PINECREST
CARING COMMUNITY

AMENDED MINUTES AS OF 11/29/2012

PINECREST BOARD OF TRUSTEES

Date: October 25, 2012	Place: Board Room
Presiding: Margaret Bastien, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

Present: Gerald Smith, Gladys Elegeert, Elaine Boyne, Catherine Driscoll, Barbara Oliver, Barbara J.H. Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien, and Richard Mapes, Administrator

Liaison Members Present: Mary Harrington, John Degenaer, Jr., Charlie Meintz
Liaison Members Absent: Ann Martin

Leadership Team Members Present: Darlene Smith, Candace Meintz

Also present: Gerald McCole, Jeffrey Naser, Michael Malone, Robin VanEnkenvort and Sandi Gauthier

Call to order	The meeting was called to order by Chairperson Bastien at 2:00 p.m. CST in the Board Room	
Approval of October Agenda		The Agenda was approved as presented by motion of Trustee Elegeert, supported by Trustee Smith. Motion carried.
Board Action on Minutes of September 27, 2012 meeting	The minutes of the September Meeting 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 minutes as published. Motion carried.
Review of Financial Statements	CFO Candy Meintz reviewed the Financial Statement for September 2012. She reported that the ARs are the lowest they have been since she has been here. She also reported that we received, just today, $327,437.30 as a result of the Medicaid Audit. From that amount we received $103,840.00 from 2009, $14,837.00 from 2010 and we paid back $3,366.00 for 2011. We received $212,126.30 for Certified Public Expenditures (CPEs) for 2011. CPEs will go back into depreciation, the rest of it is our actual costs. The money was put in our investments.	A motion to approve the Financial Statements as presented was made by Trustee Bradley, supported by Trustee Oliver. Motion carried.
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 Elegeert, supported by Trustee Boyne, to approve the Manifest of Invoices and

		to pay the bills. Motion carried.
Board Committee Reports Whispering Pines /Powers Activity Center Committee Report	Trustee Bradley reported that the Committee had held a special meeting on October 10th to have a conference call with consultant Jeff VanWinkle regarding the creation of a new entity for Great Northern Home Care and discussed moving it from PA184 to the Municipal Entity Act. We are working on drafting the terms for this new entity, it is a work in progress at this time, and it will come to this Board for consideration upon completion. The second meeting was a preliminary market analysis for the Whispering Pines Estates, another work in progress. Administrator Mapes stated that the study shows it is very favorable but not financially feasible for Pinecrest. Administrator Mapes stated that he has asked the architect to rework the cost figures and he will bring this to the Board when he receives it. Chairperson Bastien asked if that entity would still fund Pinecrest, and Administrator Mapes replied that if needed it would.	A motion was made by Trustee Driscoll, supported by Trustee Elegeert, to approve the report by Trustee Bradley regarding the Whispering Pines Committee. Motion carried.
Board Action Items Nurse Call System	Administrator Mapes stated that in light of the Certified Public Expenditures money we just received we wanted to bring to the Board the request for approval of the recommended purchase of a nurse call system to replace the current system on second floor totaling $56,795.00 Michael Malone, Pinecrest's IT discussed the problems we have been	A motion was made by Trustee Boyne, supported by Trustee Kaufman to approve the purchase of the nurse call system for second floor in the amount of $56,795.00. Motion carried.

	having with the system. Trustee Bradley asked why we had not requested replacement of 1st floor as well and the Administrator stated that we had in our Strategic Plan considered renovations on 1st floor and we would like to wait to see if that will come about first.	
Bad Debt Write Off	Administrator Mapes asked the Board to consider approval of the third installment of a write off in the amount of $9,660.49. He also told the Board that Russ Sexton is personally taking a large debt down State for consideration to help clear it.	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the bad debt write off in the amount of $9,660.49. Motion carried.
Room Rate Increase	Administrator Mapes discussed our recent Cost Settlement reports and reviewed the letters with the Board. Upon receiving the Cost Settlement reports he is requesting that the Board approve a Room Rate increase from $193.00 per day to $200.00 per day effective December 1, 2012 and a 10% increase in ancillary charges. The second step in this process is that in March or April he will again approach the Board to request an additional $4.00 per day increase. This is being done in steps so we will not overburden our clients. He noted that it is projected that food costs will increase by 20% next year.	A motion was made by Trustee Kaufman, supported by Trustee Boyne, to approve the room rate increase as requested. Motion carried.
Charter Internet Service	Administrator Mapes and Michael Malone, IT, explained that the facility, with its growing technology, has an inferior service right now. They discussed possibilities, citing the Merit Cable being laid but stated that this program would not be	A motion to approve the contract with Charter Cable for business internet services at a cost of $6,000.00 was made by Trustee Bradley, supported by Trustee Driscoll. Motion carried.

	available to us until next fall and our need is critical. Charter has access to bring their cable across US 2 and as far as Cedar Grove. From their we would have fiber interstructure to the main building, which we believe would eliminate our current problem. The use of the new "Cloud" based storage and applications was discussed and it was noted that our internet goes down about four times a week making Michael's job very difficult. It was also noted that the Business Office is looking at software to replace the current program we have which is being eliminated by the software company. There would be a one-time installation fee would be equal to $6,000.00 and the cost of Charter's monthly fee would be split with Whispering Pines.	
Policy and Procedure on Firearms and Other Lethal Weapons	The policy had been mailed to Board Members for review prior to this meeting. The Administrator reviewed the policy and asked the Board to consider adopting the policy with a carve out to exempt the Administrator's home.	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve management's implementation of the following Firearms and Other Lethal Weapons Policy with the exemption of the Administrator's home. Motion carried.
Unfinished and New Business Whispering Pines Committee Members	Trustee Elegeert requested that two new members be selected for the Whispering Pines Committee. She noted that since the Committee will meet prior to the next Pinecrest Board Meeting there could not be an Executive Committee Meeting to make the selections. Chairperson Bastien entertained volunteers. Trustee Boyne volunteered. Trustee Thorne nominated	A motion was made by Trustee Elegeert, supported by Trustee Bradley that Trustees Boyne and Driscoll will serve on the Whispering Pines Committee. Motion carried.

	Trustee Driscoll.	
Report of Quality Assurance and Resident Council Meetings	Darlene Smith, Director of Resident Services, reviewed the Quality Assurance Meeting report and the meetings held at both Green Houses and Pinecrest for the Resident Council. At each resident council meeting they review a resident right and this month they reviewed F368. They discussed having family members remove the summer clothes and bring in the winter clothes from the resident's closets and discussed outings and menu choices.	A motion was made by Trustee Smith, supported by Trustee Oliver, to accept the Quality Assurance and Resident Council Meetings reports as presented. Motion carried.
Safety Committee Report	Lois Ball, Secretary for the Safety Committee, reported on the Meeting for October. She noted that the number of falls are down and reviewed the decrease seen over the past few months. It was noted that skin tears are also down. She noted that a water quality report from the Village of Powers had been reviewed at the meeting and the water quality is good, but bottled water is available if residents and staff choose not to drink the tap water.	A motion to approve the Safety Committee report was made by Trustee Driscoll, supported by Trustee Oliver. Motion carried.
Report on Meetings and Conferences Attended	Administrator Mapes reported that in October he had attended the UP Roundtable Meeting, the MCF Council Meeting, the OSF Advisory Meeting and that he and Darlene had attended the HCAM Region 1 Meeting. He also attended the Hearts of Gold Fundraiser for OSF and the Chamber Dinner for MI Works at the Island Resort and Casino. Darlene Smith reported that she had attended the	

Administrator's Report	DON Meeting in Mount Pleasant were they discussed quality measures, alarms, FRI's, surveys and surveyors and requirements of charting. Trustee Kaufman reported that he had attended the MCSSA Meeting in Marquette. He noted that there were 25 people in attendance and that they had elected new officers. 1. The Administrator reviewed the SOAR report with the Board and discussed at length several items on the report. Trustee Bradley commented that this was a wonderful tool. 2. Administrator Mapes reviewed the MyInnerView survey results with the Board. He reviewed the demographics of the survey with them showing how many people returned surveys and which shift they were from. He noted that there is a Committee to work on issues that will start meeting next week. He asked if there would be interest from the Board to sit in on meetings with this Committee. He felt having a Board Member would validate the Committee. He will approach the Committee to ask if they would invite some Board Members to sit in on meetings. The Board discussed why they felt employees did not return the surveys and issues such as job stress and communication. Liaison Member Meintz asked what the	

	percentage of employees that returned the surveys in these age groups. He felt a breakdown was needed. If only 1 employee was working in that category, it shows 100% Administrator Mapes stated that people want to maintain the anonymity. Mr. Meintz also asked if the Administrator had gone out to solicit employees into filling out the surveys. He suggested that the Administrator hand them out. The Administrator responded that he works with the Department Heads as they are the first approach to the employees. He attended Dept Meetings to discuss the surveys coming out. Chairperson Bastien stated that she would like to entertain a motion that the Board receive monthly updates on the progress being made by the Committee.	A motion was made by Trustee Elegeert, supported by Trustee Boyne, to request monthly updates on the progress. Motion carried.
	3. Upcoming Conferences: Administrator Mapes requested registration, travel and lodging expenses for himself, Candy Meintz and Sharline Corrigan to attend a Financial Seminar in Mount Pleasant next week, October 31 through November 2. Costs of registration is $345.00 and projected cost of travel is $775.00 He also asked for registration, travel and lodging fees for Cheryl Rochon to attend an Eden Training in Grand Rapids November 15 and 16. He requested $1000.00 for the costs	A motion was made by Trustee Bradley, supported by Trustee Boyne to approve the costs of this seminar. Motion carried. A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve the costs for registration and travel. Motion carried.

	of this seminar. Trustee Bradley stated that with the new Board Members coming on Board that she would like to see the Eden Videos reviewed with them. Administrator Mapes also discussed the Facility's plans to hold one or two Eden Associate Trainings here next year. 3.Administrator Mapes reviewed the MISOHA Complaints that the Facility had received this month. Most items listed on the complaints were unsubstantiated. He stated that we have not yet received the formal paperwork from the State, they said it would be three to six weeks. Chairperson Bastien asked if these items were something that the employee had brought to management's attention prior to filing the complaint. Administrator Mapes explained that they had brought some prior to but had not put anything in writing. 4. Administrator Mapes referred the Board to the hand out in their packets, noting that the bill has passed and it is a Public Act now. Mrs. Smith stated that at the Joint Surveyor/Provider meeting the head of the department had stated that some surveyors were overzealous and also that they will try to make it so everyone interprets the guidelines the same way.	

Chairperson Bastien addressed the Board	She thanked everyone and stated that it had been a pleasure to work with everyone.	
Comments from the Liaison Members	Liaison Member Meintz questioned whether or not the water testing had included the bottled water that is available for staff and residents if they do not care to drink the tap water. He also stated that in cases tap water is proven better than bottled water. He also stated that the three County Boards have discussed having County Board Members on the Pinecrest Board. Instead of them being Liaison Members they would be voting members along with the DHS members. Liaison Member Harrington stated that the counties want to have some say on who is going to be on the Board instead of Governor appointees since they feel Pinecrest is a huge investment and want to have some say on who is governing the Facility. She did not that they feel the Pinecrest Board has done a great job. She stated that when something financial happens the fingers get pointed at County Board Members. She also stated that they do not like it when the Governor is taking two or more Board Members off of the Pinecrest Board at a time. Chairperson Bastien wished them good luck with the project. She stated that she hoped that the facility could be brought back to the Eden philosophy.	
Comments from the Public	Robin Vanenkevort, LPN, asked what was happening with the LPN Contract (negotiations). Administrator Mapes responded that he is waiting to hear back from our council on this matter.	

	She asked if the Board had approved the wage increase for management people and Chairperson Bastien stated that it had been approved. Robin asked if it was retroactive, and yes it was. She then asked why theirs' was not. It was explained that there are some labor laws in place now that prohibit retroactive pay to unions. There have been changes in the past year regarding this issue. Robin then brought up the computers at the Groves, stating the problems at the houses with the computer. New batteries aren't working to keep the lap top computer running. She stated that we need new computers. Administrator Mapes stated that he will check with IT on that, but Michael is in the process of ordering new computers.	
Adjournment	The meeting adjourned at 3:40 p.m. CST	A motion to adjourn was made by Trustee Kaufman, supported by Trustee Elegeert. Motion carried.

~~Mary Bradley, Secretary~~
Barbara Oliver, Secretary

Barbara J. Oliver

Richard Mapes, Administrator