PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE

PINECREST BOARD OF TRUSTEES

DATE: May 23, 2013	PLACE: Board Room
PRESIDING: Barbara Oliver, Vice-Chairperson	TIME: 2:00 p.m. CST
RECORDING SECRTARY: Lois Ball, Executive Secretary	

Call to order	Vice Chairperson Oliver called the meeting to order at 2:00 p.m. CST	

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

Trustees Absent: Gerald Smith

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

Leadership Team Members Present: Darlene Smith, Candace Meintz, Sharline Corrigan

Guests: Jim Moraska, Amy Lantagne

TOPIC	DISCUSSION	OUTCOME
Approval of May Agenda	Administrator Mapes requested that an item be added to the agenda: under Administrator's report, number 7, a letter from	A motion was made by Trustee

	St. John Forest Products	Kaufman, supported by Trustee Driscoll, to approve the agenda as presented with the addition of number 7 in the Administrator's report. Motion carried.
Board action on Minutes of the April 25, 2013 meeting	Minutes of the April meeting had been sent to Trustees for their review prior to this meeting. Trustee Driscoll asked for clarification of the bad debt write off and policies portion of the minutes. Liaison Member Degenaer noted that he is listed as absent, but had come into the April meeting. The secretary will review the minutes and amend accordingly.	A motion was made by Trustee VanGasse, supported by Trustee Driscoll to approve the minutes with the amendments. Motion carried.
Review of Financial Statement for April 2013	Candy Meintz, CFO, reviewed the April Financial Statement. During the report Mrs. Meintz noted that the census at the end of April was 131 residents. Today's census is 138. Liaison Member Degenaer asked why Administrative fees were so expensive this month – Mrs. Meintz reported that it is legal fees.	A motion was made by Trustee Naser, supported by Trustee Driscoll. Motion carried.
Board Action on the April Manifest of Invoices	The Manifest of Invoices had been sent to Trustees for their review prior to this meeting.	A motion was made by Trustee Kaufman, supported by Trustee Boyne. Motion carried.
Board Committee Reports Whispering Pines/Powers Activity Center Committee Report	Trustee Drsicoll reported on the meeting held at Whispering Pines previous to this meeting. She reported on the items that had been reviewed at that meeting including operations of each home. Administrator Mapes reported that the Iron Mountain office of GNHC had been open for about a year now and it continues to grow.	A motion to approve this report was made by Trustee Boyne, supported by Trustee Springinsguth. Motion carried.
Board Action Items/Resolutions	1. Action Item: Policies and Procedures – Advanced Directives. We are looking to the board to approve the Advanced Directives policies for all residents. It gives guidelines for not only staff, but residents and families. Trustee Naser asked if it addressed responsibility. No, it is for life support purposes, etc. Darlene Smith stated that we are getting younger people and a lot of all of the residents want some sort of life sustaining measures. Good for us to have some sort of the documented directions.	A motion was made by Trustee Kaufman, supported by Trustee Springinsguth to approve this policy. Motion carried.

	2. Bad Debt Write off in the amount of $9,299.71. Sharline Corrigan reported that she has nothing real outstanding on these accounts, she has not had a response from the residents or families on these accounts and continues to follow notices for Probate Court.	A motion to approve the bad debt write off in the amounts of $9,299.71, was made by Trustee Boyne, supported by Trustee Driscoll. Motion carried.
Report of Quality assurance and Resident council Committees	Darlene Smith reported on the individualized departments that had presented at the May Quality Assurance Meeting. She also reported on the Resident Council Meetings for the three buildings: Pine Grove held their meeting on May 20th. They are talking about planting some tomato plants, and they reviewed the activity calendar. Cedar Grove met on May 21st, they reviewed the activity calendar, and discussed resident rights. Pinecrest residents met on May 21st, to discuss resident rights, activity calendar, prime rib dinner, vegetable garden with help from the Girl Scouts. Grace Lutheran church has asked us to bring in a video stream from that church on Sunday mornings to enable residents to have Sunday morning church services.	A motion was made by Trustee Kaufman, supported by Trustee Naser. Motion carried.
Safety committee report	Lois Ball gave the monthly report on Safety Committee Meeting. She reviewed the agenda and noted the incidents for the month.	A motion was made by Trustee Boyne, supported by Trustee Driscoll. Motion carried.
Report on Meetings and conferences attended	Administrator Mapes reported that he attended a meeting Marquette for the UP Educational Days with Darlene. He also attended the OSF Advisory committee meeting. They provided their strategic management plan and parent's hospital in Peoria was commended for their transplant of a trachea for a child who was born without one. Darlene Smith chaired the Alzheimer's support group this month and also met with the other area DON's. The big emphasis with the State right now is on how we use antibiotics	A motion to approve the report was made by Driscoll, supported by Trustee Boyne. Motion carried.
Administrator's report	Administrator Mapes requested travel for: Occupational Therapy and assistant to continuing education in the amount of $148.00 LTC Billing seminar for Shar Corrigan to attend in Marquette in the amount of $120.00 ECS Users Conference, travel and Lodging for Cheryl Graham	A motion was made by Trustee VanGasse, supported by Trustee Boyne, to approve the costs for all three seminars. Motion carried.

	to attend in Madison in the amount of $775.00 MCMCFC Spring Conference at Boyne: Administrator Mapes stated that all registrations have been made and asked if the Board had any questions regarding this upcoming Conference. NACo Conference: Administrator Mapes stated that the Board had approved his travel last month, but it had not been determined if a Board Member had wanted to accompany him. No Board Members from Delta County could attend this meeting.	
American Transmission Company	Jim Moraska, Spalding Township Supervisor presented that he had met with American Transmission Company (ATC) and expressed concern in regards to the park and respective power poles to be placed in the front of the park. The Board discussed the power lines in regards to our current right-of-way and chose not to make any decision on the ATC proposals at this time. They agreed to support the project and the positioning of the new transmission lines with right-of-way requisites that best meet the needs of the Pinecrest campus.	
Ellen K. Russell Trust and Michael Miketinac Trust	Trustee Kaufman reported that the Trusts had met during the month. Administrator Mapes thanked the Trustees for the donation toward furniture and equipment to refurbish the 100 wing. Trustee Kaufman reported that the M&M Fund earned us 11% last year. They changed Executive director at M&M and they met with M&M to review these changes.	
Board review of a letter from St. John Forest Products	In a letter to the Board, St. John Forest Products, is requesting permission to harvest trees on Pinecrest property. Administrator Mapes stated that we have been in discussion and are in the process of having Rory Mattson finalize a timber management plan and he suggested that we allow Mr. Mattson to finish the report before moving forward. Liaison Member Harrington stated that there are a couple of issues – there is timber that is down, tinder for a fire , bad for their (St. John) land and for our residents safety in case of a fire. Also, there is money to be had from harvesting this timber. If the power line goes through, we want money from	

	the timber not just have it slashed down. Liaison Member Hafeman suggested that we send a copy of this letter to Mr. Mattson to make him aware of St. John's proposal.	
Comments from Liaison Members	Liaison Member Hafeman stated that she had talked with the Menominee County Board in regards to Pinecrest's decommissioning of beds, Great Northern Home Care, ATC. Administrator Mapes stated that he hopes to get on the agenda with the Board within the next 6-8 weeks.	
Comments from the Public	There were no public comments at this time	
Adjournment	The meeting adjourned at 3:10 p.m.	A motion was made by Trustee Kaufman, supported by Trustee Naser, to adjourn the meeting. Motion carried.

Mary Bradley, Secretary

Richard Mapes, Administrator