PINECREST
Caring Community

A SPECIAL MEETING OF THE PINECREST BOARD OF TRUSTEE MEETING MINUTES

Committee: Board of Trustees	Date: October 29, 2013
Presiding: Gerald Smith, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	Place: Board Room

Board Members present:	Gerald Smith, Debbi Springinsguth, Elaine Boyne, Katie Driscoll, Barbara Oliver, Randall VanGasse, Jeff Naser,
Board Members absent:	
County Liaison Members present:	Mary Harrington, Henry Wender, Alternate for Dickinson County, Jan Hafeman
County Liaison Members absent:	
Leadership Team Members present:	Darlene Smith, Candace Meintz, Jessica Boucher, Kelly Bellmore,
Guests present:	Bruce Fazer, Carol Welch, Peggy Eichhorn, Heather, Niahros, Terry Grondine, Sharline Corrigan, Amy Lantagne

TOPIC	DJSCUSSION	OUTCOME
Approval of Agenda	The Agenda was presented and additions were requested. - Audit of all funds - Computer system- request to purchase	A motion was made by Trustee VanGasse, supported by Trustee Boyne to approve the agenda with the additions. Motion carried.
1. Process and procedure for replacement of administrator of Pinecrest	Chairperson Smith announced that in May 2010 the Board had set up plans, in case something happened to Richard, that Darlene would take his place. If something were to happen to Darlene, then Candace would take her place. That has been done since the meeting last week, done on Friday. We notified the state, contacted our attorney, we gave notices to the patients and staff. We took his name off of accounts at the bank. Did what we legally had to do. We have 3 options: 1) Conduct a search 2) We do not conduct a search and offer someone a contract 3) We maintain Darlene and decide later to pursue a search or contract with someone Trustee Driscoll stated that she would choose "C", to maintain Darlene as interim for, like, 6 months, as it did come up so fast Trustee Boyne asked Darlene if it was okay	Trustee VanGasse made a move to approve Mrs. Smith as interim Administrator for 6 months and with Board authorization for Mrs. Smith to enter into negotiations to come up with appropriate compensation. Trustee Driscoll supported the motion. The motion carried.

	with her. Darlene replied that she will accept interim if offered. Trustee Boyne stated in their last foray, they utilized Gerald Betters and Mi Works to help with the process, and do they want to do that again. A discussion was held. Trustee Naser stated that if others were on board with this, he felt it was the was to go. Liaison Member Harrington stated that she felt the choice was a good option, she has known Darlene a long time. She is dedicated to this institution for a number of years.	
Appointment of Director of Nursing	Chairperson Smiths stated that the appointment of Director of Nursing is Darlene's job.	
Congratulations	The Board congratulated Mrs. Smith on her appointment.	
Audit	Chairperson Smith quizzed the Board on what they would like to see for an audit. Candace Meintz, CFO announced that the regular audit will begin in December with preliminaries and the first week of February they will come in to do the end of the year work. Liaison Member Harrington asked if there was any thought of fraud. Candace	

	responded that she has never been asked to compromise the books. Trustee Naser stated that he felt Candace could do the Whispering Pines audit.	
	Chairperson Smith stated that he did meet with Mr. Mapes on Friday. He stated that Mr. Mapes was more than professional. He offered his assistance if needed.	
	Liaison Harrington stated that she felt Candace could do the audit. The Board agreed that it this item could die as a discussion.	
Computer System	Chairperson Smith announced that the facility computer system had gotten a virus though the internet. We had an antivirus in place which was not adequate. The facility needs new antivirus and Microsoft Office and Professional Suite. It was reported that there were 75 computers which needed antivirus and 25 that needed the Microsoft updates for a cost of $11,400	A motion was made by Trustee Boyne, supported by Trustee Springinsguth, to approve the motion to fund the cost of the antivirus and Microsoft Office. Motion carried.
Comments from Liaison Members	Liaison Member Harrington stated that she is very pleased with what the Board decided to do today. Liaison Member Hafeman stated that she felt they had made a wise decision in not rushing out and putting Darlene in for now and possibly forever.	

Comments from the Public	Bruce Fazer introduced himself, stating that he was born and raised here (Powers) and that his parents were both residents and employees of Pinecrest. He discussed moral, noting that it is a big thing and that he hopes to see the support back from the public. He stated that he hopes the Board is determined to make the right moves.	
Darlene Smith	Mrs. Smith stated that we are here to work as a team. We need to get to the bottom of some of the complaints and bring Pinecrest back to the pride and joy it should be. We noted that we do have a good team, good workers here.	
Adjournment	The meeting adjourned at 2:19 p.m.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to adjourn the meeting. Motion carried.

Mary Bradley, Secretary

Darlene Smith, Interim Administrator

Darlene Smith Int. adm.