



PINECREST BOARD OF TRUSTEES

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| Date: Thursday, September 27, 2012 | Place: Board Room |
| Presiding: Margaret Bastien | Time: 2:00 pm CST |
| Recording Secretary: Lois Ball | |

Present: Gladys Elegeert, Barbara Oliver, Catherine Driscoll, Mary Bradley, Michael Kaufman, Margaret Bastien
 Absent: Gerald Smith, Elaine Boyne, Barbara Thorne, Richard Mapes

Liaison Members Present: John Degenauer, Jr., Charlie Meintz
 Liaison Members Absent: Mary Harrington

Present for Leadership Team: Darlene Smith, Candace Meintz

Also present: Gerald McCole, Robin Vanenkevort and Amy Lantagne

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| Call to Order | The meeting was called to order by Chairperson Bastien at 2:00 p.m. CST in the Board Room. | |
| Approval of September Agenda | The agenda was amended to add 8.e. : November Meeting change | A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve |

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| | | the agenda with the addition of 8.e. Motion carried. |
| Board Action on Minutes of the August 23, 2012 meeting | The Minutes of the August meeting had been mailed to the Board Members prior to this meeting for their review | A motion to accept the minutes as presented was made by Trustee Driscoll, supported by Trustee Elegeert. Motion carried. |
| Board Action on the Minutes of the Closed Meeting held on August 23, 2012 | Minutes were reviewed by Board Members | A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to accept the minutes as presented. Motion carried. |
| Review of Financial Statement for August 2012 | Candace Meintz, CFO, reviewed the Financial Statements with the Board. | A motion was made by Trustee Oliver, supported by Trustee Elegeert. To accept the Financial Statement as presented. Motion carried. |
| Board action on Manifest of Invoices | The Manifest of Invoices had been mailed to the Board Members prior to this meeting for their review. | A motion was made by Trustee Elegeert, supported by Trustee Bradley, to approve the Manifest of Invoices and to pay the bills. |
| Whispering Pines report | Trustee Bradley gave the report for the Whispering Pines facilities. New Whispering Pines offices in former Doctor's home are wonderful. She reported on each home and office and activity at each one. All areas are doing well. They also reviewed policy changes, and the risk management plan. | A motion to approve the report was made by Trustee Driscoll, supported by Trustee Oliver. Motion carried. |
| By-Laws Committee | Did not meet this month. | |
| Board Action Items | 1) Wage Proposal – a proposal was submitted requesting a merit increase equal to 1% for all non-bargaining unit employees retro to January 1, 2012. | A motion was made by Trustee Bradley, supported by Trustee Oliver to accept this proposal. Motion carried with Chairperson Bastien voting against this motion. She stated that she feels we are making a lot of cuts and thinks the money should go to things for the residents. Motion carried. |

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| | <p>2) Bad Debt Write Off – Candace Meintz, CFO, reported to the Board that this is a part of the write off that is being done in a 3 month series.</p> | <p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the write off request. Motion carried.</p> |
| Unfinished and New Business | <p>a) Report of Quality Assurance and Resident Council Committees: Darlene Smith, Director of Resident Services reported on the Quality Assurance Meeting for September. She also reviewed the Resident Council Meeting minutes from each home, noting that they reviewed F tag 223 on abuse with the residents and discussed outings and meal menus. No problems were reported by the residents.</p> | <p>A motion was made by Trustee Bradley, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p> |
| Safety Committee Meeting | <p>b) Safety Committee did not meeting in September.</p> | |
| Report on Meetings and Conferences Attended | <p>c) Mrs. Smith reported on the meetings that she had attended in September. The Join Provider Meeting was a meeting with State Surveyors. She stated that among other things they discussed self-reporting of resident incidents (Facilities are required to call into the State when an incident occurs where a resident suffers an injury). She also attended “Stop the Spread – Spread the Word” and “Heart Failure” seminars.</p> | <p>A motion was made by Trustee Elegeert, supported by Trustee Driscoll to accept the Administrator’s report as presented. Motion carried.</p> |
| Administrator’s Report | <p>1) Mrs. Smith reviewed with the Board Members the results of the recent MyInnerView Survey taken of Residents, Families and Staff. She noted that we have been working with an LPN group on issues they have had. Mrs. Smith reported that the Caring Spirit Committee has been working on setting up the Employee Recognition Banquet for October 3rd.</p> <p>2) Upcoming Conferences – there is the Tenth Annual Best Practices Conference in Escanaba – sending Social worker, nurse and DON it is very minimal in cost. She asked for approval of travel expense for Fall MCF DON Meeting October 18, 19 at Soaring. She requested mileage, board and registration to attend the meeting in the amount of \$480.00.</p> | <p>A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the expense of travel, lodging and</p> |

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| | <p>She also asked for expenses to allow her to attend the NADONNA meeting in November 7 – 9 in the amount of \$829.00.</p> <p>3) Mrs. Smith reported that the Caring Spirit Committee is working on setting up the Employee Recognition Banquet for October 3rd.</p> <p>4) We did receive a plaque from MyInnerView for customer satisfaction as a result of the surveys. All MI MCF's are supposed to be participating so we can compare ourselves to each other. We were 14 out of 35 of us. Trustee Kaufman asked if we should we carry it over to next month as an agenda item to discuss with the Administrator.</p> | <p>registration to the two conferences. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Driscoll to accept the Administrator's Report . Motion carried.</p> |
| <p>Comments from Liaison Members</p> | <p>Liaison Member Charlie Meintz asked if there was a cost to be associated with the MyInnerView Survey. It was explained that it is becoming a mandate that we participate in such a group. He also noted the importance of employee morale. Mrs. Smith noted that the Resident and Family surveys show that we give good care, their surveys show they seem happy with their jobs. He also asked the outcome of the settlement of union contracts. AFSCME has settled and we hope to be going back into negotiations with SEIU soon.</p> <p>Mr. Meintz also reported that a citizen had approached him regarding an issues with Therapy and billing. It was noted that an individual is responsible to know what their insurance covers. Candy Meintz, CFO, stated that she will look into this.</p> | |
| <p>Comments from the Public</p> | <p>Amy Lantagne asked the Board if the Administrator's contract had run out. Trustee Kaufman explained that the contract automatically renews each year.</p> <p>Amy also brought forward a concern from the Activities Department regarding their new work area and there being only one key for that area. Mrs. Smith will look into this.</p> | |

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| | <p>Robin Vanenkevort stated that a lot of LPN moral issues stem from the hard time we are having getting negotiations set up. Mrs. Smith responded that it is possible we will be negotiating again within the next couple of weeks.</p> <p>Gerald McCole stated that Delta County Commissioners had held a meeting regarding the MSU extension moving to the Pinecrest grounds. He stated that Dickinson County had just had their meeting regarding this and it was decided that they would not move their worker from Dickinson County to Pinecrest. Charlie Meintz stated that Menominee County had also met and decided not to move their office as well.</p> | |
| Next Month Meeting | The next regular meeting of the Pinecrest Board of Trustees is scheduled for Thursday, October 25, 2012. | |
| Adjournment | The meeting adjourned at 2:45 p.m. | A motion was made by Trustee Bradley, supported by Trustee Elegeert, to adjourn the meeting. Motion carried. |

Barbara Oliver, Secretary

Richard Mapes, Administrator

Barbara J. Oliver

