PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE

PINECREST BOARD OF TRUSTEES

DATE: October 24, 2013	PLACE: Board Room
PRESIDING: Gerald Smith, Chairperson	TIME: 2:00 p.m. CST
RECORDING SECRTARY: Lois Ball, Executive Secretary	

Call to order	Chairperson Smith called the meeting to order at 2:00 p.m. CST	

Roll Call: Gerald Smith, Debbi Springinsguth, Elaine Boyne, Barbara Oliver, Randall VanGasse, Michael Kaufman, Jess Naser and Richard Mapes, Administrator
Trustees Absent: Katie Driscoll, Mary Bradley

Liaison Members Present: Mary Harrington, Jan Hafeman
Liaison Members Absent: John Degenaer, Jr.

Also Present: Darlene Smith, Candace Meintz, Sharline Corrigan.

Guests: Terry Grondine, Rosemary Trudell, Peggy Eichhorn, Todd Flath, Amy Lantagne, Jessica Boucher, Kelly Bellmore, Laurie

Britton, Susan Massey, Deirdre Linder.

Call to order: Chairperson Smith called the meeting to order at 2:00 p.m. Central time.

TOPIC	DISCUSSION	OUTCOME
Approval of Agenda		A motion was made by Trustee VanGasse, supported by Trustee Oliver, to approve the Agenda. Motion carried.
Approval of Minutes of the September 26, 2013 meeting	The minutes had been sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Oliver, supported by Trustee Springinsguth, to approve the minutes as presented. Motion carried.
Review of Financial Statements for September 2013	Candace Meintz, CFO, reviewed the Financial Statements. She noted that we are now over the 85% in census for the month. A discussion was held regarding bond market prices related to Pinecrest's net operating expenses. Administrator Mapes explained that the losses were on the revenue side, primarily the census.	A motion to approve the Financial Statements as presented was made by Trustee Boyne, supported by Trustee Springinsguth. Motion carried.
Board Action on the Manifest of Invoices	The Manifest of Invoices had been sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Driscoll, supported by Trustee Kaufman, to accept the Manifest of Invoices and to pay the bills. Motion carried.
Whispering Pines/Powers Activity Center Committee Report.	Trustee Boyne reported on each home and office and activities at each. It was noted that a new home opened up recently and that the renovations at this home made it just beautiful.	A motion was made by Trustee Boyne, supported by Trustee Springinsguth, to table the discussed items until after the holidays. Motion carried.

	Jessica Boucher and Kelly Bellmore reviewed the budget assumptions for 2014 for Whispering Pines, including that health insurance is expected to increase at least 3%, that in June of 2014 they will reevaluate the waiver program at the Harbors, that each group home would strive to maintain an average of 37 residents in the 7 group homes, there would be a pay out to Pinecrest of $15,000 per quarter, and that the Administrator's home would become a group home for Whispering Pines in June 2014. A lengthy discussion followed related to these items as well as the topic of separating Whispering Pines and Great Northern Home Care from Pinecrest. Chairperson Smith suggested that they table the issue discussions related to Whispering Pines separating from Pinecrest until after the holidays, then scheduling a meeting with the Board and the three counties.	
Action Item 1:	Bad Debt Write Off: the accounts were reviewed by Sharline Corrigan. Trustee Naser asked if there was a plan to collect debts and Sharline replied that they are taking many of these to Northern Service Bureau for collection.	A motion was made by Trustee Boyne, supported by Trustee VanGasse, to accept the Bad Debt Write off in the amount of $12,578.33. Motion carried.
Action Item 2:	Policy and Procedure Review: Administrator Mapes noted that several changes had been made to the policy for "Off Duty Employee	A motion was made by Trustee Naser, supported by Trustee VanGasse, to support the revisions to this policy.

	Visitation"	Motion carried.
Report of Quality Assurance and Resident Council Meetings.	Darlene Smith reported on the monthly Quality Assurance Meeting and each of the home's Resident Council Meetings.	A motion was made by Trustee Boyne, supported by Trustee Oliver, to accept the Quality Assurance/Resident Council Meetings. Motion carried.
Safety Committee Meeting	Lois Ball reported that the Committee had met on October 8th. She noted that they had reviewed all of the drills held (tornado, elopement and fire drills). She explained "Have Bed" which makes information of how many beds the facility has available on line for emergency coordinators. If an emergency happens somewhere else they can see what beds we have open and make arrangements to transfer residents to us if an evacuation is necessary somewhere else	A motion was made by Trustee Kaufman, supported by Trustee Springinsguth, to accept the report as presented. Motion carried.
Report on Meetings and Conferences attended.	Administrator Mapes reported that he and Mrs. Smith had attended a meeting in regards to integrated care. UPHP is the provider of choice. He discussed dual eligible. In the future, we will submit all bills to UPHP for payment. Mrs. Smith stated that it emphasized readmissions to a hospital are very important. Right now they are looking at the hospitals when a resident is readmitted back to them Mrs. Smith also reported that on the 17th and 18th she had attended a DON meeting in Mount Pleasant where they discussed rehopsitalization and the documentation and reasons needed on our (nursing home) side. The hospitals will be	A motion was made by Trustee Springinsguth, supported by Trustee Boyne, to accept the report as presented. Motion carried.

	penalized if a resident it sent back to them. She also reported that Surveyors are looking to be sure we have policies up to date. She attended a meeting in Marquette where they again discussed readmissions to a hospital. On the second Tuesday of each month she attends a DON meeting with DONs from local nursing homes and she co-chairs the Alzheimer's Support Group in Escanaba. She also attended a meeting of the Home, Health and Hospice group.	
Administrator's Report	1) Budget Assumptions – Candace Meintz, CFO, reviewed the budget assumptions for 2014 for Pinecrest. A discussion was held regarding the proposed assumptions. 2) 2013 Capital Budget Updates – Candace Meintz reviewed the Capital Budget, substitutions made and also reported that we have used 87% of the budget year to date (through the end of September). 3) SOAR report – Administrator Mapes reviewed the report with the Board. The report shows performance measures from all areas. A discussion of the report followed. 4) Timber Management Plan – Administrator Mapes stated that Rory Mattson is continuing to work on the	

	selection of a surveyor.	
Closed Session	Under Section 8 of the Open Meetings Act the Board went into closed session at 3:14 p.m. The Administrator and the Recording Secretary were asked to remain. At 4:06 p.m. the Administrator and Recording Secretary were asked to leave the room. The Board came out of Closed Session at 4:25 p.m.	A motion was made by Trustee VanGasse, supported by Trustee Oliver, to go back into open session. Motion carried.
Dismissal of Administrator	A motion was made by Trustee Springinsguth, supported by Trustee Naser to dismiss without cause. Trustee Kaufman requested a roll call vote. Trustee Smith – support Trustee Boyne – support Trustee Springinsguth – support Trustee Driscoll – Absent Trustee Oliver - support Trustee VanGasse – No Trustee Bradley – Absent Trustee Kaufman – No Trustee Naser – support Motion carried. Chairperson Smith dismissed the Administrator.	
Motion to Adjourn		At 4:27 p.m. a motion was made by Trustee Kaufman supported by Trustee Naser to adjourn the meeting. Motion carried.
Request to reopen the meeting	Liaison Member Harrington requested that the Board reopen the meeting to finish the agenda.	At 4:28 p.m. a motion was made by Trustee Boyne, supported by Trustee Oliver to reopen the meeting. Motion

		carried.
Liaison Member Comments	No comments were made at this time.	
Public Comment	Employee, Amy Lantagne, discussed the recently adopted Off Duty Visitation Policy. Chairman Smith asked if this issue could be tabled until the November Meeting. Ms. Lantagne agreed to this.	
Adjournment	The meeting adjourned at 4:34 p.m.	A motion was made by Trustee Boyne, supported by Trustee Springinsguth, to adjourn the meeting. Motion carried.

Mary Bradley, Secretary

Darlene Smith, Interim Administrator

Darlene Smith Int. adm.