PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, January 28, 2016	Place: Board Room
Presiding: Elaine Boyne, Vice-Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order at 2:00 p.m. Central Time by Elaine Boyne, Vice-Chairperson

Roll Call:
Trustees Present: Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Gary Eichhorn, Jan Hafeman, Darlene Smith, Administrator.
Trustees Absent: Gerald Smith, Jeff Naser

Leadership Team Members present: Candace Meintz, CFO and Susan Williamson, Director of Nursing

Guests: Gerald McCole, Todd Flath, Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of January 2016 Agenda	Trustee Eichhorn requested that a letter received by Board Members be addressed. It was agreed to put this item on the Agenda under Unfinished and New Business as item "F"	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to approve the agenda as amended. Motion carried.
Board Action on Minutes of the December 2015 meeting	The minutes had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to

		approve the Minutes as presented. Motion carried.
Board action on the December Manifest of Invoices	The Manifest of Invoices had been sent to Trustees prior to this meeting	A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Committee Reports a. Whispering Pines/Powers Activity Center Committee	Trustee Driscoll reported that the Whispering Pines Board had met just prior to this meeting. All homes are doing well. There are no maintenance issues at this time. They reviewed 2016 needs, the mission, vision and goals statements, along with the Code of Ethics and a couple of policy changes from Great Northern Home Care.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the report as presented. Motion carried.
b. Timber Committee Report	Trustee Eichhorn reported that the Timber Committee accepted the bid from Chad LaFave, the contract looks in order, but he will not start cutting this winter due to the weather. Trustee Harrington requested that the Board approve a donation to the Delta County Soil Conservation District for all of the work that Rory Mattson did for this Timber sale. This request will be brought back to the Timber Committee for discussion.	A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve this report. Motion carried.

c. Financials for December 2015	It was brought to attention that the Review of Financial Information was not on the Agenda. It was agreed to add this item to the Agenda under Board Committee Report as Item "C". Candace Meintz, CFO reviewed the Financials for December 2015 with those present. She noted that these are the figures that she has sent to the auditors who will be here next week. Trustee Degenaer asked about Combined Time Off and how it is accounted for. This was explained to the Board and met with their approval.	A motion was made by Trustee Hafeman, supported by Trustee Harrington to approve of the amendment to the Agenda. Motion carried. A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statements as presented. Motion carried.
Board Action Items/Resolutions a. Review of By-laws	The revised By-laws had been sent to Trustees for review prior to this meeting. The Board approved the By-laws as revised. They approved Vice-Chair Boyne signing the revised document in lieu of Chairperson Naser who was absent for this meeting.	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to approve the revised By-laws. Motion carried.
b. 2016 Standard mileage rates - $0.54/per mile	The facility received notice from the State regarding the change in mileage reimbursement to $0.54/per mile.	A motion was made by Trustee Eichhorn, supported by Trustee Driscoll, to approve the change in the mileage rate. Motion carried.

c. Review and permission for write-off request.	Candace Meintz, CFO, reviewed the request for write-offs in the amount of $11,147.59. A discussion was held on aged-out accounts.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the write off request of $11,147.59. Motion carried.
Unfinished and New Business a. Report of Quality Assurance and Resident Council Committees	Susan Williamson, Director of Nursing, reported on the monthly Quality Assurance Meeting and the Departments that presented reports at this meeting. She noted that earlier this week, we had a State inspector here to review an incident that we had self-reported. The inspector cleared us of this incident. Today, the inspector was back to review and complaint and we were just cleared of that incident. She then reviewed the Resident Council Minutes for each home.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the reports as presented. Motion carried.
b. Safety Committee Report	Lois Ball, Safety Committee Chairperson, reported that the meeting was held for January. All incidents and accidents for residents and employees were reviewed. There were no major issues brought to the meeting. Ken Smylie, from York, our Workers Compensation Carrier, will be here in March to present inservices on Global Harmony (hazard communication).	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the report as presented. Motion carried.

c. Update on Employee Health Insurance	Lois Ball reported that we are working on making corrections and adjusting the final census on employee health insurance enrollment. At this time we have 92 employees on the insurance. Candy will be adjusting the budget accordingly once we do have a final count. She also reported that Blue Cross Blue Shield had done a good job of getting us enrolled and getting cards to employees. Our insurance agents had also worked very diligently in helping us through this. They would get insurance numbers and information to employees who needed medications or appointments before they had received their cards. We have had no real problems to date.	
d. Update on Packerland Cable TV	Administrator Smith detailed the work we have been doing to bring cable TV into the building for our residents. She noted that Packerland has agreed to offer basic TV, which the facility will bill the residents the $10.00 per month, but if a resident wants extended channels Packerland will directly bill them (or their family) at a cost of $78.95 per month.	
e. Administrator's Report	Administrator Smith reported that we have started a "Well/Fit" challenge here with the YMCA coming in to facilitate it.	A motion was made by Trustee Hafeman, supported by Trustee Harrington, to

f. Employee's Letter	After that we may have a set of nutrition classes for employees, etc. We had quite a few interested employees who signed up for this. Administrator Smith reported that she attended the following meetings: OSF Home Health and Hospice on Jan. 5th HCAM on Jan 20th where getting paid from Medicaid and UPHP were the main topics Iron Mountain Networking – Jan.14th A letter to the Board, from employee, Laurie Britton, was addressed. Trustee Eichhorn stated that he felt it needed to be addressed but should be brought to a Committee for this purpose. After discussion, it was decided that the House Committee would address the employee's concerns. The House Committee Members agreed to stay after this meeting to meet regarding this issue.	approve the Administrator's Report as presented. Motion carried.
Comments from the Public	There were no comments from the public	
Adjournment	The meeting adjourned at 2:32 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn this meeting. Motion carried.

Catherine Driscoll, Secretary

Jeff Moss

Darlene Smith, Acting Secretary

Darlene Smith