PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: August 22, 2013	Time: 2:00 p.m. CST
Presiding: Gerald Smith, Chairperson	Place: Board room
Recording Secretary: Lois Ball	

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

Roll Call: Trustees Present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Katie Driscoll, Barb Oliver, Randall VanGasse, Mary Bradley, and Richard Mapes, Administrator.

County Liaison Members present: Jan Hafeman

County Liaison Members absent: Mary Harrington, Tom Elegeert, John Degenaer, Jr., Ann Martin

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

TOPIC	DISCUSSION	OUTCOME
Approval of August Agenda	Trustee Kaufman noted that there were 2 #3's listed on the agenda. The second #3 was changed to 3a.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to accept the August agenda with correction. Motion carried.
Board action on minutes of the July 25, 2013 meeting	Trustee Dricsoll asked that the minutes be corrected to show that Liaison Member Ann	A motion was made by Trustee Naser, supported by Trustee Driscoll, to approve the

	Martin entered the meeting late, but was present.	minutes with the correction. Motion carried.
Review of Financial Statements for July 2013	CFO Candace Meintz reviewed the Financial Statements. She also reviewed the Cash Flow chart which represents 7 months.	A motion was made by Trustee Bradley, supported by Trustee VanGasse. Motion carried.
Board Action on Manifest of Invoices	Manifest of Invoices had been mailed previous to this meeting for their review. Trustee Naser asked for clarification regarding the foundation money. Foundation money had been put into the operating fund but needed to be transferred into the Capital Improvement fund to cover the costs of furniture purchased for resident rooms.	A motion was made by Trustee VanGasse, supported by trustee Bradley to approve the Manifest of Invoices and to pay the bill. Motion carried.
Employee of the Quarter Presentation	Administrator Mapes and Director of Resident Services, Darlene Smith, presented the Employee of the Quarter Award to Lisa Klingenmeier, RN. Lisa was chosen by nomination of a co-worker. She was presented with a certificate of appreciation and a gift certificate to Walmart.	The Board congratulated Lisa on being chosen Employee of the Quarter.
Whispering Pines/PAC committee Report	Trustee Bradley reported that because of the closing of the home health agency in Schoolcraft County, UPCAP had contacted Great Northern Home Care. They are looking for an agency to take over for them. Trustee Bradley also reported on each home, the staff, clients and activities for each.	A motion was made by Trustee Boyne, supported by Trustee Springinsguth, to approve the report as presented. Motion carried.
Action Item: Bad Debt Write offs	Sharline Corrigan explained the request and a discussion was held regarding outstanding claims.	Motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve the Bad Debt Write Off as requested. Motion carried.
Report on quality Assurance and Resident Council Committees	Darlene Smith gave a report on the August Quality Assurance Meeting, detailing the reports given by each Department that	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the report as presented. Motion carried.

	presented this month. She also reviewed the minutes of the Resident Council Committee Meetings at each of the three homes.	
Report of Safety Committee	Lois Ball reported on the safety Committee meeting held on August 13, 2013. She noted that the facility had worked through a tornado warning a couple of weeks ago. The staff had done a wonderful job moving the residents into the hallways while other staff worked to keep the residents busy playing games and singing songs. Pine Grove and Cedar Grove also did a wonderful job with their residents.	A motion was made by Trustee Bradley, supported by Trustee Oliver, to approve the report as presented. Motion carried.
Report on Meetings and Conferences Attended	Administrator Mapes reported that he had attended the Governor's Luncheon, he also attended the UPHP meeting and discussed dual eligible enrollment of residents. He attended the ATC meeting Wednesday evening in Spalding Township. Trustee Naser was also present. He urged Board Members to contact the representatives to let them know that the Board Members were in favor of the project. Darlene Smith reported that while she has been spending most of her time here at the facility, she has had other staff members attending meetings. Sue Williamson attended the Alzheimers Support Group Meeting and a few of the nurses had attended the networking meeting.	A motion was made by Trustee Springinsguth, supported by Trustee Boyne, to approve the report on Meetings and conferences attended. Motion carried.
Administrator's Report	Administrator Mapes requested that the Board approve the following expenses for travel and lodging:	A motion was made by Trustee Bradley, supported by Trustee Boyne, to approve the three requests. Motion carried.

	1) MCMCFC Meeting in September for the Administrator in the amount of $450.00 2) The Green House Conference to be held in Boston in November which Jessica Boucher will attend in the amount of $1400.00 3) MAAP Fall Conference in Frankenmuth for Activities Director Cheryl Rochon in the amount of $800.00 3. A. Abbreviated Survey Results: Administrator Mapes and Resident Services Director Darlene Smith reported on the abbreviated survey conducted about 3 weeks ago. They reviewed the survey results and noted that the Licensing Officer has approved our Plan of Correction. Timber Management Plan: Administrator Mapes noted that Rory Mattson is working on having two proposals done to have our property surveyed for timber harvesting.	
	Medical Director's Allowance: Our Medical Director is requesting that we extend the one-time provision of $2000.00 per month for six months be extended. A discussion was held regarding this issue. Administrator Mapes proposed that the provision be extended for another six months at $1000.00 per month.	A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve to extend the provision for another six months with the amount being $1000.00 per month. Motion carried.
	The My InnerView Surveys of Residents and Families were reviewed and discussed. Administrator Mapes did note that as of	A motion was made by Trustee Driscoll, supported by Trustee Naser, to approve the My InnerView Survey results as presented to

	Sunday September 8th, we will be using the Multipurpose room to televise a church service from the United Church of Christ in Gladstone. Liaison Member Jan Hafeman noted that other local churches do come in and provide spiritual opportunities as well.	the Board. Motion carried.
Comments from Liaison Members	There were no comments from Liaison Members	
Comments from the Public	Trustee Naser asked about the Employee Recognition Banquet and it was explained that each year Pinecrest honors those employees who have attained years of service in 5 year increments. Administrator Mapes announced that the Caring Spirit Committee will be holding a fish fry on Friday September 13th from 4 -8 p.m. He stated that it will be free to residents and there will be tickets for others to purchase at a cost of $1.00 per ticket. The cost of a fish sandwich, fries, coleslaw and beverage will be 6 tickets. Sandwich only will be 3 tickets. Fries only will be 2 tickets. Beverages will be 1 ticket.	
Adjournment	The meeting adjourned at 3;02 p.m.	A motion to adjourn was made by Trustee Driscoll, supported by Trustee Naser. Motion carried.

Mary Bradley, Secretary

Mary Bradley

Richard Mapes, Administrator