



PINECREST BOARD OF TRUSTEES

DATE: April 25, 2013	PLACE: Board Room
PRESIDING: Gerald Smith, Chairperson	TIME: 2:00 p.m. CST
RECORDING SECRETARY: Lois Ball, Executive Secretary	

Roll Call: Trustees Present: Gerald Smith, Debbi Springinsguth, Katie Driscoll, Barbara Oliver, Randall VanGasse, Mary Bradley, Michael Kaufman, Jeffrey Naser and Richard Mapes, Administrator

Trustees Absent: Elaine Boyne

Liaison Members Present: Mary Harrington, and Jan Hafeman, John Degeneear, Jr.

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

Guests: Gerald McCole, Eric Conway, Amy Lantange

TOPIC	DISCUSSION	OUTCOME
Call to order	Chairperson Smith called the meeting to order at 2:00 p.m. CST	
Approval of April's Agenda	Trustee Kaufman asked that the election of Officers be added to the agenda. Trustee Driscoll asked that the Board Action on Minutes of the Closed Meeting from March 28, 2013 also	Trustee Bradley, supported by Trustee Driscoll, made a motion to

	be added.	accept the April Agenda with the added items. Motion carried.
2012 Financial Audit.	Eric Conway, from Plante and Moran reviewed the 2012 audit. Eric presented the Board with documents and information regarding the finances and suggested improvements for the facility. He discussed census decline and what is happening throughout the state.	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to approve the audit as presented. Motion carried.
Board action on Minutes of the march 28, 2013 meeting	The minutes had been sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Kaufman, supported by Trustee Oliver, to approve the minutes as presented. Motion carried.
Board action on closed meeting minutes of March 28, 2013.	The Board reviewed the minutes during this meeting.	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to approve the minutes as presented. Motion carried.
Board action on review of Financial Statements	Candy Meintz, CFO, reviewed the Financial Statements for the month of March.	A motion was made by Trustee Bradley, supported by Trustee Driscoll. 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 Driscoll, supported by Trustee VanGasse, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Whispering Pines	Trustee Bradley reported that all homes and staff are doing fine. She stated that copies of the 2012 Management report had been passed out for your review. Jessica discussed the home health authority agreement. She and Richard had meetings with administrators of all 3 counties and changes were made to the agreement after their input. No county commissioner can be appointed to the Great Northern Home Care Board for more than their term limit as a county commissioner. The revised agreement has	A motion to accept the report was made by Trustee Naser, supported by Trustee Spinginsguth. Motion carried.

	<p>been emailed out to the county administrators this morning for review. The Whispering Pines Committee, at their meeting earlier today, has approved the changes and is looking to the Pinecrest Board to approve this. Looking for commissioners to appoint representatives to be on this newly forming Board. Jessica noted that they also had a meeting with Mitch from Dickinson County Healthcare System and we are looking at joint venturing with them. We will be meeting again to discuss our providing the chore services that Di County Hospital can't. This is part of our strategic plan. to joint venture with people.</p>	
<p>Bad Debt Write Offs</p>	<p>The Board reviewed the Bad Debt Write Offs for April in the amount of \$5,786.73</p>	<p>A motion was made by Trustee Bradley, supported by Trustee Driscoll, to accept the Bad Debt Write Off for April in the amount of \$5,786.73. Motion carried.</p>
<p>Resident Cable Television Policy</p>	<p>Resident Cable Television Policy. To better manage our televisions. It will go into the patient's admission packet. Currently we have a fee of \$8.00. new fee would be \$16.00 to include the television.</p>	<p>A motion was made by Trustee VanGasse, supported by Trustee Driscoll, to approve this policy. Motion carried.</p>
<p>Employee Referral Bonus</p>	<p>Employee Referral bonus – any employee who refers an individual for employment would be eligible for a \$250.00 bonus if certain criteria are met.</p>	<p>A motion to approve the Referral Bonus policy was made by Trustee Driscoll, supported by Trustee Bradley. Motion carried.</p>
<p>Licensed beds</p>	<p>The board was asked to consider the proposal to decrease the number of licensed beds in the facility from 160 to 140.</p>	<p>A motion was made by Trustee Kaufman, supported by Trustee</p>

	<p>Darlene Smith gave a presentation of the changes the facility would make with the decrease. She stated that over time we want to make more private rooms on 1st floor, with more private bathrooms. We will put 4 private rooms in the Special Care Unit, decreasing the number of beds in the unit due to acuity, and 2nd floor would have 4 private rooms</p> <p>We have been working at a census of 128- to 130 beds, so staffing won't be changing. Trustee Naser asked about bathrooms. Mrs. Smith responded that bathrooms on 100 wing are private. Now on wings they will share bathroom between 2 and hope to work on getting private bathrooms. We are removing 1 bed per room. Administrator Mapes stated that a letter will be sent to the State of Michigan next week asking that this be effective June 1st.</p>	<p>VanGasse, to approve the delicensing of 20 beds. Motion carried.</p>
GNHC Authority	<p>The Board was asked to specifically approve the Agreement as presented.</p>	<p>A motion was made by Trustee VanGasse, supported by Trustee Driscoll, to approve the Great Northern Home Care Agreement as presented with the changes. Motion carried.</p>
<p>Unfinished and New Business</p> <p>Report on quality Assurance and Resident Council Committee</p> <p>Report of Safety Committee</p>	<p>Darlene Smith gave a report on Quality Assurance and the departments throughout the facility.</p> <p>Resident Council meetings were held at each facility. They reviewed the resident abuse State Standard, discussed their activity calendar for the upcoming month and any concerns the residents had.</p> <p>Lois Ball reported that the Safety Committee had met. There had been no major issues this month and the number of incidents/accidents has again declined. She credited a diligent staff for a decline in incidents.</p>	<p>A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the reports as presented by Mrs. Smith. Motion carried.</p> <p>A motion to approve the Safety Committee Report was made by Trustee Oliver, supported by</p>

<p>Report on Meetings and Conferences Attended</p>	<p>Administrator Mapes reported that he had attended the MCSSA/MCMCFC District Meeting in Marquette. He noted that guest speakers were Steve from ElderCare Pharmacy and Vince from Employee Benefits agency who spoke on the affordable care act and the impact of this on our facilities. Administrator Mapes also stated that he had attended the Joint Provider Seminar in Novi at which he stated the main topic was advanced directives.</p> <p>Darlene Smith added that she had met with the DON's of the local nursing homes and also the Alzheimer's Support Group in Escanaba, which is doing very well.</p>	<p>Trustee Springinsguth. Motion carried.</p> <p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p>
<p>Administrator's Report MIOsha Complaint Update</p> <p>IT Workshop</p> <p>Michigan Association of Activities Professionals</p>	<p>Administrator Mapes reported the he and two managers had traveled to Lansing for a hearing regarding discrimination. He stated that the petitioner did not show and therefore the judge dismissed the case. Trustee Naser asked if there was any way of recouping expenses, and a discussion was held on that.</p> <p>Administrator Mapes asked the Board for approve of travel and expenses of \$122.00for a one day workshop in Green Bay for 2 individuals.</p> <p>Administrator Mapes asked the Board to approve the travel, lodging and expenses of \$550.00 for the Activities Director, Cheryl Rochon, to attend this meeting.</p>	<p>A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the \$122.00 expenditure. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Naser to approve the \$550.00 costs for this seminar.</p>

<p>MCSSA/MCMCFC Spring Conference</p>	<p>Administrator Mapes discussed the June Conference at Boyne Highlands. It was agreed that besides himself, Darlene Smith and Candace Meintz, one Board Member from each county would be chosen to attend. Jeff Naser from Menominee County, and Barbara Oliver from Dickinson County will attend. A Delta County representative will be chosen soon. He noted that the cost per individual for travel, registration and lodging would be \$1169.00.</p>	<p>A motion to approve the costs for this seminar was made Trustee Bradley, supported by Trustee Driscoll. Motion carried.</p>
<p>NACo Conference</p>	<p>The NACo Conference will be held in Austin TX in July. The cost per person would be \$1896.00. Administrator Mapes asked the Board to approve the costs for travel, lodging and registration for himself and one Board Member. As President of NACHFA, and a Health Steering Committee Member, he stated that he will be reporting to the NACo Board at this meeting. The Board held discussions on which county should be representing the Board this year. The Board approved the expenditures and asked the Administrator to determine which county should be attending.</p>	<p>A motion to approve the costs of travel, lodging and registration for the 2013 NACo Summer Conference, for \$1896.00 per person, was approved by Trustee Kaufman, supported by Trustee Bradley. Motion carried.</p>
<p>American Transmission Company</p>	<p>Administrator Mapes explained a presentation he had received from American Transmission Company regarding running new high voltage power lines on Pinecrest property. They are seeking easement on Pinecrest property. Trustee Naser discussed the proposals that ATC has made, and noted that future expansion of Pinecrest could be prohibited and aesthetics of the grounds could be hampered with the proposal made here. He suggested an alternate route and asked the Board to consider forming a committee to look into this. He noted that time is of the essence and asked that the meeting be held as soon as the Administrator can arrange it. He volunteered to be on this committee. Trustee VanGasse from Dickinson County and Trustee Smith from Delta County will also sit on the Committee. Liaison Member, Mary</p>	<p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve the formation of a special committee to look into this proposal and report back to the Board. Motion carried.</p>

<p>Election of Officers for the 2013-2014 year</p>	<p>Harrington, suggested that a Commissioner from each County also be on this committee. Administrator Mapes will try to contact the representative and set up a meeting for as soon as possible.</p> <p>Trustee Kaufman explained for new Board Members the succession of Board Members into the Executive Committee positions. He stated that it is time for the Board to act on this selection. He noted that last fall the Chairperson had been a Governor's appointee and had lost her position. Therefore, each person had moved up a position to fill the vacancy. He suggested that each person remain in their current position.</p>	<p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve Gerald Smith as Chairperson for the 2013 – 2014 year. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve Barbara Oliver, as Vice-Chairperson for the 2013 – 2014 year. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve Mary Bradley, as Secretary for the 2013 -2014 year. Motion carried.</p>
<p>Comments from the Liaison Members</p>	<p>There were no comments from Liaison Members</p>	
<p>Comments from the Public</p>	<p>There were no comments from the Public</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 3:57 pm.</p>	<p>A motion to adjourn the meeting was made by Trustee Bradley, supported by Trustee VanGasse. Motion carried.</p>

	<p>selection. He noted that last fall the Chairperson had been a Governor's appointee and had lost her position. Therefore, each person had moved up a position to fill the vacancy. He suggested that each person remain in their current position.</p>	<p>as Chairperson for the 2013 – 2014 year. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve Barbara Oliver, as Vice-Chairperson for the 2013 – 2014 year. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to approve Mary Bradley, as Secretary for the 2013 -2014 year. Motion carried.</p>
Comments from the 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 3:57 pm.	A motion to adjourn the meeting was made by Trustee Bradley, supported by Trustee VanGasse. Motion carried.

Mary Bradley, Secretary

BARBARA OLIVER

Barbara J. Oliver

Richard Mapes, Administrator

[Signature]