PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, October 22, 2015	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Chairperson Naser at 2:00 p.m. CST

Roll Call:
Trustees present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, Jeff Naser and Gary Eichhorn. Also present: Darlene Smith, Administrator

Trustees Absent: John Degenaer, Jr., Jan Hafeman and David Prestin.

Leadership Team Members present: Candy Meintz, CFO and Susan Williamson, Director of Nursing

Guests: Terry Grondine

TOPIC	DICUSSION	OUTCOME

Approval of October 2015 Agenda	Administrator Smith requested that the following item be added to Number 8 c: Bad Debt Write-Off	A motion was made by Trustee VanGasse, supported by Trustee Boyne, to approve the Agenda with the addition as requested. Motion carried.
Board action on Minutes of the September 2015 meeting	The minutes had been sent to Trustees prior to this meeting for their review.	A motion was made by Trustee Smith, supported by Trustee Springinsguth, to approve the Minutes of the September meeting. Motion carried.
Review and request for approval of Financial Statements for September 2015	Candy Meintz, CFO, reviewed the Financial Statements with the Board. It was noted that everyone is working very hard to keep their expenses down and to help bring in residents. The Board asked if we had a contract with someone for our energies. We do have a contract with Constellation and we have seen a decrease in our bill with DTE.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Financial Statements for September 2015 as presented. Motion carried.
Board action on the September Manifest of Invoices	The Manifest of Invoices had been sent to Trustees prior to this meeting for their review.	Trustee VanGasse stated that he had reviewed the Invoices and made a motion to approve the Manifest of Invoices as presented and to pay the bills. Support was given by Trustee Smith. Motion carried.
Board Committee Reports: Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll reported that the Whispering Pines Committee had met prior to this meeting. All facilities are doing well. CARF requested changes to 2 of our brochures and so the Committee reviewed the Whispering Pines and the	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the report as presented by Trustee Driscoll. Motion carried.

Timber Sale Report	Great Northern Home Care Brochures and approved the changes. Trustee Smith reported that bids have been put in the newspapers and sent to over 150 loggers. Potentially, we could make $100,000 from this sale. The Committee will accept bids until December 4th and there will be a bid opening on December 9th. He asked the Board's approval to allow the Committee to act on these bids.	Trustee Eichhorn made a motion that the Board approve authority for the Committee for the Timber Sale to act on the bids once they have been opened and reviewed. Support was given by Trustee Springinsguth. Motion carried.
Board Action Items/Resolutions a. Request for Finance Committee to meet prior to November Board Meeting to review the upcoming budgets.	Administrator Smith suggested that the Committee meet on Monday November 9th. It was requested that the meeting be held at 10:00 a.m. Central Time. Capital Budgets and Operations Budgets will be reviewed at that time so that the budgets can be sent to the Board with their November packets.	A motion was made by Trustee Smith, supported by Trustee Boyne to approve the Meeting of November 9th at 10:00 a.m. Motion carried.
b. Request permission for Administrator and CFO to attend the Fall MCMCFC Financial Conference November 4th and 5th in Lansing.	Administrator Smith also requested $590.00 for lodging and food for the trip.	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve this item. Motion carried.
c. Bad Debt Write Off	Administrator Smith and CFO Meintz reviewed the Bad Debt Write Offs in the amount of $11,546.26 with the Board.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Bad Debt Write Off in the amount of $11,546.26

Unfinished and New Business: Report of Quality Assurance and Resident Council Committees d. Report of Quality Assurance and Resident Council Committees – Susan Williamson, DON	Susan Williamson, Director of Nursing, reported on the Resident Council meetings held at each of the facilities. She also reported on the Quality Assurance meeting held in October, noting that maintenance has completed most of their items for the Life Safety Code and we have been observing cares and/or dining rooms for resident dignity and have had no issues.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the report as presented by Ms. Williamson. Motion carried.
Safety Committee Report – Lois Ball	The Safety Committee meeting was held on Tuesday, October 20th. All incidents for residents and employees were reviewed. Of the 6 or 8 employee incidents recorded in September, there were no Dr. visits or lost time. Our ECS charting program changed to the new system mid-month so we had one-half of the month in the old system and one-half of the month in the new system. We will give them a couple of months to get the reporting straightened out and then we will be able to print graphs and reports to show resident incidents.	A motion was made by Trustee Eichhorn, supported by Trustee Springinsguth, to approve the Safety Committee Report as presented. Motion carried.
Board review of Corporate Compliance and Conflict of Interest by Cheryl Graham.	Ms. Graham asked Board Members for the signature pages of the policies that had been sent to them in the Board Packets. She reported that we continue education through Relias Learning and upon hire. We use password protection	

	and give access only to those who need it. QA is part of it. She also noted that there have been no complaints made to Corp. Compliance.	
Board suggestion for nominee from Delta County to replace Dr. Boydston on the Ellen K. Russell/Michael Miketinac/Pinecrest Charitable Trust Board	Trustee Driscoll nominated Gerald Smith from Delta County as the Board's suggestion to the Trust Board. Administrator Smith explained the Trusts, and who the current Board Members of those trusts are. She noted that she had received a letter of resignation from Dr. James Boydston. She also noted that at last month's Board meeting Mr. Gerald McCole, the Dickinson County Trust Member, had nominated someone else from Delta County. It goes back to the Trust Members to choose a new member. If the Members cannot agree on the replacement it will revert to the Circuit Court in Dickinson County. Trustee Boyne asked if, in the future, would it not be in our best interest to amend the Trust's By-Laws so the Board can choose the Board Members. Discussion held.	A motion was made by Trustee Harrington, supported by Trustee Boyne, to approve this nomination. Motion carried.
Administrator's report	Administrator Smith noted that her report would go right into the Meetings and Conferences report.	A motion was made by Trustee Smith, supported by Trustee Eichhorn to approve the Administrator's Report. Motion carried.

	>On September 28th and 29th she and the Director of Nursing attended the Joint Provider Meeting. >October 5th was the Employee Recognition Dinner >October 6th was the OSF Advisory Board Meeting at 6 a.m. and the Best Practices Conference for the rest of the day >October 7th there was a meeting with Charter Communications. . Our meeting with Charter was to discuss bringing their fiber into the building, but we would have to pay the costs and she felt that would not be fair to the facility. She discussed the Packerland Broadband upgrade. Packerland is the cable TV provider we have at this time. They have a basic and an extended package for cable. At this time we have the basic, but residents don't get the Discovery channel and they didn't get the football game the other day. We are waiting for Packerland to get us pricing on these packages. She has told them that we cannot raise the rates to our residents without a 30 day notice. >October 8th we met with Kelly from VAST and Deryck from OSF. We have been using OSF more for our work comp injuries and we discussed work comp and insurance with them.	

	>October 14th she attended Careers Connection and then the Perspectives Advisory Board Meeting >October 21st she attended the HCAM Meeting in Iron Mountain. There they discussed UPHP, VA, the Life Safety Code and Fire Marshal and that it is difficult to get people who want to work. She noted that HCAM does have lobbyists.	
Comments from the Public	There were no public comments at this time.	
Adjournment	The meeting adjourned at 2:37 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Smith to adjourn the meeting. Motion carried.
Trustee VanGasse and Trustee Springinsguth stated that this had been their last meeting. Both Trustees had been appointed by the Governor and their terms have now expired. They were thanked for their service.		
Administrator Smith reminded Board Members that the November meeting is one week earlier and will be on November 19th.		

Catherine Driscoll, Secretary

Catherine Driscoll

Darlene Smith, Administrator

Darlene Smith 11/19/15