



PINECREST BOARD MEETING MINUTES
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Committee: Board of Directors Meeting	Date: March 25, 2010
Presiding: Michael Kaufman, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	Place: Board Room

Board Members Present:	Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien and Richard Mapes, Administrator
Liaison Members Present:	Gary Eichhorn
Liaison Members Absent:	David Schultz and John Degenaer, Jr.
Leadership Team Members present	Darlene Smith, Kelly Bellmore, Heather Schmultzer, Lois Ball
Guests	Howard Berger(corrected to Floyd Berger) and Todd Flath, Business Representative from AFSCME Union Local 854

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
Agenda	Chairperson Kaufman requested that the Agenda be changed to include the evaluation of the Administrator and this item was added to 8e. He also requested that the Wells Fargo representatives be allowed to make their presentation prior to the Board business.	A motion to accept the Agenda as proposed was made by Trustee Smith, supported by Trustee Bradley. Motion carried.
Wells Fargo Presentation	Sam Hofer, Gail Brinkman and Patrick Matthews gave the Board a report on the investment returns and performance summary for the Facility.	A motion was made by Trustee Smith, supported by Trustee Oliver to accept the presentation of the Wells Fargo Group. Motion carried.

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Board approval of February Minutes	The minutes of the February meeting had been sent to Board Members prior to the meeting for their review.	A motion was made by Trustee McCole, supported by Trustee Elegeert, to accept the minutes of the February Meeting. Motion carried.
Financial Statements	Kelly Bellmore, interim CFO, reviewed the Financial Statements for the month.	A motion was made by Trustee Elegeert, supported by Trustee Smith, to accept the Financial Statements. Motion carried.
Manifest of Invoices	The Board reviewed the Manifest of Invoices.	A motion was made by Trustee Smith, supported by Trustee Bradley, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
<p>Committee Reports</p> <p>Executive Committee</p>	<p>Chairperson Kaufman reported on:</p> <ol style="list-style-type: none"> <li>1) The Executive Committee had reviewed a recommendation to approve the contract with the Marinette and Menominee Area Community Foundation to create a charitable endowment in the Foundation for the sole purpose of administering the Ellen K. Russell Trust and the Michael Miketinac Trust, as well as receive additional irrevocable gifts of property from time to time from donors and from any other sources to be added to the charitable endowment.</li> <li>2) The Executive Committee had reviewed a recommendation to endorse Darlene Smith as the new Assistant Administrator and Corporate Compliance Officer. Until a replacement for Mrs. Smith has been determined, she will continue her current duties and responsibilities as the Director of Resident Services which includes full responsibilities of the nursing department as the Director of Nursing.</li> </ol> <p>Board Members asked about budget and finance areas as well as the scope of duties for the new position. The Board requested facts, figures and the organizational chart to review prior to the next meeting.</p>	<p>A motion was made by Trustee Bastien, supported by Trustee Bradley, to accept the contract with the Marinette and Menominee Foundation. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Boyne to table this item until the next meeting in April. Motion carried.</p>

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<p>Committee Reports, continued</p> <p>Whispering Pines Committee</p>	<p>Executive Committee report, continued</p> <p>3) The Executive Committee had reviewed the request to engage Goudreau Associates, Inc ., an Architectural and Planners Company to provide professional design and construction services for a new child care center .</p> <p>Trustee Bradley, Chairperson of the Whispering Pines Committee, requested that the Board take action on a Resolution to approve Jessica Boucher as the Whispering Pines Assistant Administrator and that in the absence of the Administrator and Assistant Administrator the respective homes supervisors be allowed to have authority to act on matters related to the daily operations.</p> <p>Trustee Bradley requested Board Action on an Emergency Evacuation Policy as required by CARF.</p> <p>Trustee Bradley then gave a report on each of the homes, clients and staff.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Bastien, to approve the contract with Goudreau Associates. Motion carried.</p> <p>A motion was made by Trustee McCole, supported by Trustee Oliver, to approve the Resolution. Motion carried.</p> <p>A motion was made by Trustee Oliver, supported by Trustee Smith, to approve the policy. Motion carried.</p> <p>A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept the Whispering Pines report. Motion carried.</p>
<p>Unfinished and New Business:</p> <p>Quality Assurance</p> <p>Safety Committee</p> <p>Administrator's Report</p>	<p>Mrs. Smith gave a report on the Quality Assurance Meeting for the month of March. She discussed each department that reported for the month and the other committee items that had been discussed.</p> <p>Lois Ball reported on the Safety Committee Meeting for the month of March. She noted that the Committee continues to work on a plan for inservicing employees on back and shoulder strains.</p> <p>Meetings attended: The Administrator reported he had attended the NACo Meeting in Washington, DC; MCSSA Legislative meeting in Lansing; Career Connections Meeting in Marquette as well as</p>	<p>A motion was made by Trustee Bradley, supported by Trustee McCole, to accept the Quality Assurance Report. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Bastien, to accept the Safety Committee Report. Motion carried.</p>

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	<p>The HCAM Region 5 meeting in Iron Mountain at which he had been nominated to become President of the group next year.</p> <p>Mrs. Smith reported that she and Mrs. Bellmore had attended a Cost Reporting seminar in Okemos during the month and had found it very informative.</p> <p>Chairperson Kaufman reported that several of the Board Members had attended the Board Members portion of the MCSSA Meeting in Lansing and had been told that they are planning a reduction of staff in the DHS area.</p>	
Pinecrest By-Laws	<p>Chairperson Kaufman reviewed the By-laws of the Facility in respect to the reorganization of the Board's Executive Committee. He noted that the change is to be made for April 1<sup>st</sup>. Trustee Smith made a motion to approve the nominations of Gladys Elegeert as Chairperson, Gerald McCole as Vice Chairperson and Margaret Bastien as Secretary. Trustee Boyne supported the nominations. Chairperson Kaufman called three times for further nominations and then closed the nominations. Chairperson Kaufman noted that he would remain Board Chairperson until April 1<sup>st</sup> and the new Board Chairperson would take over from that point and preside over the next Board Meeting on the fourth Thursday in April. Discussion was held on how long the term was for and it was agreed that it is a one year term. It was agreed that the Administrator and incoming Chairperson would fill all positions on the Committees and this will be prepared for the April meeting.</p>	A motion was made by Trustee Bradley, supported by Trustee Smith, to accept the nominations. Motion carried.
Closed Session	<p>The Board took a roll call vote to go into closed session (correction: to discuss the Administrator's one year evaluation).</p> <p>Gerald Smith, aye  Gladys Elegeert, aye  Elaine Boyne, aye  Gerald McCole, aye  Barbara Oliver, ay</p>	

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	Barbara Thorne, aye Mary Bradley, aye Michael Kaufman, aye Margaret Bastien, aye	The Board went into closed session at time time. They reviewed the Administrator's one year evaluation with him.
Liaison Members	Liaison Member Eichhorn asked if he could ask a couple of questions before the Board went into closed session.  He asked what the Facility's capacity is (160 beds) and asked to have the percentage of occupancy listed explained. Administrator Mapes explained the drop in census over the past few weeks which led to the decline in occupancy percentage on this report and noted that we seemed to have turned the corner in regards to occupancy this month.	
Return to Regular Session	The Board returned to regular session at 3:28 p.m. following a role call vote to end the closed session.	A motion was made by Trustee Bastien, supported by Trustee Smith, to adjourn the Regular Meeting of the Pinecrest Board of Trustees. Motion carried. The Meeting adjourned at 3:29 p.m.

Gerald McCole, Secretary          <hr style="width: 30%; margin-left: 0;"/>	Richard Mapes, Administrator          <hr style="width: 30%; margin-left: auto; margin-right: 0;"/>
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