



PINECREST BOARD OF TRUSTEES

Date: August 25, 2011	Time: 2:00 p m CST
Presiding: Gerald McCole, Chairperson	Place: Board Room
Recording Secretary: Lois Ball, Executive Secretary	

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

Absent: Richard Mapes, Administrator

Liaison Members Present: Mary Harrington

Leadership Team Members Present: Darlene Smith, Candace Meintz, Sharline Corrigan

Also present: Todd Flath, Wendy Bryant, Amy Lantagne

TOPIC	DISCUSSION	OUTCOME
Call to order	The meeting was called to order by Chairperson McCole at 2:00 p.m.	
Approval of August Agenda	Correction of the September meeting date from September 25 to September 22, 2011	A motion was made by Trustee Smith, supported by Trustee Bastien to accept the

		August Agenda with the correction as noted. Motion carried.
Approval of July Meeting Minutes	The minutes of the July 2011 meeting had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept the July minutes. Motion carried.
Review of Financial Statements	Candace Meintz, CFO, reviewed the Financial Statements for the month of July.	A motion was made by Trustee Bradley, supported by Trustee Boyne, to accept the Financial Statements as presented. Motion carried
Board Action on Manifest of Invoices	The Manifest of Invoices had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Smith, supported by Trustee Elegeert, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Committee Reports	Executive Committee: Chairperson McCole noted that copies of the three policies before the Board had been presented to the Board last month. He asked for a motion to accept the policies as presented.	A motion was made by Trustee Bradley, supported by Trustee Boyne, to accept the policies as presented. Motion carried.
	Bad Debt Write-off. The Board reviewed and discussed the list of write offs for the month.	A motion was made by Trustee Boyne, supported by Trustee Smith, to accept the Bad Debt Write off as listed for August. Motion carried.
	Whispering Pines Committee Meeting: Trustee Bradley reported that there was not a meeting this month and next month's meeting date has been changed to September 29 th and during this meeting the Board Members will tour each facility. Trustee McCole reported that the picnic held in Bark River last month was really nice and commended the staff for their hard work to put together such a nice picnic.	
Unfinished and New Business	Report of Quality Assurance Committee: Darlene Smith reported on the August Quality Assurance Meeting.	A motion was made by Trustee Bastien, supported by Trustee Oliver, to accept the

<p>Report on Meetings and Conferences Attended</p>	<p>Chairperson McCole noted that Administrator Mapes had attended the MCSSA/MCMCFC Meeting in Bay City. Trustee Kaufman and Trustee Elegeert reported that they had also attended this meeting and discussed the highlights.</p> <p>Trustee Kaufman reported that the Ellen K. Russell/Michael Miketinac Trust had met that morning. A request from Pinecrest for a special wheelchair had been approved with the money to be taken from the Pinecrest Charitable Trust Account.</p> <p>Darlene Smith, Director of Resident Services, reported that she had attended the Governor's luncheon at the fair. She also attended the monthly Alzheimer's meeting and noted that there is a walk this Saturday at the Senior Center in Escanaba. Our Special Care Unit staff and residents will be attending this walk. She also reported that a State Surveyor had been in this week to review a incident which we had self reported and the facility had no citations from this visit.</p>	<p>Quality Assurance Report. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Boyne to accept the report of Meetings and Conferences attended as presented. Motion carried.</p>
<p>Dickinson County Fair</p>	<p>Chairperson McCole reminded staff that Mr. Degenauer usually offers free admission to us for our residents to the Dickinson County Fair. Mrs. Smith took note of this and will pass it along to our Activity Staff.</p>	
<p>Administrator's Report</p>	<ol style="list-style-type: none"> 1. Child Care Center: Mrs. Smith stated that we are waiting for the Fire Marshal to give his written approval on the finalization of the plans presented. 2. Employee Relations Coordinator: Chairperson 	

	<p>McCole noted that we are still working on finding someone to fill this position.</p> <p>3. Resident Satisfaction Survey: Chairperson McCole reported that the Resident and Family Surveys have come back and the Administrator will give a report on this next month, but the surveys are very favorable looking.</p>	
Comments from Liaison Members	There were not comments at this time.	
Comments from the Public	Amy Lantagne presented two letters at this time. Each letter from a department concerning their work hours and job duties. The letters were reviewed by the Board.	A motion was made by Trustee Bradley, supported by Trustee Oliver, to accept the letters and to refer them to the Labor/Management Council for action in September. Motion carried.
Adjournment	The meeting adjourned at 2:38 p.m.	A motion to adjourn was made by Trustee Smith, supported by Trustee Oliver. Motion carried.

Gerald Smith, Secretary

Gerald A. Smith

Richard Mapes, Administrator

Richard Mapes