PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTES

Date: Thursday, November 16, 2017	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. CST
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: Theresa Nelson, Catherine Driscoll, Kristine Mulder, Jeff Naser, Gary Eichhorn, Jan Hafeman and Darlene Smith, Administrator

Trustees Absent: Elaine Boyne, Donna Schomin and John Degenaer, Jr.

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

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the November Agenda	Administrator Smith requested that there be two closed sessions added:	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the November Agenda with the

	8.c. discussion on Timber Sale Project, and 8.g. Acceptance of Resignation Notice and letter from Administrator.	addition of two closed sessions to be held at the same time. Motion carried.
Board action on the Minutes of the October 2017 Meeting	Trustee Driscoll asked the minutes be corrected under Whispering Pines Committee Report. The wording should have said ...the State's mandated pay increase for direct care workers. (the word "pay" had been left out).	A motion to approve the corrected minutes was made by Trustee Hafeman, supported by Trustee Naser. Motion carried.
Board action on the October 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 Eichhorn, supported by Trustee Mulder. Motion carried.
Board Action on Financial Statements for October 2017	CFO Meintz reported that the Financial Statements for October were not ready for this meeting, the books had just been closed yesterday The Financial Statement will be reviewed at next month's meeting.	A motion to approve this report was made by Trustee Hafeman, supported by Trustee Nelson.
Whispering Pines Committee Report	Trustee Driscoll reported that the Committee had met just prior to this meeting and had approved the 2018 Capital budget, and reviewed the Guardian Consumer Professional Survey. There will not be a meeting in December.	A motion was made by Trustee Hafeman, supported Eichhorn. Motion carried.
Review and request permission for Write-Offs	CFO Meintz reviewed the write-off requests. She noted that after last months meeting they reviewed the requested write offs and she was bringing them back to the Board for their approval of a reduced amount. The new amount is $19,629.82.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the new amount of $19,629.82 for the October write-offs. Motion carried.

	She then reviewed the November write-offs in the amount of $20,040.81 Discussion was held these accounts.	A motion was made by Trustee Naser, supported by Trustee Eichhorn, to approve the November write-offs in the amount of $20,040.81. Motion carried.
Board Decision on one-acre parcel of land to be deeded to Spalding Township for Walking Trail	Administrator Smith reported to the Board that she has received a letter from Menominee County stating that they have approved this transaction. Lois Ball reported that she had received a phone message from Mr. Bousley at the Dickinson County Board, that they had approved the transaction as well. He will send a copy of the meeting minutes and a letter within the next few weeks showing the approval of the change to the deed. Trustee Nelson stated that Delta County had approved this but she will ask for a letter and/or minutes of the meeting to show the approval was given.	A motion was made by Trustee Eichhorn, supported by Trustee Mulder, that upon written acceptance by the other two Counties (Dickinson and Delta) we will move forward with re-deeding the property to Spalding Township. Motion carried.
Discussion on Timber Sale Project	This discussion was held in closed session, which began at 2:16 by motion of Trustee Eichhorn, supported by Trustee Hafeman, with a Roll Call vote to go into the closed session. Trustee Nelson – yes Trustee Mulder – yes Trustee Driscoll - yes Trustee Naser – yes Trustee Eichhorn – yes	

	Trustee Hafeman – yes At the end of the meeting the Recording Secretary read the minutes of said meeting. The minutes were approved by a motion made by Trustee Hafeman, supported by Trustee Mulder. Motion carried. The meeting came out of closed session for this discussion following a roll call vote at 2:38p.m. by motion of Trustee Hafeman, supported by Trustee Eichhorn. The Board immediately went back into closed session by motion of Trustee Hafeman, supported by Trustee Eichhorn. A roll call vote was taken Trustee Nelson – yes Trustee Mulder – yes Trustee Driscoll – yes Trustee Naser – yes Trustee Eichhorn – yes Trustee Hafeman - yes The closed session began at 2:39 At the end of the meeting the Recording Secretary read the minutes of the meeting. These minutes were accepted by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried. A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to come out of closed session. A roll call vote was taken:	

	Trustee Nelson – yes Trustee Mulder – yes Trustee Driscoll – yes Trustee Naser – yes Trustee Eichhorn -yes Trustee Hafeman - yes The closed session ended at 2:51 p.m.	
2018 Operating Budget Assumptions	CFO Meintz reviewed the Assumptions with the Board.	A motion was made by Trustee Hafeman, supported by Trustee Nelson, to approve the Assumptions as presented.
2018 Capital Improvement Budget	CFO Meintz reviewed the 2018 Capital Improvement Budget. Discussion was held on where the money would come from. Administrator Smith stated that the Board may have to take a serious look at asking for a millage.	A motion was made by Trustee Mulder, supported by Trustee Nelson, to approve the 2018 Capital Improvement Budget. Motion carried.
New Regulations requiring Board Members to submit to background checks	Administrator Smith reviewed the new regulations with the Board.	
Report of Quality Assurance and Resident Council Meetings	Director of Nursing, Nicole Freeland, reported that we have not had our monthly Quality Assurance Meeting yet, but we do know that our residents' falls are down by 5% in the past 30 days. She reported that the residents had reviewed the activity calendar and had discussed Holiday shopping trips.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the reports as presented. Motion carried.
Safety Committee Meeting Report	David Vandermissen, Jr., reported on the Safety Committee Meeting for November. Among other items, he noted that more lights have been installed in	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the report as presented. Motion carried.

	our parking lots for better visibility and security and we have completed a Hazard Vulnerability and Risk Assessment with our Menominee County Region 8 director.	
Administrator's report	Administrator Smith reported that on 10/26 we did the Hazard Vulnerability and Risk Assessment with Rich Sexton 11/3 she attended a HCAM Meeting regarding new Survey and Enforcement Processes. 11/7 she attended the OSF Advisory Meeting 11/14 Niki held a job fair in the Multipurpose Room. We may have 1 new employee from that.	A motion was made by Trustee Hafeman, supported by Trustee Mulder. Motion carried.
Comments from the Public	There were no comments.	
Adjournment		The meeting adjourned at 3:18 p.m. by motion of Trustee Eichhorn, supported by Trustee Hafeman. Motion carried.

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith, Sec.