



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: February 27, 2014	Place: Board Room
Presiding: Gerald Smith, Chairperson	Time: 2:00 p.m. CT
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Chairperson Smith called the Meeting to order at 2:00 p.m. CT

Roll Call: Trustees Present: Gerald Smith, Elaine Boyne, Katie Driscoll, Barbara Oliver, Randall VanGasse. Also present was Darlene Smith, Interim Administrator.

Trustees Absent: Debbi Springinsguth, Mary Bradley and Jeff Naser.

County Liaison Members Present: Mary Harrington, John Degenauer, Jr., Jan Hafeman.

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

Guests: Jessica Boucher, Kelly Bellmore, Terry Grondine, Rosemary Trudell, Debbie Pitts, Laurie Britton and Sandi Gauthier.

TOPIC	DISCUSSION	OUTCOME
Approval of the February 2014 Agenda	Mrs. Smith requested that an item be added: request for approval of \$500.00 for Activities	A motion was made by Trustee Boyne, supported by Trustee

	Director to attend Annual Spring Michigan Association of Activities Professionals meeting in Mount Pleasant April 3 and 4. The items was listed under number 7, item number 3.	Oliver, to approve the Agenda with the added item. Motion carried.
Board action on Minutes of January 23, 2014 meeting.	The minutes were mailed prior to this meeting for review.	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the minutes. Motion carried.
Financial Statements for January 2014.	Candace Meintz, CFO, reviewed the January Financial Statements. Review and discussion was held.	A motion was made by Trustee Boyne, supported by Trustee Oliver, to approve the Financial Statements as presented. Motion carried.
Board Action on the January Manifest of Invoices	The Manifest of Invoices was mailed prior to this meeting for review.	A motion was made by Trustee Boyne, supported by Trustee Driscoll, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Committee Reports Whispering Pines Committee Report	Trustee Boyne reported on the activities of the Whispering Pines homes, inspections, and an overview of the Whispering Pines Committee meeting held just previous to this one. Jessica Boucher, Assistant Administrator of Whispering Pines and Kelly Bellmore, Office Manager of Whispering Pines gave a report to the Board regarding the Whispering Pines Estate project. They outlined the work that was done between 2010 and 2012 and the costs that had been associated to this project. In 2011 they paid \$28,232.50 in expenses related to surveys, feasibility and marketing studies and in 2012 they paid an additional \$12,000 toward	A motion was made by Trustee Boyne, supported by Trustee Driscoll, to close this out and negate moving forward with this project, allowing Whispering Pines to transfer this amount from fixed assets to expenses. Motion carried.

	<p>another feasibility study. When the financial audit was done this year, auditors recommended that the project move forward or be discontinued. They indicated that they do have a desire to move forward with this project at this time.</p>	
Board Action Items	<p>Bad Debt Write Off in the amount of \$51,891,82 was discussed during the Financial review portion of the meeting.</p> <p>Permission for 2 individuals to attend the Joint Provider Meeting in Lansing in April. Mrs. Smith requested \$1021,00 for Interim DON, Suzie Williamson and herself to attend this meeting.</p> <p>Permission for Activities Director to attend Annual Spring Michigan Association of Activities Professionals' Conference in Mount Pleasant April 3 and 4, at a cost of \$500.00 if she is able to take a facility van, another \$250.00 if unable to.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Driscoll, to approve the Bad Debt Write Off in the amount of \$51,891.82. Motion carried.</p> <p>Trustee Driscoll stated that she felt it was important for them to attend such a meeting and therefore made a motion to approve the expenditure, supported by Trustee Boyne. Motion carried.</p> <p>A motion was made by Trustee Boyne, supported by Trustee Van Gasse, to approve the cost of the Activities Director's travel and expenses. Motion carried.</p>
Unfinished and New Business	<p>Report of Quality Assurance and Resident Council Committees: Susan Williamson reported on the QA meeting for the month of February and the Resident Council Meetings held at each of the 3 homes.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p>

Safety Committee Report: Lois Ball, Secretary of the Safety Committee reported that there had not been a meeting during the month.

Update on search for new Medical Director: Mrs. Smith reported that the Facility has come to an agreement with Dr. John Hallfrisch to become our new Medical Director effective March 1, 2014.

Tax exemption status on Pinecrest property: Mrs. Smith reported that in working with John Anderson, Tax Assessor, we have been able to become exempt from paying property taxes on some of the outlying properties for the facility.

Preliminary Audit results from Plante and Moran: Candace Meintz reported that the audit went well with no adjustments at this time. They did discuss segregation of duties, A/R's, and cost settlement. She noted that Eric Conway plans to be here for the March 27th meeting with final reports in April.

State Survey recheck of FRI's and Survey report: Mrs. Smith reported that the State had been in to recheck our FRI's and we have been cleared on those. She then stated that the following week the surveyors were in the building to do the annual inspection. She stated that we did a fantastic job and received two citations. She noted that the staff were treated to a picnic lunch in thanks of their

A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the audit report. Motion carried.

A motion was made by Trustee Boyne, supported by Trustee Driscoll, to approve the State Survey report. Motion carried.

	<p>hard work and thanked them again for all they do.</p> <p>Employee Health Insurance for 2014: Mrs. Smith reviewed the health insurance for 2014 with the Board. noting that we have, by vote of the employees, decided to move to a new company by the name of Consumer's Mutual Insurance. She outlined the benefits of the plan and the costs, stating that the Blue Cross renewal came in at a 30% increase.</p> <p>She asked the Board to approve an increase in the co pay by \$10 for each person who enrolls in the insurance for the 2014 year only. A discussion was held on the insurance benefits and costs. Trustee VanGasse discussed having language that would cover this in the two contracts. Mrs. Smith stated that we have already contacted our attorney who will be working on this language tomorrow.</p> <p>Renewal of Facility's Workers' Comp Insurance: Mrs. Smith reviewed the highlights of the two year contact with CMI for Workers Compensation for a total of \$70,291.00.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Driscoll, to approve the increase in the health care caps for employees. Motion carried.</p>
<p>Administrator's Report</p>	<p>Mrs. Smith reviewed new Resident Admission Contracts the facility will start using to make our contracts more precise. A discussion was held regarding the move to the new contracts.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to accept the Administrator's Report as presented. Motion carried.</p>

	<p>ATC report: ATC is going through where we had requested the lines be run.</p> <p>Facility generators: We have a generator that is not working and we have received an offer from DeBaker's Potato Farm to purchase it for \$2000.00 and they will do the work to remove it from our property.</p> <p>Administrator's Home: the home is closed down as much as possible, but we would like to utilize this space. Mrs. Smith suggested turning it into a Whispering Pines group home and stated that there will be more discussion of this at next month's meeting.</p>	
<p>Meetings and Conferences Attended.</p>	<p>Mrs. Smith reported that she had attended the Ellen K. Russell/Michael Miketinac/Pinecrest Charitable Trust Meeting held on Wednesday, February 13th. She also noted that since the Board had not received a report from the November 2013 meeting she would also report on that. She gave balances for each of the 3 Trusts and reported that in November the trusts had given monies to purchase items needed for residents, such as window coverings and televisions. In February, the Charitable Trust had given \$1050.00 to replace a pair of dentures lost by a resident. She reported that the Trustees are looking at criteria for distributing funds from these 3 accounts. Trustee Driscoll asked who served as Trustees for these Trusts. They are Gerald McCole, James Boydston</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Driscoll, to approve the Meetings and Conferences report as presented. Motion carried.</p>

	<p>and Michael Kaufman. The M&M Area Foundation is charged with keeping the trusts and we work with Lisa Bayerl from there as our agent.</p> <p>Mrs. Smith reported that she met with OSF on February 10th. She has sent out requests to OSF and Dickinson County Health Care requesting best pricing on lab services.</p> <p>Mrs. Smith attended the Powers Spalding Water Authority Meeting yesterday.</p>	
<p>Comments from Liaison Members</p>	<p>Liaison Member Degenauer asked the Board if they had made a motion regarding the sale of the generator. Review of the minutes showed that they had not. A motion was made by Trustee Boyne, supported by Trustee Oliver, to approve the sale of the generator to DeBaker Potato Farm for \$2000.00. Motion carried.</p> <p>Liaison Member Harrington updated the Board of legislation to include Board of Commissioners to the Pinecrest Board of Trustees. She stated that it has passed the House and the Senate subcommittee and is expected to go to the full Senate, where it should pass without opposition. Once the Governor signs it into law it will become effective immediately.</p>	

	Liaison Member Harrington stated that the envelope that her Board packets come in came all ripped up. She asked Pinecrest to do something different about mailing out the Board material.	
Comments from the Public	<p>Laurie Britton, President of AFSCME Union Local 854, read a letter of support for Darlene Smith to be named Administrator. She noted that there were 119 signatures attached to the letter in support.</p> <p>Sandi Gauthier asked if Dr. Hallfrisch's contract was for 1 year? Mrs. Smith replied that yes, it is a 1 year contract.</p>	
Adjournment	The meeting adjourned at 3:18 p.m.	A motion was made by Trustee Oliver, supported by Trustee Driscoll, to adjourn the meeting. Motion carried.

Mary Bradley, Secretary *MB*

Darlene Smith, Interim Administrator

Darlene A. Smith

Darlene Smith, Int. Adm.