PINECREST

Date: October 24, 2019	Place: Pinecrest MCF Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting

Call to Order: 2:01pm CST

Roll Call: Trustees present: Mary Olsen, Donna Schomin, Theresa Nelson, Winnie Fornetti, Catherine Driscoll, Jeff Naser, Gary Eichhorn and Gerald Piche

Trustees absent: John Degenaer, Jr.

Leadership Team present: Darlene Smith, Interim Administrator, Jessica Johnson, CFO; David Vandermissen, Jr., Plant Operations; Heather Niarhos, Director of Nursing, Nancy Mach, Executive Assistant

Guest: Kevin Johnson and Lois Ball

TOPIC	DISCUSSION	OUTCOME
Board Approval of October 2019 Agenda	The Board reviewed and approved the October 2019 Agenda	A motion was made to accept the October 2019 Agenda by Trustee Eichhorn, seconded by Trustee Olsen. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Minutes of the September 2019 meeting	The Minutes from the September 2019 meeting were reviewed, a correction to move Darlene Smith from the Roll call of Trustees and move her attendance to the Leadership team	A motion was made to accept the September Minutes with the change by Trustee Naser, seconded by Trustee Eichhorn. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on September 2019 Manifest of Invoices	The September Manifest of Invoices were reviewed, Trustee Nelson questioned an expense on Page 7 to an Eleanor Swanson, Jessica Johnson, CFO said this was a refund from a Private Pay Resident	A motion was made to accept the September Manifest of Invoices by Trustee Schomin, seconded by Trustee Eichhorn. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on September 2019 Financial Statement	Jessica Johnson discussed the September Balance Sheet, Assets verse Liabilities and Equity. Jessica went on the discuss Actual verse Budget Statement of Operations, Jessica said we have a net income of 103,308, most was due to a Certified Public Expenditure payment we received. Darlene Smith Interim Administrator stated our cash situation is good, we are starting to make some money, during our issues with the State our census was down to 105, as of today we are at 118, our staff is working hard to get admissions. Trustee Piche asked if we made money because we did not do some Maintenance projects, Jessica Johnson said, no, this is separate from our Capital Budget projects. Jessica Johnson went on to discuss the Census Report for the Month of September, our occupancy for the month was at 81.07% with our yearly at 84.43%, so we did better than expected. Jessica Johnson discussed Capital Budget Projects, some have gone over, and some are under budget. Jessica Johnson said we have Capital Budget Project Requests, Dietary would like to complete their project to replace Thermal Covers and Bases, and a Drying Rack for them. We need to purchase Transportation Chairs that are more secure and have seat belts on the chair so not only the chair is restrained but the Resident will be as well, this has been an issue with the State, some Nursing Facilities have been sited. Tina Koski, Incoming Administrator, who has been working at Marquette MCF said they have looked into the Transportation Chairs, they average in cost from $7000 to $9000 and depending on the Vehicle they need to go into, the cost can be higher, Darlene Smith said we do not know how much at this time the cost will be. LED lighting supplies are needed so that when updating a room, they need to do the complete lighting in the room, we then submit our project to our Energy Supplier for a rebate. Boiler maintenance and the Laundry project need to be completed and have put us over budget. Darlene Smith said we are waiting to hear about Budget issues from the Governor, we are considered a Class 3 Nursing Facility we have to keep our spending for each Resident consistent and we run very lean now. Our Medicaid Reimbursement rate has been good, our Billing Department has been getting payments in from some Leans we have done. Trustee Driscoll asked for Board Action on the Capital Budget	A motion was made to accept the September 2019 Financial Report by Trustee Olsen, seconded by Trustee Naser. Motion carried. A motion was made by Trustee Eichhorn to accept the requested budget for Capital Projects and to accept the additional budget for the Transportation Chairs, seconded by Trustee Schomin. Motion carried

	Projects for the total requested amount of $107,510.00 with a budget of $20,000.00 to be used for the Transportation Chairs for a total of $127,510.00.	

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Board Committee Report:	Trustee Driscoll said there was no meeting for Whispering Pines this month. Trustee Driscoll recommended Winnie Fornetti be appointed to the Whispering Pines Board to replace Kristine Mulder who has resigned from the Pinecrest Medical Care Facility Board of Trustees, the Board agreed to appoint Winnie Fornetti to the Whispering Pines Board.	

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Board Action on October 2019 Write-offs	Trustee Nelson asked what ICO stood for, Jessica Johnson, CFO said it is a type of Medicaid payment, Trustee Nelson asked what DPOA stood for, Darlene Smith, Interim Administrator said it stands for Durable Power of Attorney. Jessica Johnson discussed the Write-offs that we have and that our team has done a good job at getting Humana Insurance Co. to pay for our residents who have this insurance and having Lois help our families with Medicaid approval is helping us get reimbursed. Trustee Nelson asked Lois if having DHHS back to being able to talk to someone in the UP helps, Lois said, yes, it did.	A motion was made to accept the September 2019 Write-offs by Trustee Eichhorn, seconded by Trustee Fornetti. Motion carried.
	Discussion was held on keeping the Hardcap with our Unions or switching to the 80/20 per P.A. 152 for our Insurance costs, Darlene Smith, Interim Administrator said we have negotiation for Insurance and wages coming up with the Hardcap we now where we stand the 80/20 is variable, Darlene Smith said our Lawyer is suggesting we stay with the Hardcap. Trustee Driscoll asked if our employees were happy with what we have now, Darlene Smith, said yes, at our last open enrollment we had over 40 staff sign up.	A motion was made to accept the Hardcap Insurance by Trustee Piche, seconded by Trustee Schomin. Motion carried.
	Darlene Smith discussed updating policies with the Board. Policies to be updated during the October Board Meeting are: Computer, Internet and Email Usage, Workplace Violence and Harassment Policy, Work for and Exchange Request Policy, Funeral Leave Policy, Firearms and other Lethal Weapons Policy and Employee Personal Electronic Device Usage Policy. Two additional	A motion was made to accept and update the Policies discussed at the October 2019 Board Meeting and to bring the two additional Policies to

	Policies, Drug and Alcohol Policy, which we have had our Lawyer review and Corporate Compliance Ethics, which we may form a committee if there is an issue, will be brought to the November 2019 Board Meeting to be updated.	the November 2019 Board Meeting to be updated by Trustee Naser, seconded by Trustee Eichhorn. Motion carried.
	Darlene Smith asked if any changes needed to be made to the By-Laws of the Board of Trustees, Trustee Driscoll said under the Whispering Pines, Great Northern Home Care is gone, and the meeting notice should be Bi-weekly. Trustee Nelson said under Article 7 Medical Staff should be replaced as his/her not his.	A motion was made to accept the By-laws of the Board of Trustees with the corrections, by Trustee Naser, seconded by Trustee Olsen. Motion carried.
	The Administrator Agreement was given to all Board Trustees and to Tina Koski, incoming Administrator, it was decided to discuss the Administrator Agreement after it could be reviewed by all Board Trustees and by Tina Koski, the Administrator Agreement will be put on the next agenda on November 21, 2019 and will be a closed meeting.	
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Report of Quality Assurance and Resident Council Committee	Heather Niarhos, Director of Nursing said she has been updating her Nursing Policies. Ken Smylie from our Workers Comp Company, Comprehensive Risk Service will be here next week, he will be doing in-services for our Nursing Department on Blood Borne Pathogens, Heather continues to monitor areas on our plan of correction from the last State Survey, at Resident Council the Residents asked for a scary movie for Halloween and we are expecting the school kids to come for trick or treating and an area Daycare will be doing trick or treating at the Groves, Trustee Nelson asked how we get the candy for the trick or treating, Heather said we do get some donations for it.	A motion was made to accept the Report of Quality Assurance and Resident Council by Trustee Piche, seconded by Trustee Eichhorn. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Safety Committee Report for October 2019	David Vandermissen, Jr. reported on the October 15, 2019 meeting, Ken Smylie will also be doing OSHA in-services with our Maintenance Department during his visit next week, We are working on repairing a dip in the floor on our second floor, we will be putting up 25-30 more cameras inside and outside the facility, Trustee Piche asked who watched the cameras, David Vandermissen said we do not have a person to watch the cameras, but if there is an issue we can go back and look at footage, at some point we hope to have screens at the Nursing Stations for real time viewing, maybe next year, the Boiler Inspector was here, in good shape just needs some cement work done, in our Data Center we are continuing with the water project, the items we need to start our freezer project are in, two of our Dryers are repaired and working the 3rd one, we are waiting for a quote to have the coil repaired and we have parts for this dryer so we should have it up and running soon, the new press is in and we should be putting it in soon.	A notion was made to accept the Safety Committee Report by Trustee Naser, seconded by Trustee Fornetti. Motion carried

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Administrator's Report	Darlene Smith, Interim Administrator reported the Penalties from the State Survey we thought we going to be in the $150,000 range, but we received 35% off because we did not debate the survey and they also allowed a hardship for us, so the total fines were $24,434.80, we were very happy about that. Darlene Smith said, Jessica Johnson is having Budget meetings with all Department Supervisors to see what is needed in the next year. We have entered into an agreement with the Health Department to be a POD for them, Point of Delivery, if there was an emergency in the area, we would help with medication dispensing. Trustee Naser asked Darlene if we have heard about a grant from Hannahville yet, Darlene said we have not heard yet on our request for furniture in our Special Care Unit, and we also applied for grants to Home Depot for our Pavilion and furniture. Trustee Naser asked about Pinecrest dropping 10 beds, Darlene Smith said it is done, we now have 10 more private rooms. Trustee Driscoll reminded Nancy Mach, Executive Assistant to put the Administrators Agreement and the two Policies on the Agenda in November.	A motion was made to accept the Administrator's Report by Trustee Eichhorn, seconded by Trustee Schomin. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Public Comment	None	

TOPIC	DISCUSSION	
ADJOURNMENT Page7October2019	The meeting Adjourned at 3:08 pm	A motion ws made to adjourn the meeting by Trustee Naser, seconded by Trustee Schomin. Motion carried.

Donna Schomin

Donna Schomin, Chairperson

Darlene Smith, Int. adm

Darlene Smith, Interim Administrator