PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES
Amended

Date: Wednesday, October 18, 2017	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. Central Time
Recording: Lois Ball, Executive Secretary	

Call to Order: Chairperson Driscoll called the meeting to order at 2:00 p.m. Central Time

Roll Call:
Trustees Present: Donna Schomin, Theresa Nelson, Catherine Driscoll, Kristine Mulder, John Degenaer, Jr., Jeff Naser, Jan Hafeman and Darlene Smith, Administrator.

Trustee Absent: Elaine Boyne and Gary Eichhorn

Team Leader Members Present: Candace Meintz, CFO; Nicole Freeland, Director of Nursing and David Vandermissen, Jr., Maintenance Supervisor.

TOPIC	DISCUSSION	OUTCOME
Approval of the October 2017 Agenda	Administrator Smith requested that a closed session be added to discuss the Administrator's Contract and the Timber Sale, under 4b.	A motion was made by Trustee Degenaer, supported by Trustee Schomin, to approve the Agenda with the addition of 4.b., Closed session. Motion carried.

Board action on the Minutes of the September 2017 meeting	The minutes had been sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Schomin, supported by Trustee Mulder, to approve the minutes as presented. Motion carried.
Board Action on the minutes of the Closed session	The Board reviewed the minutes of the Closed meeting. Trustee Degenaer stated that if the Recording Secretary gives an oral presentation of the minutes at the end of a closed session, the Board can act on it at that time and the minutes do not have to come back for review the next month. Then the minutes can be sealed up and put away.	A motion was made by Trustee Degenaer, supported by Trustee Nelson, to approve the minutes as presented. Motion carried.
Closed Session	Administrator Smith requested a closed session to discuss her contract and the timber sale. The meeting moved into closed session at 2:05 p.m. The Administrative Secretary read the minutes of the meeting. At the meeting, the Board discussed the Timber Sale, the Administrator's contract and the Administrative Secretary's position. The Closed Session ended at 2:32 p.m.	A motion was made Trustee Hafeman, supported by Trustee Degenaer, to move into closed session. Motion carried. A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to accept the minutes as presented. Motion carried. A motion was made by Trustee Degenaer, supported by Trustee Mulder, to come out of closed session. Motion carried.
Board Action on the September Manifest of Invoices	The Manifest of Invoices had been sent to the Board Members for their review prior to this Board Meeting.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Manifest of Invoices and to pay the bills. Motion carried.

Board Action on Financial Statement for September 2017	CFO Meintz reviewed and discussed the Financial Statement with the Board.	A motion was made by Trustee Hafeman, supported by Trustee Mulder, to approve the Financial Statement was presented. Motion carried.
Whispering Pines Committee Report Amended per the November 16, 2017 Meeting. (Changes have been italicized.)	Trustee Driscoll reported that the Committee met prior to this Board Meeting. The reviewed the 2016 Write-offs, the 2018 Budget, the Wage Committees review and recommendation of the State's mandated *pay increase* for direct care works.	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Whispering Pines Committee Report as presented. Motion carried.
Board Action on one-acre parcel of land...	This will be put on hold pending information from the three counites' Board of Commissioners.	No action was taken.
Review and request permission for Write -Offs.	Administrator Smith reviewed the accounts that are requested for write-offs, in the amount of $20,248.18.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the request to Write off $20,248.18. Motion carried.
Discussion of Timber Sale Project	This has already been addressed during the Closed Session.	
Report of Quality Assurance and Resident Council Committee	Nicole Freeland, Director of Nursing, reported on the Quality Assurance Meeting held in October. Flu shots are being given to residents at this time, they will be offered to staff at no cost this year. She also reported on the Resident Council Committee Meetings for Pinecrest, Pine Grove and Cedar Grove.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer. Motion carried.
Report of Safety Committee	David Vandermissen reported on the October Safety Committee. He reported	A motion was made by Trustee Mulder, supported by Trustee Nelson, to approve

	on the falls and injuries of residents for September. He reported that there were no injuries reported in September for employees. He also noted that we have about 95% of our employees trained on fire extinguishers. They also did van lift safety training. We are looking at different locks for the patio area. We have our first test back from the new Legionnaires directives.	the Safety committee report as presented. Motion carried.
Administrator's Report	Administrator Smith reported that on 9/11 She, along with the Director of Nursing and the Social Workers attended the UPCAP Best Practices Program at the Casino. We have gotten the 2018 BCBSM rates for employee insurance and we are working on getting this out to the employees. We did get a $20,000 loan from Northern initiatives and with this they will be helping us to work on our strategic plan and our website.	A motion was made by Trustee Mulder, supported by Trustee Nelson, to approve the Administrator's Report as presented. Motion carried.
Comments from the Public	Lois Ball announced that Pinecrest had received a $400.00 Grant from the M&M Area Women's Giving Circle. We are using the monies received last year and this year to prepare a Sensory Room for residents who are in need of a	

	comforting, soothing and relaxing atmosphere.	
Adjournment	The meeting adjourned at 3:03 p.m.	A motion was made to adjourn by Trustee Hafeman, supported by Trustee Degenaer. Motion carried.

Donna Schomin, Secretary

Catherine Driscoll

Darlene Smith, Acting Secretary

Darlene Smith 11/16/17