PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, November 17, 2016	Place: Board Room
Presiding: Elaine Boyne, Chairperson	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, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman. Darlene Smith, Administrator.

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

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the November 2016 Agenda	Administrator Smith requested that the following items be added to the Agenda: 8.c. Northern Initiatives 9.d. 2% Grant from Hannahville	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Agenda with the additions. Motion carried.
Board Action on the Minutes of the October 2016 Meeting	The minutes had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the minutes of the October Meeting as presented. Motion carried.
Board Action on the October Manifest of Invoices	The Manifest of Invoices had been sent to the Board Member for review prior to this meeting.	A motion was made by Trustee Harrington, supported by Trustee Degenaer, to approve the Manifest of

		Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statement for October 2016	CFO Meintz reviewed and discussed items of the October Financial Statement with those present.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Financial Statement for October. Motion carried.
Request for approval of 2017 Capital Budget	Administrator Smith and CFO Meintz reviewed the Budget with the Board with many items discussed and explained. Trustee Harrington stated that the she appreciates everyone's frugalness and thanked David Vandermissen, Jr., for all of the work he does.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the 2017 Capital Improvement Budget. Motion carried.
Board Committee Reports: Whispering Pines Committee Report	Trustee Driscoll reported the Whispering Pines Committee had met prior to this meeting. They reviewed the 2016 budget and approved the 2017 Capital Budget. She noted that there will not be a meeting in December and the next meeting will be in January 2017.	A motion was made by Trustee Harrington, supported by Trustee Schomin, to approve the Whispering Pines report as submitted. Motion carried.
Board Action Items: Request for Write Offs	Administrator Smith and CFO Meintz reviewed the Write Off Requests. They requested that the Board approve a write off in the amount of $10, 258.39.	A motion was made by Trustee Naser, supported by Trustee Driscoll, to approve the write off request in the amount of $10,258.39. Motion carried.
Timber Cut	Administrator Smith reported that the logger would like to get into the area to begin harvesting, but our Forester wants him to wait for colder weather to prevent damage to the land. We appreciate the work the forester has been doing for us and will abide by his decision.	
Northern Initiatives	Administrator Smith discussed the information that had been presented at last month's meeting. We would be	A motion was made by Trustee Eichhorn to approve the application for a loan from

	looking at taking a loan from Northern Initiatives that would have a low interest rate and could be paid back early. It would give us money to provide training for new staff (CNAs and other departments in need of developmental training) and would give us access to business plans and web pages, etc.	Northern Initiatives, not to exceed $20,000, supported by Trustee Driscoll. Motion carried.
Unfinished and New Business Report of Quality Assurance and Resident Council Committees	Susan Williamson introduced Nicole Freeland, RN, who will be replacing Susan in December as our Director of Nursing. Mrs. Williamson reported on the Resident Council Meetings held at each of the homes. Some residents requested Christmas light tours and an omelet breakfast (that management staff cook for the residents). Mrs. Williamson also reported on the QA Meeting for the month. She noted that maintenance has the biggest QA item with the Fire Marshall. She discussed the new "Participation for Medicare and Medicaid" rules, noting that Phase I is due on November 28th and we just got the information on this 2 weeks ago. It involves many policies and in the next couple of years we will have to implement Phase II and Phase III. It includes a lot of special trainings for all staff. She thanked the Board for all of their support during her time here. The board thanked everyone for all that was done on this program.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Resident Council Committee Report and the Quality Assurance Committee Report. Motion carried.

Safety Committee Meeting Report	Lois Ball reported that the Committee had met on November 8th. We discussed the changes coming due to the new rules and regulations that Mrs. Williamson spoke about in her QA report. There will be a new falls committee which will be part of our QAPI program. I reviewed the graph of residents' incidents with those present and showed them the increase in falls. Staff were reminded that we are in our window for the Fire Marshal to do a resurvey from last year. I discussed the Musical and Memory program and that we have ordered iPod Shuffles and headphones through a grant we received for this program. We are hoping that this will help lessen residents' anxiety, restlessness and other problems and help calm and relax them. This can lead to a decrease in behaviors and falls.	A motion was made by Trustee Driscoll, supported by Trustee Eichhorn. To approve the Safety Committee Meeting Report as presented. Motion carried.
Administrator's Report	Administrator Smith reported that on >October 31st, she and CFO Meintz attended a "Requirements for Medicare and Medicaid" program. She noted that there are a lot of policies and procedures we need to update and/or put into effect. >November 2 & 3 she and CFO Meintz attended the MCMCFC Fall Financial conference. CFO Meintz discussed the Payroll Based Journal (PBJ) reported that we must do to CMS noting that Nancy, who does our payroll, had done a lot of work to get this all done correctly.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Administrator's Report as presented. Motion carried.

	>Labor/Management Meeting, Nov 7th Administrator Smith stated that she continues to have meetings to discuss items of concerns with the Union. >OSF Home Health and Hospice, Nov 7 > Hannahville 2% Grant. Administrator Smith announced to the Board that we have received a $20,969.00 grant for lighting and security for our building.	
Comments from the Public	There were no comments from the public at this time.	
Adjournment	The meeting adjourned at 2:56 p.m.	A motion to adjourn was made by Trustee Eichhorn, supported by Trustee Oliver. Motion carried.

Gary Eichhorn, Secretary

Catherine Driscoll

Darlene Smith, Acting Secretary

Darlene Smith 12/15/16