



PINECREST

Date: November 21, 2019	Place: Pinecrest MCF Board Rooms
Presiding: John Degenauer, Jr. Vice Chairperson	Time: 2:00 pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting

Call to Order: 2:00pm CST

Roll Call: Trustees present: Mary Olson, Donna Schomin, Theresa Nelson, Winnie Formetti, Catherine Driscoll, John Degenauer, Jr., Jeff Naser, Gary Eichhorn and Gerald Piche

Trustees absent: None

Leadership Team present: Darlene Smith, Interim Administrator, Tina Koski Administrator, Heather Niarhos, Director of Nursing, David Vandermissen, Jr. and Cheryl Graham

Guest: Diane Lee
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TOPIC	DISCUSSION	OUTCOME
Board Approval of November 2019 Agenda	The Board reviewed and Darlene Smith, Interim Administrator asked for some additions to be added to the Agenda, under 8. BOARD ACTION ITEMS/RESOLUTIONS added as 8.1 Corporate Compliance – Cheryl Graham under 8. BOARD ACTION ITEMS/RESOLUTIONS added as e. Approval of Capital Project items for November 2019 under 8. BOARD ACTION ITEMS/RESOLUTIONS added as f. Sign/Approval of Water Authority Letter under 9. UNFINISHED AND NEW BUSINESS added as e. Facility Assessment under 9. UNFINISHED AND NEW BUSINESS added as f. Dietary Policies	A motion was made to accept the November 2019 Agenda with additions by Trustee Driscoll, seconded by Trustee Olson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Minutes of the October 2019 meeting	The Minutes from the September 2019 meeting were reviewed.	A motion was made to accept the October 2019 Minutes by Trustee Eichhorn, seconded by Trustee Driscoll. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on October 2019 Manifest of Invoices	The October Manifest of Invoices was reviewed.	A motion was made to accept the October Manifest of Invoices by Trustee Naser, seconded by Trustee Piche. Motion carried.

TOPIC	DISCUSSION	OUTCOME
<p>Board Action on October 2019 Financial Statement</p>	<p>Darlene Smith, Interim Administrator explained the October 2019 Financial Statement, discussing Total Assets and Total Liabilities, Darlene moved on to the Balance Sheet, Trustee Naser asked about the Pop Fund balance being so much, how does that happen, Darlene explained we receive payment from the different Companies to have the machines in the building, Trustee Naser asked what money was used for, Darlene said it can be used as emergency funds. Darlene discussed the census report and the amount, of residents admitted from each County with our monthly census still being only 83.89% for the year we need to be at 85% for the year, Trustee Naser asked if the dropping of the 10 beds affected the percentage, Darlene said no I would not and our team has done a wonderful job getting residents admitted after our low census of 105 with our problems with the state survey, we are currently at 118 as of today with 5 or 6 Medicare's which is good and we expect the effects of new PDPM billing to make more money coming in, Trustee Naser asked why we do not have more Medicare's, Darlene said most are taken up by the Nursing Homes in Delta and Dickinson Counties. Darlene went on to say we are waiting to see what happens with the Governor, at this time there is no end in-site with the fight with the Governor and the Senate and House, the Governor wants to cut Medicare by \$5.00 which could be up to \$175,000.00 loss, Trustee Nelson asked if we could get families and friends to do a letter writing campaign to the Governor, Darlene said we have done that and she will look into possibly doing more, Tina Koski, Administrator said our Lobbying group has rented a car to circle the Capital about the issue. Darlene said Plante and Moran will be here in Dec/Jan to talk about how we spend our money, we run very lean and that is not always a good thing.</p>	<p>A motion was made to accept the Financial Statement for October 2019 by Trustee Eichhorn, seconded by Trustee Olson. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME
Board Committee Report from Whispering Pines	Trustee Driscoll said the Homes are doing well, the Committee approved the Capital Budget, approved the write-offs and it was a very good and productive meeting	A motion was made to accept the Whispering Pines Committee Report by Trustee Schomin, seconded by Trustee Nelson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Corporate Compliance	Cheryl Graham, Medical Records, Corporate Compliance Officer, discussed a paper given to the Board explaining the Purpose of the Corporate Compliance/Ethics Program. Cheryl explained we do have committees in place if we have issues, all Board Members have signed the paperwork earlier in the year, Darlene Smith, Interim Administrator explained we have a 3-step process: 1 st meet with the Department Supervisor to try to resolve the issue, 2 nd have Administrator get involved, 3 rd have Board get involved.	

TOPIC	DISCUSSION	OUTCOME
Board Action on November 2019 Write-offs Page4November2019	Darlene Smith, Interim Administrator discussed the November 2019 Write-offs, the total is at \$15,575.97, the 1 st was not paid correctly from UPHP and they will not correct it, the 2 nd and 3 rd are from the same resident it was not billed appropriately and UPHP will not pay and the last will not be paid due to Part A not paying, Trustee Naser asked how long these residents were here,	A motion was made to accept the Write-offs for November 2019 by Trustee Piche, seconded

<p>Darlene said she did not know how long they were a resident here. Darlene said the Billing Department has worked very hard to get bills paid but once they are over a year old the Insurance Companies can refuse to pay</p>	<p>by Trustee Driscoll. Motion carried.</p>
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TOPIC	DISCUSSION	OUTCOME
<p>Board Action on By-Laws of the Pinecrest Board of Trustees</p>	<p>Darlene Smith, Interim Administrator said the By-laws were mailed to the Trustees in advance to be able to review them, and we need a signature on them. Darlene went over the changes made to the By-laws: Changed/removed Great Northern Home Care since no longer operating Changed/removed under Medical Director added him/her or he/she Changed/removed Article 2 Section 1 remove (of the) was typed in twice The Pinecrest Board of Trustee By-laws were then signed by the Chairperson</p>	

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<p>Board Action on Policies</p>	<p>Two Policies were held over from the October 2019 meeting to be reviewed. The Drug and Alcohol policy was done by our Lawyer and is approved by the Board with todays date being added to the Policy</p> <p>The transportation Policy is approved with a change that not unauthorized stops can be made to get food or other items</p> <p>Darlene said we are doing a fast food outing where the staff goes out for the fast food of choice and brings back to the facility for the Residents, so they do have the opportunity to get their favorite fast food fix.</p>	<p>A motion was made to accept the Drug and Alcohol Policy by Trustee Naser, seconded by Trustee Eichhorn. Motion carried.</p> <p>A motion was made to accept the Transportation Policy by Trustee Schomin, seconded by Trustee Eichhorn. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME
Board Action on Capital Budget Project	Darlene Smith, Interim Administrator discussed the need to purchase \$15, 000 in Air Mattress' for the Residents to meet the PIP need and we need approval for an additional \$35,000 in Air Mattress' that is not in the Budget to meet the needs of our Residents.	A motion was made to approve of the purchase of Air Mattress' to meet Resident needs by Trustee Naser, seconded by Trustee Schomin. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Water Authority	The Powers/Spalding Water Authority has asked Pinecrest Board of Trustees to sign a letter for the Articles of Incorporation since we no longer have the water tower on our property and we are not on the Board for the Water Authority. The Board Chairperson signed the Letter.	

TOPIC	DISCUSSION	OUTCOME
Unfinished and New Business: Report of Quality Assurance and Resident Council Committees	Heather Niarhos, Director of Nursing reported on the new QA PIP project on Pressure Ulcers, the On-Boarding PIP continues to gather data, no special request from the Residents for our Dining program, the Residents would like to do more crafts and have a snowball fight, the Heart of the North school age children will be here to bake Christmas Coolies with the Residents and we are looking into a Grant to turn the front patio into a sunroom	A motion was made to accept the Report of Quality Assurance and Resident Council Committees by Trustee Driscoll, seconded by Trustee Schomin. Motion carried.

TOPIC	DISCUSSION	OUTCOME
<p>Unfinished and New Business: Safety Committee</p>	<p>David Vandermissen, Jr. discussed the last Safety Committee meeting held in November, we continue to work with the On-Boarding and Fire Training, we continue to remind staff about safe walking around the facility, do not look at phone, watch for snow and ice, our camera project is starting next week, our Chiller project is complete and we should be reimburse by MMARMA for up to \$150,000, our Boiler is still shut down doing some needed piping, reminders to families during the Holidays please no extension cords, our Legionella testing came back 100% clear, working on flooring repairs and ice machines on the floors, Kerri Coppock, Infection Preventionist is working on getting our Bio Hazard materials up to Code and in compliance and Flu shots are almost complete, Heather Niarhos, Director of Nursing added that we received our Flu shots for free this year because we are in a research project out of Tennessee and the paperwork is almost complete to send in for the project. Trustee Eichhorn said he received a complaint from area residents a few weeks ago about the smell of smoke coming from Pinecrest, David Vandermissen, Jr. said our Boiler has been down for over a month it was not Pinecrest, but he did remember a smell a few weeks ago from something that was burning it just was not from Pinecrest.</p>	<p>A motion was made to accept the Safety Committee Report by Trustee Eichhorn, seconded by Trustee Nelson. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME
<p>Administrator's Report</p>	<p>Darlene Smith, Interim Administrator asked that at the December Board Meeting we will need to review the Budgets and may need additional time, so Darlene is asking to start the meeting earlier, it was agreed by the Board to start the meeting at 3:00 pm CST/4:00 pm EST. Darlene reported that some of the money requested for the small press in the Laundry the cost should be lower than expected, we are waiting for filters to come in. The Dryer project is complete, the Cooler project may cost less than expected, the Roof at Maple Grove is on hold trying to coordinate with a contractor to get project done, may have to wait till spring, working with Quality Water to update the water softener, the Thermal Plate Covers are in and will be in use soon, Tina Koski, Administrator is researching the transportation wheelchair cost and if they will fit in our Vans, Maintenance continues to replace light with LEDs, Jessica Johnson, CFO is working on the Budgets with the Department Supervisors some is waiting on what the Governor does.</p> <p>Darlene said the contract with Jordan Triest is expired and we do expect him back to continue cutting this winter, so Darlene is asking the Board to sign a 1-year extension that will expire with Triest Logging March 31, 2020, the Board agreed to sign and extension.</p> <p>Darlene reported we are losing our Dietician at the end of November, we do have a Consultant that has worked with Pinecrest before and has given us a contract that is a good price and we are working with UP Rehab on contracting a Speech therapist.</p> <p>We received the Hannahville 2% Grant in the amount of \$22,456.00 and will be used for furniture in our Special Care Unit. Darlene and Tina have been working on the Facility Assessment during training, looking at census, civil</p>	<p>A motion was made to accept the Administrator's Report by Trustee Eichhorn, seconded by Trustee Driscoll. Motion carried.</p> <p>A motion was made to accept a 1-year extension for the Triest Logging Contract by Trustee Eichhorn, seconded by Trustee Piche. Motion carried.</p> <p>A motion was made to accept a contract for a Dietician and a contract for a Speech Therapist by Trustee Eichhorn, seconded by Trustee Naser</p>

	<p>penalties and our participation with Region 8 with Pinecrest becoming a POD, it is a Federal Tag and must be done yearly. The Dietary policies have been gone through and updated prior to our Dietician leaving.</p> <p>Before going into Closed Session for the Administrator's Contract, Trustee Nelson asked if Darlene should stay for the month of December to continue training, Darlene said she feels Tina is doing very well, she has been out with the staff and talking with the Department Supervisors, we do have Union Negotiations and the Rep for the Union is off with the Rep for the AFSCME and the SEIU unions not responding to a date to talk Insurance, which is already done anyway and wages, Trustee Degenauer, Jr. said should not be done every year when you have a multi-year contract, work it into the contract for wages, Jessica Johnson has some personal issues she may have to off of work, Trustee Olson asked if negotiations can be postponed, Trustee Driscoll said maybe into 2020, Darlene said they will be talking to our Lawyer about it</p>	
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<p>TOPIC</p> <p>Public comment</p>	<p>DISCUSSION</p> <p>None</p>	<p>OUTCOME</p>
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<p>TOPIC</p> <p>Closed Session</p>	<p>DISCUSSION</p> <p>The Board of Trustees went into closed session at 2:55 pm to discuss the Administrator's Contract</p>	<p>OUTCOME</p>
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<p>TOPIC</p> <p>Back to Open Session at 3:15 pm CST</p> <p>Page9November2019</p>	<p>DISCUSSION</p> <p>A motion is needed for the Recommendation of the Closed Session to have Darlene Smith to be here in December 2019, 2 days a week to be a coach to Tina, Tina will have the desk, Darlene will advise.</p>	<p>A motion was made to accept the Recommendation of the Closed Session by Trustee</p>
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Driscoll, seconded by Trustee Schomin. Motion carried.

TOPIC	DISCUSSION	
ADJOURNMENT	The meeting adjourned at 3:18pm CST	
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John P. DeGeroni
Donna Schomin, Chairperson

Darlene Smith, Interim Administrator



Tina Koski, Administrator