PINECREST MEDICAL CARE FACILITY

BOARD OF TRUSTEES MEETING

Date: September 23, 2010	Time: 2:00 p.m. CST
Presiding: Gladys Elegeert, Chairperson	Place: Board Room
Recording Secretary: Lois Ball, Executive Secretary	

Board Members Present: Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Kaufman and Richard Mapes, Administrator.
**10/28/2010, the name of Margaret Kaufman has been corrected to read Margaret Bastien. LB, Exec. Sec.

Board Members Absent: Barbara Oliver

Liaison Members Present: David Schultz,

Liaison Members Absent: John Degenaer, Jr., Gary Eichhorn

Leadership Team Members Present: Darlene Smith, Director of Resident Services; Dianna Seymour, Community Relations; Candace Meintz, CFO; Jessica Boucher, Assistant Administrator of Whispering Pines.

TOPIC	DISCUSSION	RESONSIBLE PERSON/ACTION
Call to order	The meeting was called to order at 2:00 p.m. by Chairperson Elegeert.	
Approval of Agenda	The Agenda was approved with the deletion of Action Item #3 – Local Bread Company Bids	A motion was made by Trustee McCole, supported by Trustee Bastien to approve the September Agenda as presented. Motion carried.
Board Action on Minutes of the August 26, 2010 Meeting	The Minutes of the August meeting had been sent to Board Members for review prior to the meeting	A motion was made by Trustee McCole, supported by Trustee Bastien, to approve the Minutes of the August 2010 meeting. Motion carried.
Review of Financial Statements	Candace Meintz CFO, reviewed the Financial Statements with the Board.	A motion was made by Trustee McCole, supported by Trustee Bradley. Motion carried.
Board Action on Manifest of Invoices	The Manifest of Invoices had been sent to Board Members for review prior to the meeting	A motion was made by Trustee Smith, supported by Trustee Kaufman, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Committee Reports	Chairperson Elegeert reported that the Executive Committee had met prior to this meeting and had reviewed the following Action Items: Action Item 1: Topography Survey. The Executive Committee recommended that the request to allow the topographical survey be brought to the Board for further action. Administrator Mapes explained the need for the survey to determine three different sites for the	A motion was made by Trustee

	construction of a low income housing facility. He noted that it is an important part so we can determine how many units we can build...single story, two story. Trustee Smith asked if it was wise to build one this far from town, shouldn't it be closer to town? Are we biting off more than we can chew? Administrator Mapes discussed the large move toward home and community based services provided in homes. Trustee Smith asked if we are going to be competitive because of the location – being so far from shopping. Administrator Mapes responded that we would be building assisted living, but low income assisted living. He noted that we already have the heat, etc. He discussed the Medicaid program and the need to become less dependent on that program. Trustee Boyne asked that because we are so far from town would they have trouble getting into town? We have a bus and the Senior Center in Hermansville has a bus. Discussion continued around the location and need. Little Pines Child Care Center: Administrator Mapes reviewed the informational packet regarding the Little Pines Child Care Center. Educational Assistance Policy: Reviewed by Administrator Mapes, the policy would allow employees to request reimbursement for classes within the guidelines set forth in the policy. Trustee Bradley asked what obligation an employee had once they had taken the grant. It was noted that there is no obligation required. Donation of CTO Time Policy: Administrator Mapes stated that employees have requested to donate CTO time fellow	A motion was made by Trustee Bastien, supported by Trustee Bradley to approve the cost of the survey. Motion carried. A motion was made by Trustee Kaufman, supported by Trustee Smith, to approve the policies and procedures as presented. Motion carried.

	employees who are experiencing a hardship. This policy provides guidelines to allow this.	
Whispering Pines / PAC Report	Jessica Boucher, Assistant Administrator of Whispering Pines reported that they have an opening at Great Northern Home Care to manage the waiver program. She reported that Great Northern Home Care is growing their business at the Harbors. She requested that the Board approve the purchase of a house for an Adult Foster Care Home next to Whispering Pines East. She noted that it would be a 3 client home, each client would work during the day and the clients would pay rent to Whispering Pines. Great Northern Home Care would provide services. They could share the van with Whispering Pines East as well as other costs. Cost for renovations would be approximately $12,000.	A motion was made by Trustee Bastien, supported by Trustee Boyne, to approve the purchase of the Adult Foster Care Home by Whispering Pines. Motion carried.
	Trustee Bradley reported on each home and the activities at them as well as the activities at the Whispering Pines Committee Meeting held earlier this day.	A motion was made by Trustee McCole, supported by Trustee Boyne, to approve the Whispering Pines Report. Motion carried.
Quality Assurance Report	Darlene Smith reported that the Quality Assurance Meeting will be held next Monday, September 27th.	
Safety Committee Report	Lois Ball, Safety Committee Secretary reported that the Committee had met on Tuesday, September 14. The committee is setting up an ad hoc committee to work with employees to have wheelchairs and their footpedals put	A motion was made by Trustee Bradley, supported by Trustee Bastien, to accept the Safety Committee Report. Motion carried.

	together and hopefully be kept together. The Committee reviewed all incidents and accidents and a possible fracture was found to not be a fracture. The Wellness Wednesday Salad bar was held this month and again was well received. We have another in the works for the end of October.	
Report on Meetings and Conferences Attended	Administrator Mapes reported that he had attended the monthly OSF Advisory Board Meeting. He also reported that there had been a meeting at Pinecrest with Medicaid representatives to work with accounts receivable and billing. We hope to see a significant improvement in reimbursement from the State. Administrator Mapes attended an M & M Foundation fund raiser in Menominee. Darlene Smith reported that she had attended the Alzheimer's Walk. There were 22 people, staff and residents, from Pinecrest that attended and raised approximately $1,000 for the Alzheimer's Association. She stated that the money stays in the area. She attended the Alzheimer's Support Group meeting. She also attended the Joint Provider Meeting in Novi, where they met with State surveyors where they discussed wandering, difficult behaviors, Plans of Corrections, rules and regulations and discussed funding. She met the new Licensing Officer.	A motion was made by Trustee Smith, supported by Trustee McCole, to accept the Report on Meetings and Conferences Attended. Motion carried.
Administrator's Report	Child Care Center: some walls are up...we are looking at having an Open House on October 15th. Included in the packets is a construction report from the contractor, noting	A motion was made by Trustee Bradley, supported by Trustee Kaufman, to accept the Administrator's and Community

	that the construction in on time or a little ahead of schedule. He discussed the art work being done on the basement walls by employees. Murals for the child care center. Assisted Living Project: Administrator Mapes stated he will move forward on the survey after talking with the architect. Committee Relations: Dianna Seymour reported on the Caring Partner Committee, stating that the sub-committee has renamed themselves the Employee Survey Committee. She noted there will be a meeting at 11:30 a.m. on Sept 29th to discuss action plans. Dianna reported on attending the HCAM luncheon where an award was presented to Pinecrest for the PR project of a Walk-a-Thon held within the facility. The NACHA sponsored walk was spearheaded by Debbie Pitts and other NACHA Committee members at Pinecrest. On Friday, October 15 beginning at 11:30 a.m. CST, we are planning an Open House for the child care center. We will gather in the Multipurpose room where we will have a presentation of before and after pictures and refreshments. The annual Employee Recognition Dinner will be held on October 13 at the Island Resort and Casino.	Relations Reports Motion carried.
Comments from the Liaison Members:	Liaison Member Schultz stated that they are working hard on the County Budget and briefly discussed the budget.	

Comments from the Public	There were no Public Comments at this time.	
Adjournment	The meeting adjourned at 2:51 p.m. The next meeting of the Pinecrest Board of Trustees is scheduled for Thursday, October 28, 2010.	A motion was made by Trustee Bradley, supported by Trustee Smith, to adjourn the meeting. Motion carried.

Margaret Bastien

Margaret Bastien, Secretary

Richard Mapes, Administrator