PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, October 27, 2016	Place: Board Room
Presiding: Elaine Boyne	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call:
Trustees present: Elaine Boyne, Mary Harrington, Donna Schomin, Barbara Oliver, Catherine Driscoll, Jeff Naser, Gary Eichhorn, Jan Hafernan. Darlene Smith, Administrator.

Trustees absent: John Degenaer, Jr.

Leadership Team Members present: Susan Williamson, DON; Candace Meintz, CFO

Guests: Terry Grondine, Dale Cook

TOPIC	DISCUSSION	OUTCOME
Approval of the October 2016 Agenda	After the Agenda had been approved, Administrator Smith requested that "Presentation by Dale Cook of Northern Initiatives" be added to the Agenda as Item 5 A	A motion was made by Trustee Harrington, supported by Trustee Hafeman, to approve the Agenda as presented.

		A motion was then made by Trustee Hafeman, supported by Trustee Schomin, to approve the Agenda with the addition as requested.
Board action on Minutes of the September 2016 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 Driscoll, to approve the minutes of the September meeting as presented. Motion carried.
Board action on the September 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 presented and to pay the bills. Motion carried.
Presentation by Dale Cook of Northern Initiatives	Mr. Cook addressed the Board regarding a business plan he is working on with Administrator Smith. He explained that there is money available for Spalding Township and how Pinecrest might be able to benefit from this. He and Administrator Smith explained that the money would be loaned to the facility and Administrator Smith explained that we were looking at using the money for training for Nurse Aides through M-Tech and/or Superior Pro Staffing. Administrator Smith stated that she may ask the Finance Committee to meet prior to the next Board Meeting to further review this information.	

Board Action on Financial Statement for September 2016.	CFO Meintz reviewed the Financial Statement for September with those present.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Financial Statement as presented. Motion carried.
Review of 2017 Operating Budget Assumptions	CFO Meintz reviewed the Operating Budget Assumptions for 2017 with those present. She noted that for the November meeting the Board will receive the 2017 Operating Budget for their approval.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the 2017 Operating Budget Assumptions as presented. Motion carried.
Board Committee Reports Whispering Pines Committee Report	Trustee Driscoll reported that the Whispering Pines Committee had met prior to this Board Meeting. She reviewed with the Board the activities of that meeting.	A motion was made by Trustee Naser, supported by Trustee Harrington, to approve the Whispering Pines Committee Report as presented. Motion carried.
Board Action Items/Resolutions Request for Write-Offs	There were not write offs requested this month.	
Nursing Policies and Procedures, and, HR and Administration Policies and Procedures	Administrator Smith explained that it is a requirement that the Board approve the policies and procedures. She reviewed the information with the Board and asked their approval and the Chairperson's signature.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Policies and Procedures for both the Nursing Department and Human Resources and Administration. Chairperson Boyne signed both letters of approval. Motion carried.
Request for Administrator and CFO to attend Fall Financial Meeting in Lansing November 3rd and 4th and requested $580.00 for meals and lodging.		A motion to approve this request was made by Trustee Driscoll, supported by Trustee Eichhorn. Motion carried.

Request permission for Administrator and CFO to attend "Requirement of participation of Medicare and Medicaid" seminar on October 31 in Lansing and requested $420.00 for meals and lodging.		A motion to approve the request was made by Trustee Driscoll, supported by Trustee Eichhorn. Motion carried.
Unfinished and New Business Report of Quality Assurance and Resident Council Committees.	Susan Williamson, Director of Nursing, reported on the Resident Council Committee Meeting at each house. She also reported on the Quality Assurance Meeting for October noting that we have not had any State Surveyors here in October. She also told the Board that she is retiring and her retirement date is December 31, 2016. Mrs. Williamson and Administrator Smith also discussed the falls program that the facility is instituting.	A motion was made by Trustee Driscoll, supported by Trustee Schomin, to approve the Director of Nursing's report. Motion carried.

Administrator's Report	1. Biomass conference. Administrator Smith told the Board that we are the only facility in the United States that our boilers burn more than wood chips, it handles other items that come with in the load of chips. Davey spoke at the conference and those attending came to tour our boiler system. 2. Women's Giving Circle Grant – We received a $500.00 grant from the Women's Giving Circle- they are part of the M&M Area Community Foundation. 3. MIWorks Employer of the Year Award. Administrator Smith and Mrs. Williamson went downstate to receive this award. We were the only employers in the UP to be given an award from MIWorks. We do a lot of work with them, and we did a video with them to showcase the facility, what jobs are available here and what they facility is like. 4. " Best Choices" in the newspaper is for voting who you like best in many categories. Pinecrest is listed in their for nursing homes. Please vote for Pinecrest.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to accept the Administrator's report. Motion carried.

	5. UPCAP Conference. Administrator Smith discussed human trafficking which was a topic at this conference and stated that I-43 from Green Bay to Milwaukee is a big area for human trafficking. Also discussed was identity theft, scams and Music and Memory Care programs. 6. Resignation – Susan Williamson will be done at the end of December. She will be missed. She was wished well by the board.	
Comments from the Public	There were no public comments at this time.	
Adjournment	The meeting adjourned at 3:11 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Darlene Smith, Acting Secretary

Darlene Smith