PINECREST
CARING COMMUNITY

MINUTES OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, November 20, 2014	Place: Board Room
Presiding: Jeff Naser, Vice-Chairperson	Time: 2:00 p.m. Central time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order at 2:00 p.m. Central Time by Jeff Naser, Vice-Chairperson.

Roll Call: Trustees Present: Debbi Springinsguth, Mary Harrington, Catherine Driscoll, Randall VanGasse, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman, and Darlene Smith, Administrator

Trustees Absent: Gerald Smith, Elaine Boyne, and Barbara Oliver.

Leadership Team Members Present: Candace Meintz, CFO and Susan Williamson, DON.

Guests: Rose Trudell, Terry Grondine, Sandi Gauthier

TOPIC	DISCUSSION	OUTCOME
Approval of the November 2014 Agenda	There were no additions or corrections requested for the agenda.	A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the Agenda as presented. Motion carried.
Board Action on the Minutes of the October 23, 2014 Meeting	The minutes had been sent to the Board Members prior to this meeting for review.	A motion was made by Trustee Driscoll, supported by Trustee

		Harrington , to approve the minutes as presented. Motion carried.
Review of Financial Statements for October f2014.	Candace Meintz, CFO, reviewed the Financial Statements with the Board.	A motion was made by Trustee Springinsguth, supported by Trustee Harrington, to approve the Financial Statements as presented. Motion carried.
Board action on the October Manifest of Invoices	The Manifest of Invoices had been sent to the Board Members prior to this meeting for review. Trustee Eichhorn questioned the payment of health insurance for retired Administrator. It was explained that he has taken a Medicare Supplemental Insurance plan instead of remaining on our regular health insurance.	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Committee Reports Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll reported on the Whispering Pines Board Meeting held just prior to this meeting. She noted that they welcomed Jeff Naser to the Board. There are septic issues at one facility. The Board approved the write offs for 2012 and 2013. They approved the budget for 2015 and the Capital Budget. Everyone is looking forward to the Holidays. She reported that new officers had been elected, as follows: Katie Driscoll, Chair; Elaine Boyne, Vice-Chair; Lucy Shampo, Secretary. They have an engraved clock for Mary Bradley, which they will send to her. The next meeting will be in January, there will not be a meeting in December.	A motion was made by Trustee Degenaer, supported by Trustee Harrington. Motion carried.
Board Action Items/Resolutions Review and Request for approval of Capital Budget	The Administrator and CFO reviewed the Capital Budget items with the Board. It was noted that over the past 5 years we had been asking for $200,00 or less Trustee Degenaer asked to	A motion was made by Trustee Degenaer, supported by Trustee Hafeman. Motion carried

	address a letter that Board Members had received from an employee addressing the buildings, repairs needed and other concerns she had. Administrator Smith responded saying that we are asking for funds to replace flooring and other items. She stated that she did meet with this employee during the week to discuss the concerns. We are committed to getting things taken care of here. Trustees suggested having a Committee meet to review the budget(s). Discussion continued and Administrator Smith suggested that the Budget Assumptions be reviewed at this time as well. Budget Assumptions for 2015 Operating Budget: The Administrator and the CFO reviewed the Budget Assumptions with the Board. There was a request for a room rate increase. Discussion was held regarding the rate increase. A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the room rate increasing it to $246.00 per resident day effective January 1, 2015. Motion carried. Health Care costs are projected to increase approximately $900,000 next year due to the Affordable Healthcare Act. Trustee VanGasse discussed the increased cost of health care and a wage increase listed on the Assumptions list as well. Administrator Smith noted that we will be	

	going into negotiations next year with both Unions and there is always a request for a wage increase. Trustee VanGasse stated that the coverage is a significant amount. Guest, Sandi Gauthier, stated that this amount covers the entire employee base. Trustee Degenaer stated that he would like to see the issue tabled until next month to give the Board Members time to look it over. Trustee Driscoll brought up having the Committees meets. Trustee VanGasse stated that there are standing committees and this is a process. Have one standing committee meet with Candy and go through the process. The Board reviewed the different Committees and it was decided to combine the Finance Committee and the Building Committee. The Executive Secretary will set the meeting and notify the members.	
Unfinished and New Business: Report of Quality Assurance and Resident Council Meetings.	Susan Williamson, DON reported on the Quality Assurance meeting held during the month. She also reported on the Resident Council meetings held at each of the 3 buildings, noting that the abuse policy had been reviewed, the Activity Calendars had been reviewed and use of Christmas decorations, extension cords and care conference meetings had been reviewed. She noted that the main house is starting a restorative	

	sleep program (letting the residents sleep in) and the residents are liking this.	
Safety Committee Meeting	Lois Ball, Safety Committee Secretary reported on the meeting held on November 11th. She stated that they discussed the winter parking restrictions now in place for staff, the reminder to wear proper foot wear for the inclement weather and general housekeeping duties throughout the building such as keeping carts tidy, what to do with new clothing when brought in, etc. A discussion was held at the meeting concerns falls, pressure ulcers, etc. which the QA Team will be working on. All incidents and accidents of residents and employees were reviewed.	
Report on Maple Grove	Administrator Smith reported that all 4 clients have moved into the home now and it is going well. They are community members and the program is through Northpointe.	
Meetings and Conferences Attended	Administrator Smith reported that she had attended the HCAM Meeting in Iron Mountain on 10/29, the Talent Summit in Marquette on 10/30 at which she was a presenter, the OSF Advisory Meeting on 11/4, the MCF Fall Financial Conference on November 6 and 7 with Candy, at which they learned a lot. There was a UPHP Conference Call on 11/12 and a meeting in Iron Mountain on 11/19 which they attended. She noted that they are not ready for us to start this program.	
Public Comments	There were no public comments.	

Reminder of the next meeting	The next meeting is scheduled for December 18 at 4:00 p.m. Central time at the Casino with our Christmas dinner to follow.	
Adjournment	The meeting adjourned at 3:09 p.m.	A motion to adjourn was made by Trustee Degenaer, supported by Trustee Eichhorn. Motion carried.

Elaine Boyne, Secretary

Elaine Boyne

Darlene Smith, Acting Secretary

Darlene Smith, adm 12/18/14