made by Trustee Bradley, supported by Trustee Smith to accept the agenda as presented. Motion carried.
Minutes of February meeting		A motion was made by Trustee McCole, supported by Trustee Oliver, to accept the minutes of the February minutes. Motion carried.
Financial Statement for February 2011	Candy Meintz, CFO, reviewed the financial	A motion was made by Trustee Smith,

	statements.	supported by trustee Oliver. Motion carried.
Manifest of Invoices		A motion was made by Trustee Kaufman, supported by Trustee McCole, to accept the Manifest of Invoices and to pay the bills. Motion carried.
Board Committee Report	Plante and Moran audit: Eric Conway, of Plante and Moran, gave a presented to the Board on the 2010 financial audit. He spoke on all areas of the audit and explained areas of growth and concern.	A motion was made by Trustee Bradley, supported by Trustee Boyne, to accept the audit as presented by Plante and Moran partner, Eric Conway. Motion carried.
	Adult and Adolescent Volunteer Policy: Board members reviewed and discussed the policy revisions. Administrator Mapes noted that the policy had been revised with the help of the Caring Spirit Team which had included some of the Activities Staff.	A motion was made by Trustee Kaufman, supported by Trustee Boyne, to accept the Adult and Adolescent Policy as presented. Motion carried.
	Board Committee Appointments: The Board reviewed the annual change of leadership and committee appointments.	A motion was made by Trustee Kaufman, supported by Trustee Smith, to appoint Gerald McCole as Chairperson, Peg Bastien as Vice-Chair and Gerald Smith as Secretary for the 2011-2012 year. Motion carried. Trustee McCole, as new Chairperson, will make Committee Assignments which will be shared at next month's Board Meeting.
	Bread and Milk Bids Administrator Mapes explained the current process of letting and accepting bids for dairy products (in April) and bread products in September. He noted that our MCMCFC GPO included GFS and he was checking to see if Sara Lee, our current bread vendor, was part of that GPO as well. He noted that we have been having difficulties getting bids from vendors and using the GPO would solve this.	A motion was made by Trustee Bradley, supported by Trustee Oliver, to accept the recommendation to use the MCMCFC GPO to obtain dairy and bread products as necessary. Motion carried.

	Whispering Pines/PAC Report. Trustee Bradley, Chairperson of the Whispering Pines Committee, reported on the Whispering Pines Committee Meeting that had been held prior the this Board Meeting. She reported on each home, the clients, staff and activities happening at each home, as well as the Great Northern Home Care and activities at the Harbors. She noted that there had been a Valentine's Dance which had been well attended. She also noted that they had reviewed their financial audit at this meeting and were doing very well.	A motion was made by Trustee McCole, supported by Trustee Smith, to accept the Whispering Pines report as presented by Trustee Bradley. Motion carried.
Unfinished and New Business	Quality Assurance Committee: Darlene Smith, Director of Resident Services, reported to the Board that the monthly Committee meeting would not be held until next Monday. She also noted that the monthly Resident Council meeting had been held the day before but the minutes were not yet prepared.	
	Safety Committee: Lois Ball, Safety Committee Secretary, reported on the meeting held March 8th. All resident and employee incidents and accidents were reviewed at this meeting.	A motion was made by Trustee Boyne, supported by Trustee Kaufman, to accept the Safety Committee Report. Motion carried.
	Meetings and Conferences Attended: Administrator Mapes and Trustee Bradley gave reports on the NACo Meeting in Washington at the beginning of March. Trustee Bradley reported that Michigan made a strong showing at the NACHFA meeting where regulatory reform was discussed. Trustee Bradley brought back information which she left in the Board Room if members	A motion was made by Trustee Boyne, supported by Trustee Oliver to accept the reports as presented. Motion carried.

	were interested in reading it.	
Administrator's Report	Labor/Management Meeting. Administrator Mapes reported that this month's meeting had been cancelled. Employee Satisfaction Survey Committee: Administrator Mapes reported that the Caring Spirit Team was working with Dept Heads on action plans to address issues in their departments with regards to the survey. He also noted that each Dept. Head has it in their objectives to work with the Caring Spirit Team to better understand problems. Public Relation Coordinator position: Administrator Mapes reported that we had begun interviews for this position and hope to have it filled by the end of the month. Certificate of Need update: Administrator Mapes reported that the CON application has been put on hold at this time due to the new normal we are seeing for census. Arbitration with Union Local 854: Administrator Mapes reported that arbitration is set for April 21 and 27.	A motion was made by Trustee Bradley, supported by Trustee Smith, to accept the Administrator's report as presented. Motion carried.
Administrator's evaluation and contract.	Trustee McCole noted that it was agreed that evaluations would be mailed out to Board Members with envelopes to be forwarded to Secretary of the Board, Peg Bastien. Ms. Bastien will compile information from the forms and tabulate it to present at next month's meeting. The Executive Committee	

	will review the contract presented by Administrator Mapes for their consideration.	
Comments from Liaison Members	Liaison Member, Charlie Meintz, introduced himself and stated that it seems that the Board Members show nice team work among themselves and appeared proactive an educating other Board Members and accepting of one others views. He found the meeting very informative.	
Comments from the Public	There were no public comments at this meeting.	
Adjournment	The meeting adjourned at 3:35 p.m.	A motion to adjourn was made by Trustee McCole, supported by Trustee Oliver. Motion carried.

Margaret Bastien, Secretary

Margaret Bastien

Richard Mapes, Administrator