PINECREST
CARING COMMUNITY

MINUTES OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, December 18, 2014	Place: Island Resort and Casino, Harris MI
Presiding: Barbara Oliver, Chairperson	Time: 4:05 p.m. Central time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order at 4:05 p.m.

Roll Call: Trustees Present: Debbi Springinsguth, Mary Harrington, Gerald Smith, Elaine Boyne, Catherine Driscoll, Randall VanGasse, Barbara Oliver, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman. Also present: Darlene Smith, Administrator.

Leadership Team Members Present: Susan Williamson, DON, Candace Meintz, CFO, Sharline Corrigan, Billing Specialist

Guests: Gerald McCole, Rory Mattson, Diane Mattson

TOPIC	DISCUSSION	OUTCOME
Approval of the December Agenda	Administrator Smith asked that an item be added under number 6: Report from Rory Mattson, Timber Consultant.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer to approve the December Agenda with the addition of Item

		number 6, Report from Rory Mattson, Timber Consultant. Motion carried.
Board Action on Minutes of November 20, 2014 meeting	Minutes had been sent to Board Members prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the minutes as presented. Motion carried.
Review and approval of Financial Statements for November 2014	CFO Meintz reported that due to time constraints, she did not have the Financial Statements to present at today's meeting. Trustee Degenaer suggested that unless there were red flags that the Board would need to be made aware of the Financials could be reviewed at the January meeting.	A motion was made by Trustee Springinsguth, supported by Trustee Boyne, to allow the financial statements to be presented at the January meeting. Motion carried.
Review and approval of the November Manifest of Invoices	The Manifest of Invoices had been mailed to Board Members prior to this meeting for their review.	A motion was made by Trustee Degenaer, supported by Trustee Smith, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Committee Reports Whispering Pines Committee	Trustee Driscoll reported that the Whispering Pines Committee did not hold a regular meeting, but did have a special meeting to discuss the issue at Willow Creek regarding a leaking pipe. This issue has been put on hold until spring.	A motion was made by Trustee Boyne, supported by Trustee Smith, to approve the Whispering Pines Committee Report. Motion carried.
Finance and Building Committees Report	Trustee Naser stated that what it boils down to is that we must provide affordable health care to our employees. He deferred the issue to CFO Meintz to explain. She told the Board that currently we have about 55 employees on our health care. In 2015 we will have to offer it to all	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the 2015 Operational Budget. Motion carried.

	employees who work over 30 hours in a pay period. Our Insurance Agent has been seeing 8 to 10 percent increases, but noted that we have a high usage so ours may be more. She used a 15% increase when working it into the budget. This is why we see a $697,714.00 loss for next year in the operational budget. This is a projection. Administrator Smith added that we are also going into negotiations with both Union in 2015.	
Board Action Items Request approval of additional 2014 Capital Budget	CFO Meintz explained that in regards to the renovations at the Administrator's house there was a misunderstanding and now Whispering Pines has presented us with a bill for work done by their maintenance person for almost $11,000. She explained that there is enough money in the Capital Improvement Fund to cover to invoice so it would not come out of operational budget and she would be capitalizing the costs. Trustee VanGasse stated that the Finance Committee had reviewed this and had recommended that this be brought forward to the Board for approval.	A motion was made by Trustee VanGasse, supported by Trustee Smith, to approve the additional amount of $10,915.52 be paid to Whispering Pines for work done on Maple Grove. Motion carried. .
Request approval of 2015 Capital Budget	Trustee Degenaer stated that the Finance and Building Committees had met 2 weeks ago and went over it, and we understand that we need to make these purchases. Administrator Smith discussed the purchase of a bus. She stated that Trustee Springinsguth had been working with her son-in-law on this item. He owns Checker Transit in Marquette and she	Trustee Degenaer made a motion to approve the 2015 Capital Budget with provisions as discussed. Support was given by Trustee Naser. Roll Call Vote for acceptance as stipulated: Trustee Smith – aye

	had him look at what we could do. She stated that she would abstain from voting if it concerned her son-in-law. Administrator Smith stated that she had talked with Activities and they use the bus at least once a week, she will investigate the use of the bus further. Trustee Degenaer asked if they could make a motion that if the cost comes in cheaper we would do that, it would change the budget. Trustee VanGasse asked if we could back out of the budget the cost of the bus. Trustee Degenaer ask if we went with renting a bus, it wouldn't be a purchase. They discussed the budget at Committee with the $65,000 included, if the vote fails we'll take the $65,000 out. Trustee VanGasse noted that if it is a rental then the budget would have to be amended. Trustee Degenaer recommended that they keep the motion on the floor and that there be a roll call vote.	Trustee Boyne – aye Trustee Springinsguth – aye Trustee Harrington – nay Trustee Oliver – aye Trustee Driscoll – aye Trustee VanGasse – aye Trustee Naser – aye Trustee Eichhorn – nay Trustee Hafeman – aye Chairperson Oliver stated that the budget had been approve as such with the roll call vote. Motion carried.
Request Approval of 2014 Operating Budget	The Operating Budget was approved during the Finance and Building Committees Reports.	
Request approval for Write off of Bad Debts	The Board was asked to approve a Write off of Debts in the amount of $57,901.93. A lengthy review of what is being done to collect these debts was discussed. Trustee Degenaer stated that he plans to discuss this with Mr. McBroom and Mr. Casperson. The Board acknowledged that the staff is doing the best they can, but needs support from higher up (Legislators).	A motion was made by Trustee Boyne, supported by Trustee Degenaer, to approve the Bad Debt Write Offs in the amount of $57,901.93. Motion carried.

Report from Rory Mattson, Timber Consultant	Mr. Mattson addressed the Board to tell them that the survey of the land is complete and soon he will be ready to run the lines. He will be asking for money to purchase paint to do that and for stamps to send out bids. He would like to put it up for bids on a scaled sale and put it up this winter, giving the logger 2 to 3 years to finish the cut. Trustees Naser, Smith and Eichhorn are the Board Members who make up the sub-committee to deal with this. The logger will have the receipts and it will be his responsibility to get the receipts to the Committee person in charge of receiving them. Mr. Mattson would like to paint the lines (blue paint). Get bids out by February. He will contact Trustee Naser and come back to the Board when the bid packets have been received.	
Quality Assurance and Resident Council Committee Meetings	Susan Williamson, DON, reported on the Quality Assurance Meeting for December and the Resident Council Meetings at each home for the month of December.	A motion was made by Trustee Degenaer, supported by Trustee Springinsguth, to approve the report as presented. Motion carried.
Report of Safety Committee	Lois Ball, Safety Committee Secretary, reported on the Safety Committee meeting for the month of December. All incidents and accidents of all residents and staff were reviewed at this Safety Committee meeting.	A motion was made by Trustee Degenaer, supported by Trustee Driscoll, to approve the Safety Committee Meeting report as presented. Motion carried.
State Report	Administrator Smith reported that there had been a surveyor in the building to investigate a self-reported incident. We did correct the issue, but at the time we did not have an opening to move the resident and take care of the issue sooner. We did receive a citation for this.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the reported as presented. Motion carried.

Administrator's Report	Administrator Smith reported that she attended the Water Authority Meeting on December 3rd On the 8th she and Lois did a conference call with the EDEN Alternative to renew our process with them. On the 10th she attended a HCAM Meeting. UPHP has been moved from a January 1 start up date to March 1, but we still don't know how we will be billing. She noted that we are working with the North Menominee Clinic. We are renting a couple of rooms to them over at Whispering Pines where they see a few clients and are finishing up their paperwork. Tomorrow (Friday, December 19th), she along with Trustees Naser, Smith, and Eichhorn will meet with Neil Palmer from ATC. She did attend services for Mary Bradley on Tuesday and we did send a plant from the Board.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the Administrator's report. Motion carried.
Comments from the Public	There were no comments from the public.	
Adjournment	The meeting adjourned at 4:55 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Harrington, to adjourn the meeting. Motion carried.

Elaine Boyne, Secretary

Darlene Smith, Acting Secretary

Barbara J Olsen

Darlene Smith dsm 1/22/15