PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, January 25, 2018	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. Central Time
Recording: Lois Ball, Executive Assistant	

Call to Order: The meeting was called to order at 2:00 p.m. Central time by Chairperson Driscoll.

Roll Call:
Trustees present: Elaine Boyne, Donna Schomin, Theresa Nelson, Catherine Driscoll, John Degenaer, Gary Eichhorn and Jan Hafeman.
Trustee absent: Kristine Mulder and Jeff Naser

Team Leader Members present: Candace Meintz, CFO; Nicole Freeland, Director of Nursing.

Guests: Todd Flath, Terri Grondine, Renee Whitens, Becky Dombrowski, Lori Gatien, Scott Bal

TOPIC	DISCUSSION	OUTCOME
Approval of the January 2018 Agenda	There were no additions or deletions from the Agenda	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Agenda. Motion carried.
Board action on Minutes of the December 2017 meeting	The minutes of the meeting had been sent to Trustees for review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve

		the minutes as presented. Motion carried.
Board action on the December Manifest of Invoices	The Manifest of Invoices had been sent to Trustees for review prior to this meeting.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Manifest of Invoices as present. Motion carried.
Board action on Financial Statements for November and December.	CFO Meintz presented the Financial Statements for November and December 2017. She reported that the monthly provider tax we pay to the State of Michigan has increased by approximately $5000 per month. A discussion was held on costs and operations of the facility.	A motion was made by Trustee Hafeman, supported by Trustee Nelson, to approve the November Financial Statement as presented. Motion carried. A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the December Financial Statement as presented. Motion carried.
Report from Whispering Pines Committee Meeting	Trustee Driscoll reported that the Whispering Pines Committee met prior to this meeting. All facilities are doing well. They approved policies and procedures that had come up and the vision, mission and goals were approved. Trustee Nelson inquired about staffing at those facilities and it was reported that it varies from facility to facility, but it is better than before. We are cross training staff to assist from one home to another.	A motion was made by Trustee Boyne, supported by Trustee Nelson, to approve the report as presented. Motion carried.
Sub Committee Report on search for Administrator's position.	Trustee Degenaer reported that the committee had interviewed two candidates. The Committee will report to the full board at a special meeting	

	scheduled for February 5, 2018 at 1:00 p.m. Central time.	
Review and request permission for write-offs	There were no write offs this month.	
Board discussion on one-acre parcel of land to be deeded to Spalding Township for Walking Trail	We are waiting on written decision from Dickinson County to move forward with this.	
Report of Quality Assurance and Resident Council Committees	Nicole Freeland, Director of Nursing reported on the QA Committee meeting. She noted that we have been having Active Shooter Trainings, monthly mandatory meetings with nursing, and consultants were here this week for therapy and nursing. She noted that we have people interested in the sponsorship program we offer for CNA training. She also reported on the Resident Council meetings from the homes, noting that the residents would like to start the Employee of the Month program up again. They asked to have their Valentine's breakfast on the 13th (because Ash Wednesday is the 14th), and they would like a suggestion box.	A motion was made by Trustee Nelson, supported by Trustee Degenaer, to approve the Quality Assurance and Resident Council Committees reports. Motion carried.
Safety Committee Report	Administrator Smith reported that we held Active Shooter trainings in place of our monthly Safety Committee Meeting. She discussed a broken water line that caused problems in laundry, leading to a lot of clean up and replacement of tile,	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Safety Committee Report as presented. Motion carried.

	insulation, etc. in that area. She thanked the laundry staff and maintenance for all of their hard work.	
Administrator's Report	Administrator Smith reported that on January 9th, she attended the Alzheimer's Support Meeting and on January 16th she attended the OSF Home, Health and Hospice Board Meeting. On January 22nd she met with the AFSCME Union and discussed upcoming negotiations. We will be negotiating with AFSCME on February 6 and 7. She has had preliminary talks with the SEIU group, but they are waiting to hear from their representative to set a date for negotiations with them.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Administrator's report as presented. Motion carried.
Comments from the Public	There were no comments from the Public.	
Adjournment	The meeting adjourned at 2:31 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn. Motion carried.

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith 2-22-18