PINECREST
CARING COMMUNITY

PINECREST BOARD OF TRUSTEES

DATE: March 28, 2013	PLACE: Board Room
PRESIDING: Barbara Oliver, Vice-Chair	TIME: 2:00 p.m. CST
RECORDING SECRETARY: Lois Ball	

Roll Call: Trustees Present: Elaine Boyne, Katie Driscoll, Barbara Oliver, Randall VanGasse, Mary Bradley, Michael Kaufman, Jeff Naser and Richard Mapes, Administrator.

Trustees Absent: Gerald Smith and Debi Springinsguth

Liaison Members present: David Rivard, alternate for Mary Harrington and Jan Hafeman.

Liaison Members absent: John Degenaer, Jr.

Leadership Members Present: Darlene Smith, Candace Meintz, Sharline Corrigan, Jessica Boucher

Guests: Todd Flath, Terry Grondine, Amy Lantagne

TOPIC	DISCUSSION	OUTCOME
Approval of March's agenda	Trustee Kaufman asked the reason for the closed session stating that if it was to discuss the Agency Fee that might be a mute subject. Administrator Mapes noted that it would be up to the Board if they held a closed session.	A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to accept the Agenda as presented. Motion carried.
Board action on Minutes of the February 28, 2013 meeting	The minutes of the meeting had been sent to Board Members prior to this meeting for review	A motion was made by Trustee Naser, supported by Trustee Bradley, to approve the minutes as presented. Motion carried.
Board Action on Manifest of Invoices	The Manifest of Invoices had been sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Kaufman, supported by Trustee VanGasse, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Review of Financial Statements for February 2013	Candace Meintz, CFO, reviewed the Financial Statement for the month of February. She announced to the Board that the facility had changed their computer system for financial reporting and that Shar and Missy had worked very hard this month to get everything changed over. Administrator Mapes reported on the census and what he termed the new normal. He noted that Michigan nursing homes, as of last month had an overall state average census of 84%. He discussed the need to look at de-licensing 10 beds. Eric from Plante and Moran will give us a presentation on this next month when he comes in to review the 2012 Financial Audit.	A motion to approve the Financial statements for February was made by Trustee Kaufman, supported by Trustee VanGasse. Motion carried.
Whispering Pines/Northern Pines Activity Center Report	Trustee Bradley, Chairperson of the Whispering Pines Committee, reported on the activities at each home and the Great Northern Home Care offices. Administrator Mapes reported that he and Jessica continue to work on the Articles of Incorporation for Great northern Home Care. They met with County	A motion was made by Trustee Boyne, supported by Trustee Naser to approve the Whispering Pines report. Motion carried.

	Administrators who gave good input and the document is now being revised. It will come here for review before being brought to the Counties for approval He also noted that we have an opportunity to joint venture in an agreement to do home health care with Dickinson County Home Care. Trustee Kaufman stated that they are very successful with the Harbors and asked if they were a feeder for us here. Jessica stated that yes, they are recommending that clients come here and for therapy as well. Trustee Kaufman congratulated them on their success.	
Bad Debt Write Off	Administrator Mapes stated that we are looking to the Trustees to approve $9,309.63 in bad debts write offs. Sharline Corrigan the write offs with the Board. Trustee Naser asked if we have a way of getting money up front. Shar explained the process we use for billing, which is for after the month of care. We do ask for a deposit for private pay upfront. Trustee Bradley asked if we had thought about using the Care Credit card.	A motion was made by Trustee Bradley, supported by Trustee Boyne, to approve the write off of Bad Debt in the amount of $9,309.63. Motion carried
Report of Quality Assurance and Resident Council committees	Darlene Smith, stated that we had held our monthly Quality Assurance meeting. QAPI – Quality Assurance and Performance Improvement was explained. She discussed the guidelines for this programs. She noted that we had been cleared of the citation for cleaning of glucometer machines. We also had a citation on HIPPA regarding open laptops. Staff have been inserviced on this and we have been cleared on this	A motion was made by Trustee Bradley, supported by Trustee Boyne. Motion carried.

	citation as well. Cooling of food was another citation and Dietary has been working very hard with the Groves and the kitchen here to get this taken care of. Groves had a citations for having night lights out. They are checking on this. Medical Records is doing a good job of checking to be sure that staff is doing a good job on documentation. Miscellaneous meeting: Caring Spirit with members from all departments were we work on addressing issues of concern to employees. We are working on a Spa Day and also getting a chiropractor to come in to work with the employees, as well as a masseuse. Eden: we are going to have some extra training on May 6-8 with staff from all departments. Trustee Driscoll asked about Tdap vaccines, as Public Health is starting to do that on a regular basis. Dr. orders that here when necessary. Mrs. Smith also reported on the Resident Council meetings for each home. We are looking for volunteers to come and help us to sit outside with the residents in nice weather. We have some juniors and seniors from North Central to come here and do their life stories, but residents want to get to know the kids first. A resident is asking for a "big" trip. A day out to go shopping and eat somewhere different.	
Safety Committee Report	Lois Ball gave a report for the month of February. Administrator Mapes explained the Fire Drill/fire	

	response redundancy report which is a result of the Fire Marshal's survey. Mrs. Ball reported on emergency exit signs now being utilized throughout the building. She noted that, for safety and security reasons, if a door states emergency exit only we are not to use that door for everyday use.	
Reports on Meetings and Conferences attended	Administrator Mapes handed out a report on meetings while he was in Washington at the NACo meeting. We need to keep our issues in the forefront. We voiced our concerns as MCF's as safety net and last resort. Block grants. Lobbying heavily to preserve that Medicaid Federal match. (FMAP match) Paul Bedoes is our lobbyist for NACHFA. Officers for NACHFA are Richard Mapes, President Theresa spencer, Vice President Secretary/Treasurer- Gary Easton Board Rep – Chester Pintarelli Administrator Mapes worked with Renee to get Paul to be a speaker at our spring conference. They were also successful to establish a facebook page for NACHFA. The following week we had our meeting downstate. He talked with Tom Casperson, who is supportive of MCF's and asked him if he would attend the meeting in July. Administrator Mapes discussed Integrated Care Organizations and what that would mean to MCFs. Darlene Smith reported that she had attended a meeting	

	with Richard for HCAM in Iron Mountain yesterday.	
Administrator's Report	Included a copy of report regarding the integrated care project and Dual eligibles – starting Jan 1 2014. The entire upper peninsula is one of the 4 regions. MIOSHA Complaint investigation: we have a letter from the program manager of MIOSHA stating that the evidence does not support a violation, however, complaintant has received this notice and has appealed this action. We had our annual survey and our resurvey and the results are favorable. Just today we had the new Life Safety Code Surveyor come in. We are on target to improve our Star rating which is holding at 3.	
	Joint Provider Surveyor Training. This year Richard is asking for approval of travel and lodging costs of $750.00 to attend this workshop.	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the travel and lodging costs of $750.00 for Administrator Mapes to attend the Joint Provider/Surveyor Training. Motion carried.
	Alzheimer Conference and Certification: The Board was asked to approve the travel, lodging and meals in the amount of $500.00 for Susan Williamson to attend this conference in Mount Pleasant.	A motion was made by Trustee Kaufman, supported by Trustee VanGasse, to approve the costs of $500.00 for Mrs. Williamson to attend the seminar. Motion carried.
	2013 Billers Conference: The Board was asked to approve the cost of travel, lodging and meals in the amount of $995.00 to allow Shar Corrigan to attend the	A motion was made by Trustee Naser, supported by Trustee Kaufman, to approve the cost of $995.00 for Mrs. Corrigan to

	Billers Conference in Lansing in April.	attend the Billers Conference. Motion carried.
EDEN Training	We are sponsoring EDEN Training – the only one here in the UP. We have 10 staff members here and left the other 10 slots open May 6-8. If there is a Board Member or two interested in attended, we will be happy to add you to this list. First started here in 2003. We will started warming the soil. We started with the Seeds of change. We do have a series of videos to set up for Board Members to watch. The training is an all day training session for 3 days. We have people from all departments. 7 a.m. until 3 or so... We have these tapes available that Board Members could watch. If we could start doing that.. If you are interested in signing up for the 3 day course, let Lois know. If you are interested in the tapes, please let Lois know.	
Request for Closed session	Administrator Mapes explained that the closed session would be for the purpose of discussing the AFSCME request for Agency Fees. A Roll call was taken: Trustee Smith, absent. Trustee Springinsguth, absent. Trustee Boyne, present. Trustee Driscoll, present. Trustee Oliver, present. Trustee VanGasse, present. Trustee Bradley, present. Trustee Kaufman, present. Trustee Naser, present. Administrator Mapes, present. Closed session began at 3:02 p.m.	A motion was made by Trustee VanGasse, supported by Trustee Kaufman, to go into closed session. Motion carried.

Closed session ended at 3:10 p.m.		
A motion to return to open meeting was made by Trustee Boyne, supported by Trustee Bradley.	Roll call was taken: Trustee Smith, absent. Trustee Springinsguth, absent. Trustee Boyne, present. Trustee Dricsoll, present. Trustee Oliver, present. Trustee VanGasse, present. Trustee Bradley, present. Trustee Kaufman, present. Trustee Naser, present. Administrator Mapes, present. The Board went back into regular session at 3:10 pm.	Trustee Driscoll made a motion to accept the minutes of the closed meeting of February 28, 2012. Supported by Trustee Bradley. Motion carried.
Comments from Liaison Members	There were no comments from Liaison Members at this time.	
Comments from the Public	There were no public comments at this time.	
Adjournment	The meeting adjourned at 3:13 p.m.	A motion to adjourn was made by Trustee VanGasse, supported by Trustee Driscoll. Motion carried.

Mary Bradley, Secretary

Richard Mapes, Administrator