PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

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| Date: Thursday, February 22, 2018 | Place: Board Room |
| Presiding: Catherine Driscoll , Chairperson | Time: 2:00 p.m. CST |
| Recording Secretary: Lois Ball, Executive | |

Call to Order: The meeting was called to order by Chairperson Driscoll at 2:00 p.m. CST

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

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

Guests: Terry Grondine

| TOPIC | DISCUSSION | OUTCOME |
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| Approval of February 2018 Agenda | Administrator Smith requested that two items be added to the Agenda:<br>8.b Discussion regarding Millage Proposal<br>9.c. Annual Report of Pinecrest Trusts | A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Agenda as amended. Motion carried. |
| Board action on Minutes of the January 2018 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 Minutes of February 5, 2018 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 January Manifest of Invoices. | The Manifest of Invoices had been sent to Trustees prior to this meeting for review. | A motion was made by Trustee Degenaer, supported by Trustee Schomin, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried. |
| Board Action on Financial Statement for January 2018. | CFO Meintz presented and discussed the Financial Statement. | A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Financial Statements as presented. Motion carried. |
| Report from Whispering Pines Committee Meeting | Trustee Driscoll reported that all homes are doing well, the Committee reviewed the 2016-2017 Overtime chart, the A/R chart and 2017 Resignations and the reasons why. | A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the report as presented. |
| Review and request permission for Write-Offs | There were no Write-offs presented this month. | |
| Board Approval of the 2018-2010 AFSCME contract. | Administrator Smith stated that we had negotiated with AFSCME on February 6th. | A motion was made by Trustee Degenaer, supported by Trustee Hafeman, that the |

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| | We reached a Tentative Agreement at the end of that day. The Union met and voted on the Agreement and it was ratified with a vote of 15-39. The wage increase will become effective the 1st full payroll after April 1st. CFO Meintz reported that the increases given to the AFSCME group had been budgeted for. | Board ratify the contract has agreed to with AFSCME Union Local 854. Motion carried. |
| Discussion regarding Millage Proposal | Administrator Smith discussed the need for the facility to approach the owner counties to discuss a millage proposal this fall on the August primary. She outlined the steps we would have to take to do this, asking each Commissioner to go to the County Board asking permission to put this on the ballot. We would need an attorney's help with wording the proposal and we do have an attorney that we can work with on this. We need the paperwork submitted by May 15th.<br>The matter was discussed at length prior to a motion and roll call vote. | A motion was made by Trustee Boyne, supported by Trustee Mulder, that the Board move to pursue this issue.<br>A roll call vote was taken:<br>Trustee Boyne – yes<br>Trustee Schomin – yes<br>Trustee Nelson – absent<br>Trustee Mulder – yes<br>Trustee Driscoll – yes<br>Trustee Degenaer – yes<br>Trustee Naser – absent<br>Trustee Eichhorn – absent<br>Trustee Hafeman – yes<br>The motion carried with all those present in favor. |
| Report of Quality Assurance and Resident Council Committees | Nicole Freeland, Director of Nursing reported that she had been to the Round-Table in Marquette and they discussed that facilities are struggling when it comes to bringing in new employees through the sponsorship because even though we pay for the program and pay their wages while they are going through | A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the report at presented. Motion carried. |

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| | the program, they are not staying with us. They discussed an internship where these potential employees would shadow staff prior to being enrolled in the sponsorship program and the facility pays tuition and wages.<br><br>She also reported on the Resident Council meetings held during the month. They discussed fish fry outings, menu items, the flu outbreak, they would like an exercise activity at the Groves and they also discussed Resident Rights. | |
| Report of Safety Committee Meeting | David Vandermissen reported on the February Safety Committee Meeting informing the Board of all areas of concern and work or training being done. | A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Safety Committee Report as presented. Motion carried. |
| Administrator's Report | Administrator Smith stated that as a thank you to Dr. James Boydston for his many years of services as a member of the Pinecrest Board of Trustees and then as a member of the Pinecrest Trusts Committee we had purchased a plaque for him which was on display during this meeting.<br>She reported attended the District MCF Meeting in Marquette on 2/8. She stated that is was she and Marquette County MCF and they discussed surveys and millage. | A motion was made by Trustee Boyne, supported by Trustee Hafeman, to approve the Administrator's report. Motion carried. |

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| | She attended the Alzheimer's Support Meeting on 2/13, and the Water Authority Meeting and Pinecrest Trusts meeting on 2/21.<br><br>She gave an annual report to the Board citing the value of each of the Trusts, the amounts of trust available to the Facility for use and the plans using the money, such as screening in the porches the Groves so the elders can sit outside in summer. | |
| Comments from the Public | There were no comments. | |
| Adjournment | The meeting adjourned at 2:47 p.m. | A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to adjourn the meeting. Motion carried. |

Donna Schomin, Secretary

Catherine Driscoll

Darlene Smith, Acting Secretary

Darlene Smith 3-22-18