PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, December 14, 2017	Place: Island Resort and Casino, Harris MI
Presiding: Catherine Driscoll, Chairperson	Time: 4:00 p.m. Central time
Recording: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order at 4:00 p.m. Central Time by Chairperson Driscoll.

Roll Call:
Trustees Present: Elaine Boyne, Donna Schomin, Theresa Nelson, Kristine Mulder, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman and Darlene Smith, Administrator.

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

TOPIC	DISCUSSION	OUTCOME
Approval of the December 2017 Agenda	There were no additions or deletions to the Agenda.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer. Motion carried.
Board action on the Minutes of the November 2017 meeting	The minutes of the meeting had been sent to Trustees for review prior to this meeting.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried.

Board action on the November Manifest of Invoices.	The Manifest of Invoices had been sent to Trustees for review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Nelson. Motion carried.
Board action on the Financial Statement for October 2017.	CFO Meintz noted that due to the dates for the Board Meetings we are now reviewing the October Financial Statement. In January, we will review the November and December Financial Statements. CFO Meintz and Administrator Smith reviewed the 2018 Operation Budget with the Board.	A motion was made by Trustee Hafeman, supported by Trustee Naser to approve the October Financial Statement and the 2018 Operating Budget. Motion carried.
Sub Committee report on Administrator Applications	Trustee Degenaer, Chairperson of this Sub Committee reported that there were 3 applicants. They will be holding interviews in January and will make a recommendation to the Board at the January 25, 2018 meeting.	
Review and request for Write -Offs	CFO Meintz and Administrator Smith reviewed the Write Off Request in the amount of $20, 154.22.	A motion as made by Trustee Eichhorn, supported by Trustee Mulder to approve the Write off request in the amount of $20,154.22. Motion carried.
Board decision on one-acre parcel of land to be deeded to Spalding Township for Walking Trail	Trustee Degenaer will go back to Dickinson County to ask for a written notice that this has been approved. When we receive this we can move forward.	
Discussion on the Timber Sale Project	We have terminated our contract with our current logger. We are working with Rory Mattson on the next step to proceed	

	with a plan for harvesting the timber on Pinecrest property.	
Report of Quality Assurance and Resident Council Committees	Nicole Freeland, Director Of Nursing reported on Quality Assurance for the month. We are continuing to train staff on Abuse Training and we are looking at new Dementia Training. We continue to work on Performance Improvement Plans in each department. She reported on the number of hires and resignations. She also reported on the Resident Council meetings for each home. The reviewed Resident Rights, the residents reported that houses are quiet at night and they are enjoying the meal menus.	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the reports as presented. Motion carried.
Safety Committee Meeting Report	David Vandermissen reported on the December Safety Committee meeting. He reported on all areas of concerns as discussed at this meeting, noting that we continue to work on the Facility Assessment Program as required by the State as well on preparing to do another evacuation exercise in the future. We had an OSHA Inspector in this week, checking on a complaint about the odor from work being done in the subbasement to replace old flooring. The OSHA Inspector found no problems.	A motion was made by Trustee Boyne, supported by Trustee Schomin, to approve the report as presented. Motion carried.
Administrator's Report	Administrator Smith reported that she and CFO Meintz attended the MCF Fall	A motion was made by Trustee Hafeman, supported by Trustee Mulder, to approve

	Financial Conference on November 29th through December 1st. During that time, they spoke with our attorney regarding Pinecrest seeking a millage request. They are looking into it for us. She did discuss this with Eric Conway as well. It was asked what would happen if a millage passes in one county, but not another. The attorneys would know about our need to do a feasibility study, who to talk to about these things, how much to ask for, all those kinds of questions. She discussed how insurance companies, including Blue Cross Blue Shield are now pulling money back from us after they have approved and paid us to care for these individuals while they are in our nursing home. She discussed the age of the building and different systems used within the building that are aged as well. On 12/6 the Ellen K. Russell, Michael Mi She attended the HCAM meeting on 12/8 where staffing was discussed. She reported that Dr. Boydston has retired from the Trust and the committee members asked if Donna Schomin from the Pinecrest Board would be interested in becoming a member. Trustee Schomin did accept the nomination. Administrator	the Administrator's report as presented. Motion carried.

	Smith announced that she was given $6000.00 from the trusts to spend for the residents' needs.	
Comments from the Public	There were not comments.	
Adjournment	The meeting adjourned at 4:44 p.m.	A motion was made by Trustee Boyne, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith 1-25-18