PINECREST
Caring Community

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, January 26, 2017	Place: Board Room
Presiding: Catherine Driscoll, Vice-Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Vice-Chairperson Driscoll called the meeting to order at 2:00 p.m. Central time.

Roll Call:
Trustees present: Donna Schomin, Theresa Nelson, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Gary Eichhorn. Darlene Smith, Administrator.
Present via telephone: Jan Hafeman.
Trustees Absent: Elaine Boyne, Jeff Naser.

Leadership Team Members Present: Candace Meintz, CFO and Nicole Freeland, Director of Nursing.

Guests: Terry Grondine, Todd Flath, Rory Mattson, David Vandermissen, Jr., Kevin Johnson

TOPIC	DISCUSSION	OUTCOME
Approval of January 2017 Agenda	Trustee Eichhorn made a motion to amend the Agenda with the addition of 3.A. Closed Session to discuss timber contract and possible litigation. He asked that Rory Mattson, David Vandermissen, Jr., and Lois Ball remain in the meeting.	A motion was made by Trustee Degenaer, supported by Trustee Eichhorn to approve the amendment to the agenda to add the timber contract for the purpose to discuss possible litigation.

The meeting went into Closed session	The meeting went into closed session at 2:02 pm.	The Closed Session ended and went back into Open Session at 2:14 p.m.
Board Action on the minutes of the December 2016 meeting	The minutes of the meeting had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Degenaer, supported by Trustee Oliver, to approve the minutes as presented. Motion carried.
Board action on the December Manifest of Invoices	The Manifest of Invoices had been sent to the Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statements for November and December 2016	CFO Meintz reviewed the Financial Statements with those present.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the November 2016 Financial Statement as reviewed. Motion carried. A motion was made by Trustee Eichhorn, supported by Schomin, to approve the December 2016 Financial Statement as reviewed. Motion carried.
Whispering Pines Committee Report	Trustee Driscoll reported that the Committee had reviewed the Manifest of Invoices for November and December and the Financial Statements for November and December.	
Review and Request Permission for Write-Offs	CFO Meintz reviewed the Write Offs request for January. She requested that the Board approve a write off in the amount of $10,423.58	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the write off request in the amount of $10,423.58. Motion carried.
Report of Quality Assurance and Resident Council Committees	Nicole Freeland, Director of Nursing reported that the LPNs are continuing	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to

	their audits of med carts. We are continuing to work on the Policies of Phase I, the fall program for QAPI and we met with Vickie Burlew to review Phase II. In the Resident Council Meeting at Pinecrest the residents reviewed the calendar and discussed the weather causing changes to outings. The requested that Happy Hour be removed and they play Bunco instead. They requested that a basketball game be scheduled as an outing in case someone would like to go. The refrigerator issue was discussed and this is working well so far. They requested a chicken and beans BBQ. At Cedar Groves, everyone was happy and no one wanted to go to a basketball game. At Pine Groves, everyone was happy, no outings were requested.	approve the reports as presented. Motion carried.
Safety Committee Meeting	Lois Ball reported on the monthly Safety Committee Meeting. She reported that they discussed the new falls program that is being put in place, winter weather, and reviewed all incidents and accidents for December.	A motion was made by Trustee Degenaer, supported by Trustee Eichhorn, to approve the report as presented. Motion carried.
Administrator Report	Administrator Smith reported that she attended:	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve

	Teleconference with HCAM on January 11, the OSF Home Health and Hospice Meeting on January 18th and the MCF Meeting on January 25th. She explained that HCAM if a group that we belong to that we look to for help with rules and regulations.	the Administrator's report as presented. Motion carried.
Comments from the Public	There were no comments from the Public at this time.	
Adjournment	The meeting adjourned at 2:46 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Darlene Smith, Acting Secretary

Darlene Smith, Adm. 2/23/17