PINECREST
CARING COMMUNITY

PINECREST BOARD OF TRUSTEES

Date: January 24, 2013	Place: Island Resort and Casino / Eagle Room
Presiding: Gerald Smith, Chairperson	Time: 4:03 p.m. CST
Recording Secretary: Lois Ball	

Topic	DISCUSSION	OUTCOME
Roll Call	Board Members Present: Gerald Smith, Debbi Springinsguth, Elaine Boyne (arrived late), Katie Driscoll, Barbara Oliver, Randall Van Gasse, Mary Bradley, Michael Kaufman, Richard Mapes - Administrator Board Members Absent: Jeff Naser Liaison Members Present: John Degenaer, Jr., Jan Hafeman Liaison Members Absent: Mary Harrington Leadership Team Members Present: Darlene Smith, Candace Meintz and Sharline Corrigan and Jessica Boucher.	

	Guests Present: Gerald McCole	
Approval of January Agenda		The Agenda was approved by motion of Trustee Kaufman, supported by Trustee Oliver. Motion carried.
Board action of Minutes of the November 29, 2012 meeting	The minutes of the November meeting had been mailed to the members prior to this meeting for their review.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to accept the minutes as presented. Motion carried.
Review of the Financial Statements for November and December.	Candace Meintz, CFO, reviewed the Financial Statements. She announced the auditors will be here the week of February 4th for the yearly audit.	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the Financial Statements as presented. Motion carried.
Board Action on November and December Manifest of Invoices	Manifest of Invoices had been mailed to the Board Members prior to this meeting for their review.	A motion was made by Trustee Van Gasse, supported by Trustee Driscoll, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Committee Reports Whispering Pines/Powers Activity Center	Trustee Bradley reported that the Committee had done their annual complaint review and were satisfied with the way the complaints had been handled. She also reported that she had misstated the 2013 budget amount, and gave the correct budget figures to the board. She reported on the activities, of each of the Whispering Pines entities. All are doing well.	A motion was made by Trustee Driscoll, supported Trustee Springinsguth, to accept the report presented. Motion carried.
Board Action Items/Resolutions Pinecrest 2013 Operating Budget	CFO, Candace Meintz, reviewed the 2013 Operating Budget. She noted that the budget, which had been done in October, had been based on a daily census of 139 residents. She noted that when census falls below	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to approve the 2013 Operating Budget as proposed. Motion carried.

	the projected numbers, Departments Heads are good at adjusting expenses. She explained that she had kept the revenue payer mix constant to the 2012 figures and all other aspects of the proposed budget. Administrator Mapes discussed possible CPE's reimbursement. He stated that we feel this is a conservative and realistic budget.	
Bad Debt Write Off	Sharline Corrigan, Senior Billing Specialist, reviewed the Bad Debt Write Offs for the month.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the Bad Debt Write Off request for January. Motion carried.
Policy and Procedures	Administrator Mapes reviewed the Policies "Work For and Exchange Policy" and the "Annual Salary and Performance Review" Policy. A discussion was held involving Administrator Mapes explaining a wage band schedule he would like to implement for non union personnel. Annual review of the policy, and all others, was also discussed.	A motion to approve the Policies and Procedures was made by Trustee Kaufman, supported by Trustee Driscoll. Motion carried.
Unfinished and New Business		
Report on Quality Assurance and Resident Council Committees	Darlene Smith, Director of Resident Services, reported on the monthly Quality Assurance Committee Meeting and each of the homes Resident Council Meetings. She noted that during Quality Assurance there is a policy review done. Clinical policies are to be reviewed every 3 years. She discussed the issue we had with a drug diversion and stated that we had called the State and law enforcement regarding this issue. She noted that we were cleared on this yesterday. She discussed moving beds away from registers and windows. She also noted that only 12 of the residents had not agreed to the flu shot. She stated she was happy about this	

	since the flu seems to be so bad this year.	
Report of Safety Committee Meeting	Lois Ball, Safety Committee Secretary, reported on the January meeting. She noted that in conjunction with the beds being moved the Committee had done a study and found that none of the falls were related to the beds being moved. She reviewed the years worth of incidents with the Board and stated that considering the number of residents that we do have, she feels that the staff do a very good job of keeping our resident's safe and well cared for.	A motion was made by Trustee Boyne, supported by Trustee Oliver, to accept the Safety Committee report as presented. Motion carried.
Report on Meetings and Conferences Attended.	Administrator Mapes reported that there had been no other meetings than the November District 1 Meeting at which they had recognized Administrator's Nutini and Dunn for their years of service and wished them well in their retirement years. Darlene Smith reported that she has attended the Alzheimer's support meetings and the local DON meetings.	
MIOSHA Complaint Update	Administrator Mapes stated that we have been cleared by MIOSHA for the employee complaint with the exception of one allegation of discrimination which is still being reviewed by the judge.	
Abbreviated Complaint Survey	We had an abbreviated survey regarding drug diversion, for which we have been cleared.	
Organizational Chart	Administrator Mapes reviewed the Organizational Chart for Pinecrest. Jessica Boucher, Assistant Administrator for Whispering Pines reviewed the charts for Whispering Pines and Great Northern Home Care.	
NACo Legislative Conference	March 2-6 will be the spring conference in Washington. Costs to be approximately $2200 to $2500 per person.	A motion was made by Trustee Bradley, supported by Trustee Boyne,

		to approve the costs for the Administrator and one Board Member to attend the NACo Legislative Conference. Motion carried.
2013 Annual MCSSA/MCSSCET/MCMCFC Conference	March 13-14 will be the Conference dates. Administrator Mapes asked the Board's approval for expenses so that he can attend this meeting. He noted that the average cost is approximately $900.00	A motion was made by Trustee Bradley, supported by Trustee Oliver, to approve the expenditure. Motion carried.
High Risk Skin Conference	Darlene Smith requested approval from the Board for Kathy Teal, Infection Control Nurse to attend the High Risk Skin Conference. She noted that registration is paid and she was asking for mileage (200 miles) and meals.	A motion was made by Trustee Bradley, supported by Trustee Driscoll to approve travel, meals and per diem for Mrs. Teal to attend the conference. Motion carried.
HCAM Maintenance Workshop	Administrator Mapes requested approval from the Board to allow our Maintenance Supervisor to attend this workshop.	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to approve the costs of travel and attendance to this workshop. Motion carried.
Medical Director	Administrator Mapes reported that our current Medical Director, Dr. Linder, will be leaving us as of February 28, 2013. He announced that he has made an offer to two local physicians and has discussed co-medical directorship. We are unsure what OSF is planning to do with the clinic yet.	
Wage and Salary Bands	Administrator Mapes stated that this had been discussed during the Policy and Procedures. He did ask the Board to approve the 2% increase for non union employees to be paid the first full pay period after their annual review.	A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve the increases as requested. Motion carried.
Comments from Liaison Members	There were no comments from Liaison Members	

Comments from the Public	There were no comments from the public.	
Adjournment	The meeting adjourned at 5:15 p.m. CST	A motion to adjourn was made by Trustee Bradley, supported by Trustee Springinsguth. Motion carried.

Mary Bradley, Secretary

Richard Mapes, Administrator