



**MINUTES OF THE
PINECREST BOARD OF TRUSTEES**

Date: Thursday, October 23, 2014	Place: Board Room
Presiding: Barbara Oliver, 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 Chairperson Oliver.

Roll Call: Trustees present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenauer, Jr, Jeff Naser. Darlene Smith, Administrator.

Trustees Absent: Mary Bradley, Gary Eichhorn and Jan Hafeman.

Leadership Team Members Present: Candace Meintz, Susan Williamson, Sharline Corrigan

Guests: Scott Nowack, Barbara Blahnik, David Vandermissen Jr, David Kausak, Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the October 23, 2014 Agenda	Administrator Smith requested that one item be added: Trustee Naser to report on the Timber Cut and Surveyor, and to change make Scott Nowack's report to 4A to report on our circle drive. Trustee	A motion was made by Trustee Degenauer, supported by Trustee Smith, to approve the agenda with changes. Motion carried.

	Boyne pointed out that the Agenda date should read October.	
Board action on Minutes of the September 24, 2014 meeting	The minutes were sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Smith, supported by Trustee VanGasse, to approve the minutes as presented. Motion carried.
Review of Financial Statements for September	Candace Meintz, CFO, reviewed the financials with the Board.	A motion was made by Trustee Boyne, supported by Trustee Springinsguth, to approve the Financial Statements as presented. Motion carried.
Presentation by Scott Nowack, P.E. of Coleman Engineering regarding the circle drive.	<p>Scott outlined the problems he found with the retaining wall along either side of the chip bin. The wall is in need of repair caused for years of salt and run off. He offered two solutions:</p> <ol style="list-style-type: none"> 1) Coleman Engineering's proposal was \$175,000 plus \$30,000 for their engineering costs. 2) Dean Hulce's company, which does concrete repair work, could come in and make repairs. He would strip the wall apart and rebuild it once he gets to good concrete. His estimate was for \$36,000. A lengthy discussed ensued on the work needed to repair the wall and redo the circle drive to make it shed water away from the wall. This project is slated for spring. 	A motion was made by Trustee Degenaer, supported by Trustee Smith, to table this issue to next month and act on it at the next month's meeting. Motion carried.

	<p>Administrator Smith stated that Mr. Hulce had suggested that the side of the boiler house be sand blasted and recoated and tied into the retaining wall.</p> <p>Trustee Smith requested that this item be tabled until next month so the Board has time to think it through.</p>	
Board Committee Report	<p>Whispering Pines/Powers Activity Center Committee Report was given by Trustee Boyne. She stated that they had done a wage review. The Committee recommended to apply changes to attract more people to apply, as they are short handed. Whispering Pines Gladstone had a 100% survey. Willow Creek had some sewer problems to alleviate. Maple Creek is moving residents in the first week of November.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Spinginsguth, to accept the report as presented. Motion carried.</p>
Board Action Items/Resolutions	<p>The Bad Debt Write Off was reviewed by CFO, Candy Meintz and Sharline Corrigan, Billing Specialist. They stated that the Attorney General's office had rejected all of the cases Shar had sent to them, suggested that we get a lien put on these people's property and suggested we take it to civil court. They outlined a plan to have our County Prosecuting Attorney take some of our cases. Attorney Haas</p>	<p>A motion was made by Trustee Smith, supported by Trustee Boyne, to approve the Bad Debt Write in the amount of \$38,258.62. Motion carried.</p>

	<p>would take the cases for \$75.00 per case. County Administrator, Brian Bousley asked that it go to the County Board so that they approve the attorney to do that for us. Administrator Smith stated that she also contacted an Attorney Bacon in Gladstone who will take some of our cases to recoup fees. He charges \$225.00 per hour.</p>	
<p>Report of Quality Assurance and Resident Council Committees – Susan Williamson</p>	<p>Susan Williamson, DON, reported on the monthly QA and Resident Council Meetings. There were no major issues reported. She did state that there is a surveyor in the building at this time, and things are going well. She stated that they have been inservicing all staff on the Abuse Policy and the HIPPA Policy.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Smith, to accept the Quality Assurance and Resident Council Reports as presented. Motion carried.</p>
<p>Report of Safety Committee – Lois Ball</p>	<p>Lois Ball, Safety Committee Secretary reported that all employee and resident incidents and accidents were reviewed. She stated that facility safety had been discussed (keeping exit doors locked, keeping vehicles locked, report people wandering around the parking lots or facility grounds at night). She also discussed a MIOSHA grant she is working on. We hope to ask for money to purchase bariatric items and lifts at hat are needed.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Smith, to approve the Safety Committee Report as presented. Motion carried.</p>

<p>Appointment of Jeff Nasser to the Menominee DS/Pinecrest Board of Trustees for a 3 year term</p>	<p>Administrator Smith reported that she had received a letter from the Menominee County Administrator to inform us that Jeff Naser had been appointed to the DHS Board for a 3 year term. Mr. Naser was congratulated on the appointment.</p>	
<p>Report on Facility Reported Incident to State and approval of Plan of Correction of last F.R.I.</p>	<p>The reported incident was accepted by our licensing officer in Gaylord without the surveyors coming back here.</p>	
<p>Request permission for Administrator and CFO to attend MCMCFC Fall Financial Conference in Mount Pleasant on November 6th and 7th</p>	<p>Administrator Smith requested lodging in the amount of \$300.00</p>	<p>A motion was made by Trustee Smith, supported by Trustee Degenauer, to approve the request for lodging in the amount of \$300.00 Motion carried.</p>
<p>Update on Interwoven</p>	<p>Administrator Smith reported that we had signed the contract with Interwoven and things seem to be going very well. They are doing an inventory and getting us organized. At the same time we are letting our residents know that we will not be providing computer support to them. We will get them hooked up into the guest WIFI but we won't have our contracted company do work on resident' personal computers.</p>	
<p>House Committee Meeting</p>	<p>Administrator Smith stated that there will be a House Committee Meeting immediately following this meeting to discuss employee grievances.</p>	
<p>Employee Recognition Dinner</p>	<p>Administrator Smith stated that we had received a lot of great comments and</p>	

	thanked and the Board and Staff for helping to make it a success.	
Maple Grove	Administrator Smith reported that tenants will be moving in the first week of November.	
Report on Timber Cut by Trustee Naser	<p>Trustee Naser reported on the progress of the proposed timber cut. The surveyor has finished his work, a map of the area was presented. Trustee Naser and Rory Mattson will run the property lines from the marked corners. Bids for the timber harvest will be sent out in January or February 2015 for a winter cut, 2015-2016. The Board will need to decide if we want to do a soft cut (select cut) or a hard cut where the cedar will be harvested along with other species.) Mr. Mattson suggests a hard cut as that will be best for all wild life. Mr. Mattson will also cruise the property that ATC will want to cut and verify the cordage and stumpage being harvested during their cut is correct.</p> <p>Administrator Smith read a letter she had received from ATC which outlined the work that would be done and the contractors that will be coming in to do the work.</p>	
Reassignments on the Board's Sub-Committees	Chairperson Oliver stated that due to Mary Bradley no longer serving on the Menominee County DHS Board, and the	

	<p>Pinecrest Board, the Committee Assignments need to be shifted. This would affect Menominee County Trustees for the House, Public Relations and Whispering Pines Committees. Trustee Naser nominated Trustee Jan Hafeman to serve on the House Committee. Motion carried. Chairperson Oliver noted that the Public Relations Committee was not used and therefore no one need be nominated. Trustee Naser was asked to take the Whispering Pines Committee and he accepted.</p>	
<p>Meetings and Conferences Attended</p>	<p>Administrator Smith reported that during October she attended the Perspectives Advisor Meeting on the 1st; OSF advisory Meeting on the 7th; a Women's Forum with Candy featuring Dr. Dan Benishek on the 14th; and the Ellen K. Russell/Michael Miketinac/Charitable Trust Meeting on the 21st.</p>	
<p>Cell Phone Policy revisions</p>	<p>Administrator Smith stated that we had mailed the policy out with the packet prior to the meeting for the Board to review it. She stated that it has become necessary to change the wording in the policy from cell phone to reflect as many of the personal electronic devices as we could. Kindles and iPads and iPods and a whole list of other devise have become popular and are making their way into</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Smith, to approve the revisions to the Cell Phone Policy, which as been renamed the "Employee Personal Electronic Device Usage Policy". Motion carried.</p>

	the building with employees. We do not want these devices used in the patient areas.	
Comments from the Public	<p>Lois Ball announced to the Board that there is a Fall Festival Bazaar in the Multipurpose Room on Saturday. It is hosted by the Caring Spirit Committee and will run from 9 to 4.</p> <p>Trustee Naser stated that we had signed a 1 year (?) contract with Integrys and we needed to watch for that. Trustee Degenauer stated that Integrys had sold out to WE Energies and he did not think that they planned to honor those contracts.</p>	
Adjournments	The meeting adjourned at 3:06 p.m.	A motion was made by Trustee Smith, supported by Trustee VanGasse, to adjourn the meeting. Motion carried.

Jeff Naser
Elaine Boyne, Secretary



Darlene Smith, Acting Secretary


