PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, December 17, 2015	Place: Island Resort and Casino
Presiding: Jeff Naser, Chairperson	Time: 4:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call:
Trustees Present: Gerald Smith, Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr.(joined the meeting at 4:07 p.m.), Jeff Naser, Gary Eichhorn, Jan Hafeman, Darlene Smith Administrator.

Leadership Team Members Present: Candace Meintz, CFO

Guests: Gerald McCole, Jessica Boucher

TOPIC	DISCUSSION	OUTCOME
Approval of the December 2015 Agenda	Administrator Smith noted that the CFO had been able to complete the Financial Statements in time for this meeting. She asked that Review of the Financials be added to the Agenda. "Review of Financial Statements' was added to the Agenda after the review of the Manifest of Invoices.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Agenda as amended. Motion carried.

Board action on Minutes of the November 2015 meeting	The minutes had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the minutes as presented. Motion carried.
Board action on the November Manifest of Invoices	Trustee Hafeman asked what the Ameritas Life insurance payment was for. Lois explained that this is the Dental and Vision coverage for employees. Trustee Degenaer asked why the boiler shut down was now in December. Administrator Smith explained that the shutdown began in October and is ongoing until we have it repaired.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Review and request for approval of the November Financial Statement	Candace Meintz, CFO, reviewed the Financial Statements with the Board.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statements as presented. Motion carried.
Board Committee Reports a. Whispering Pines/Powers Activity Center Committee	There was no meeting held for the Whispering Pines/Powers Activity Center Committee in December.	
b. Timber Committee Report	Committee Chairperson Smith reported that the bids had been opened and we will be awarding the bid preparing the contract next week. We got higher than minimum required prices on just about everything. Administrator Smith added that the official letter should go out on Monday and then we have 21 days to	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Timber Report and awarding of bid. Motion carried.

	get the contract done. The successful bidder was Chad LaFave.	
Review of By-Laws	Trustees gave suggestions on revisions to the By-Laws. The wording for Department of Health and Human Services should be rolled back to old language for the early. It needs to mention that the appointed County Health and Human Service members are members of the Trustees along with 1 County Commissioner from each county. In the 2nd paragraph, Section 2, DHHS... suggested wording taken from Jan Hafeman. Wording in Section 2 was questioned – the word "instrumentality". The word was Googled and the meaning of the word is appropriate language for this section. This item was tabled until the January Board Meeting when the members can review it again.	
Review and Request for approval of Write-Offs	Candace Meintz, CFO reviewed the Write off request of $25,746.43 and explained the circumstances around this claim.	A motion was made by Trustee Boyne, supported by Trustee Smith, to approve the Write-off in the amount of $25,746.43. Motion carried.
Unfinished and New Business Report of Quality Assurance and Resident Council Committees	Administrator reported that the QA Committee is working on citation tags F323 and F241. Resident Council Committees did meet at each home, they reviewed the activity	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the reports as presented. Motion carried.

	calendars, resident rights. Decorations are being put up with nothing on the ceilings and everything being sprayed so that we are complying with the Fire Marshal.	
Safety Committee Report	Lois Ball reported that the Safety Committee Meeting was held this month. Davey Vandermissen attended and discussed decorations, what we can and cannot do. We reviewed winter parking restrictions. All incidents and accidents for residents and employees were reviewed. Lois stated that she feels the staff is doing a good job of working safely.	A motion was made by Trustee Smith, supported by Trustee Degenaer, to approve the Safety Committee Report.
Update on Employee Health Insurance	Lois stated that all employees currently enrolled in Consumers Mutual Insurance have been census enrolled into the Blue Cross Blue Shield plan. We are waiting for Blue Cross to give us final rates and to receive the necessary paperwork in order to start an open enrollment period.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the report as presented. Motion carried.
Update on Packerland Cable TV	Administrator Smith reported that Packerland did an upgrade to their cable system, and with that came an upgrade in their pricing. She told the Trustees that we negotiated with them and we brought the price down to $9.43 for each person to get basic cable. They had wanted to charge for all TV hookups in the building but we will them a number each month of TV's being used and they will charge us accordingly. Charter is on the other side of	A motion was made by Trustee Eichhorn , supported by Trustee Smith, to accept the Update on Packerland Cable TV. Motion carried.

	the road but to come up the hill to us it would cost us thousands. She also told the Board that Packerland is offering an enhanced package to residents with a cost of about $27.00 per month for 140 channels. Packerland would bill the resident directly for this service. Packerland is also looking at a package for internet for us. She was asked if it was for the facility and/or residents. It would be for both. Right now we have Charter. Merit runs along the highway and we are looking at that. Packerland is going to sell us at their cost the fiber need for running the cable and will fix the bad spots in the facility. This will be a 3 year contract.	
Administrator's Report	Administrator Smith reported that she attended the Water Authority Meeting on 11/26 and will be attending the Village Board Meeting about our water and sewer rates. The YMCA in Escanaba will be coming out to start a Wellness Program. They have a grant from Hannahville for this. They started by doing employee surveys. She also discussed the day care area with them. The monthly HCAM meeting was cancelled. We had a MISOHA visit this week. There was not a complaint, not an accident that caused the visit. A few years ago we had received a	A motion was made by Trustee Smith, supported by Trustee Degenaer, to approve the Administrator's report. Motion carried.

	couple of citations and then you are on the docket for a revisit 2 to 3 years later. The inspector went through the whole building, went outside, looked at our 300 Logs. We received no citations. The Board congratulated everyone for a good job. Administrator Smith discussed the difficult time we are having to get employees. She discussed sponsoring a couple of employees to go through the Nurse Aide Training Class at Bay College. Paying upfront, having them sign a contract with us. She would like to sponsor 4 people into the class (which starts January 21st) She noted that other facilities are doing this as well. Rob Arndt, from the Job Force, would help us with this. We have been going to the high schools and colleges looking for applicants. Jessica Boucher explained that she is part of a team that goes out to the schools through the Job Force to talk to students about careers in the health field and about how drug arrests and felonies kids get while in high school follow them and prevent them from working in the health care field.	
Comments from the Public	There were no comments from the Public at this time.	
Adjournment	The meeting adjourned at 4:41 pm.	A motion was made by Trustee Eichhorn, supported by Trustee

		Smith, to adjourn the meeting. Motion carried.

Catherine Driscoll, Secretary

Catherine Driscoll

Darlene Smith, Acting Secretary

Darlene Smith 1/28/16