PINECREST
CARING COMMUNITY

PINECREST BOARD OF TRUSTEES

Date: November 29, 2012	Place: Board Room
Presiding: Gerald Smith, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

TOPIC	DISCUSSION	OUTCOME
1. Roll Call:	Board Members Present: Gerald Smith, Debbi Springinsguth, Elaine Boyne, Katie Driscoll, Barbara Oliver, Randall Van Gasse, Mary Bradley, Michael Kaufman, Jeff Naser Liaison Members present: John Degenaer Charlie Meintz joined the meeting at 2:10 pm Leadership Team Members present: Darlene Smith, Candace Meintz, Sharline Corrigan Guests: Gerald McCole, Todd Flath	
2. Approval of November's Agenda		A motion was made by Trustee Oliver, supported by Trustee Driscoll, to approve the Agenda. Motion carried.
3. Board action on Minutes of the	Minutes of October Meeting had been mailed to	A motion was made by Trustee Bradley,

October 25, 2012 meeting	Board Members prior to this meeting for their review. Minutes had been amended prior to the meeting to correct the Secretary signing October Meeting Minutes. A copy of the amended minutes were distributed at this meeting.	supported by Trustee Oliver, to accept the Amended Minutes as presented. Motion carried.
4. Review of Financial Statements for October 2012	CFO, Candace Meintz, reviewed the Financial Statements for the month of October 2012.	A motion was made by Trustee Kaufman, supported by Trustee Boyne, to accept the Financial Statements as presented. Motion carried.
5. Board Action on Manifest of Invoices	The Manifest of Invoices had been mailed to Board Members prior to this meeting for their review.	A motion was made by Trustee Driscoll, supported by Trustee Bradley, to accept the Manifest of Invoices and to pay the bills. Motion carried.
6. Committee Reports	Trustee Bradley reported on the activities of each of the Whispering Pines home and Great Northern Home Care offices. All homes and businesses are doing well.	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to accept the report as presented. Motion carried.
7. Board Action Items/Resolutions	Administrator Mapes announced that the Contract between Pinecrest and SEIU has been settled. This Contract mirrors Local 854's , because of the length of time it took to get through the negotiations with SEIU we agreed on a $125.00 sign on bonus. We are looking for approval of this resolution to accept the contract with SEIU.	A motion was made by Trustee Boyne, supported by Trustee Bradley, to approve the resolution, accepting the contract between Pinecrest Medical Care Facility and SEIU. Motion carried.
	Action Item 2: 2013 Capital Budget was reviewed by Candace Meintz, CFO. Trustee Naser asked what the Foundation was and it was explained that it includes the Ellen k. Russell Trust, Michael Miketinac Trust and Charitable Trust Donations, all which benefit the facility.	A motion was made by Trustee Kaufman, supported by Trustee Oliver, to approve the 2013 Capital Budget. Motion carried.
	Writes off for the month in the amount of $9,9598.08 were reviewed by Sharline Corrigan,	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the

	Accounts Receivable Specialist. She has good news. With help from Russ Sexton, the last 3 months of write offs has been paid off (just short of $30,000) Policies and Procedures: 1) Non retaliation Policy and 2) substance abuse Screen policy. Updating our current policy to include screening employees who are injured on the job and are sent to a medical facility GNHC Authority Agreement: Administrator Mapes and Trustee Bradley (Chairperson of the Whispering Pines Committee) discussed the request brought to the Board to approve this Agreement. They explained the need to have Great Northern Home Care be certified for Medicare and Medicaid so they can bill for skilled care nursing services. They explained that there would be meetings with each county Board of Commissioners to explain the need to set up a separate Authority from Pinecrest in order to accomplish this goal.	write off request. Motion carried. A motion was made by Trustee Boyne, supported by Trustee VanGasse, to approve the policies as presented. Motion carried. A motion was made by Trustee Boyne, supported by Trustee Oliver, to approve the Great Northern Home Care Authority Agreement. Motion carried.
Quality assurance	Darlene Smith, Resident services Director, reviewed the Quality Assurance Reports from October. She reviewed the reports from each Department that presented that month. Resident Council – reviewed getting new clothing marked by Laundry. Asked them remind families and friends not to come here if they do not feel well. One resident requested a reminder to visitors that they clean up after their visiting animals.	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the Quality Assurance and Resident Council report as presented. Motion carried.
Safety Committee	Lois Ball gave the Safety Committee Report for November. She noted that they are working on two new studies. She reported on the number of falls,	A motion was made by Trustee Oliver, supported by Trustee Boyne, to accept the Safety Committee Report as presented.

	which again this month has seen a decline, as well as other types of incidents.	Motion carried.
Administrator's Report	1) Administrator Mapes discussed the progress being made by the Caring Spirit's Employee Satisfaction Survey Committee. He noted that minutes of the 11/07/12 meeting will be reviewed next month. He detailed the meeting and noted that it was constructive because it discussed training. Darlene Smith explained that we had LPNs and CNAs in meeting. It was interesting that some of them had a good concise list of what we needed to train people on. Right now we are floating around lists of what we need to train people. Passing it around, trying to get a concise list together. Each Committee member from each Department is looking at this. Darlene also plans on having her inservice person going around doing checks to be sure we are doing more of the things that are on that list. Administrator Mapes noted that part of it is education, and we are going through sections of the survey report so they understand the survey process. We want to provide as much information to them to assure them that there is anonymity to anyone who participates. MIOSHA complaint. An Employee called it in, felt she needed an outside source to take a look at things here, so an Inspector came in. The Administrator gave a brief synopsis of the report. The citations will all have been abated by tomorrow and we will be	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to accept the Administrator's report. Motion carried.

	mailing plan of correction out tomorrow. We do have another MIOSHA complaint that the same employee lodged alleging that she was discriminated against. We are also working on that complaint.	
Trustees and Management Christmas Banquet	Lois informed the group that the meeting will be held at 4:00 p.m. CST at the Island Resort and Casino in the Bear Room.	
Comments from Liaison Members	John Degenaer, Dickinson County Liaison, told the Board that Dickinson County had eliminated their home health and might be a hard sell when discussing Great Northern Home Care. Liaison member Charlie Meintz asked for clarification on the MIOSHA complaint and fines. Administrator Mapes explained that we have an option to not contest the issue and file an informal settlement. To have all items abated and then we can pay half of the total amount of fines. Many of the citations have already been abated. He also asked that concerning Great Northern Home Care, with an expansion – we have been discussing this, but he has not seen a business plan. He asked what the financial gains are. It was explained that they do have all of this in place and it would be brought forth and explained at the county meetings.	
Public Comments	There were no public comments at this time.	
Closed session	The Board went into closed session at 2:54 pm to discuss the Administrator's Executive Summary.	
End of Closed session	The Board came out of closed session 3:20 p.m.	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to accept the Administrator's Executive Summary and salary

		increase. Trustee VanGasse abstained from voting. Motion carried.
Adjournment	The meeting adjourned at 3:21 p.m.	A motion was made by Trustee Bradley, supported by Trustee Van Gasse to adjourn the meeting. Motion carried.

Mary Bradley, Secretary

Richard Mapes, Administrator