PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, February 25, 2016	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:02 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Chairperson Naser called the meeting to order at 2:02 p.m. Central Time

Roll Call:
Trustees Present: Gerald Smith, Mary Harrington, Barbara Oliver, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman and Darlene Smith, Administrator.
Trustee Absent: Elaine Boyne, and Catherine Driscoll.
Leadership Team Members Present: Candace Meintz, CFO and Susan Williamson, Director of Nursing
Guests: Todd Flath, Terry Grondine and Jessica Boucher.

TOPIC	DISCUSSION	OUTCOME
Approval of February 2016 Agenda	Trustee Hafeman requested that the Finance Committee Report be added to the Agenda. It was added under Board Committee Reports as item "c".	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Agenda with the amendments. Motion carried.
Board action on Minutes of the January 2016 meeting	The minutes had been sent to the Trustees for their review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer. Motion carried.

	In the absence of the Board Secretary, the Chairperson will sign the minutes.	
Board action on the January Manifest of Invoices	The Manifest of Invoices had been sent to Trustees for their review prior to this meeting. Trustee Eichhorn questioned what "Nursing Home Provider Tax" was. CFO Meintz explained that this is money the facility pays to the State based on last years cost report for each day for those that are not on the Medicare program. Trustee Hafeman asked the $409,000 for Capital Improvement. CFO Meintz explained that the Board had approved the funding for the Capital Improvement and this deposit is for that funding.	A motion was made by Trustee Degenaer, supported by Trustee Oliver. Motion carried.
Board action on Financial Statements	CFO Meintz reviewed the Financial Statements with those present.	A motion was made by Trustee Smith, supported by Trustee Harrington, to approve the Financial Statements as presented. Motion carried.
Board Committee Reports a. Whispering Pines/Powers Activity Center Committee Report	Jessica Boucher reported that the Committee had met prior to this meeting. The Board approved the Admission/Discharge policies, the Organizational Chart, the annual authorization letters for evacuation were approved. There will not be a meeting in March.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the report as presented. Motion carried.
b. Timber Committee Report	Trustee Smith reported that the Timber Committee met today. They recommend	A motion was made by Trustee Degenaer, supported by Trustee Eichhorn, to

	to the Board that a $100 Gift Certificate be given to Rory Mattson in appreciation for the work he has done for us. A discussion was held. The Gift Certificate was approved.	approve giving the $100 Gift certificate to Rory Mattson. Motion carried.
	Trustee Smith also discussed the Timber Contract that we have with Chad LaFave. The Committee recommended to the Board that an extension be given to him for the cutting of the timber due to the weather conditions this year. We will add 2017-2018 to the contact for purposes of allowing him to have a longer time to finish the cutting. It was also recommended to the Board that we accept a Letter of Credit from Chad LaFave in lieu of the Performance Bond that had been requested.	A motion was made by Trustee Degenaer, supported by Trustee Eichhorn, to approve the recommendations of the Timber Committee regarding the contract with Chad LaFave. Motion carried.
c. Finance Committee	CFO Meintz reviewed the amended 2016 Budget, noting that the final enrollment in health care changed the budget by $660,000 and changed the loss from $1,561,651 to $901,651 for 2016.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the amended budget for 2016. Motion carried.
	CFO Meintz explained to the Board that there had been a part time Public Relations position approved with the budget. Due to Sharline Corrigan's announcement that she plans to retire	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the extra $18,000 to bring this position to full time. Motion carried.

	within the next 2 years, we were asking the Board to approve the change for this position to become full time and allow us to find someone to come in and learn the accounts receivable job. This person will need to learn all the billing procedures, etc. Discussion was held regarding this position. Administrator Smith stated someone in administration was asking for a raise. A discussion followed.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to table this issue until after negotiations.
Board Action Items/Resolutions a. Write Off Request	CFO Meintz reviewed the write-offs requested which amounted to $10,431.09.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Write Offs in the amount of $10,431.09. Motion carried.
Unfinished and New Business a. Report of Quality Assurance and Resident Council Committee	Susan Williamson, Director of Nursing, reported on the Resident Council Meetings held at each home. She noted that there was a large concern among the residents regarding the cable TV channels now being provided. She stated that she will let Administrator Smith discuss this in her report. Mrs. Williamson also reviewed the Quality Assurance Report for February and stated that we are doing well.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Quality Assurance and Resident Council Committee Meetings.

b. Safety Committee Meeting	Lois Ball reported that the Committee had met. She stated that an employee had found a shard of glass on the floor and they had used this to do a mini inservice on what to do when you find a piece of glass. She stated that all incidents and accidents for residents and employees had been reviewed. She noted that on March 8th, Ken Smylie from York Risk Services, our Workers Comp carrier, will be here to present inservices regarding Global Harmony/Hazard Communications to all staff.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the report as presented. Motion carried.
c. Request for travel, lodging and meals allowance i	Administrator Smith requested $300 for her and Susan Williamson to travel to the Joint Provider Meeting in Lansing on April 5th.	A motion was made by Trustee Eichhorn, supported by Trustee Harrington, to approve the requested travel allowance of $300.00. Motion carried.
d. House Committee Meeting	There will be a House Committee Meeting to hear 2 grievances from Local 854 immediately following this meeting.	
Administrator's Report a. Report on Packerland Broadband Cable TV	Administrator Smith explained to the Board that with the new Cable TV package our residents pay $10.00 per month for basic TV. They get channels 1-13. Several residents were not happy with the limited channel selection, but to have extended cable service, the cost rose to $78.95 per month. Since our	

	residents do not receive that much money each month for personal needs, she has opted to put extended cable in the 8 common areas (this includes the Groves and our Multipurpose room) so residents can watch TV in those areas. The Board Members felt that this was a good thing to do for the residents.	
b. Circle Meeting with Management and Union	Administrator Smith explained that to address the employee's letter written to the Board last month there was a Circle Meeting held this past Monday. Our Nurse Consultant led the meeting. A lot of it was they (Union) wanted everyone moved every so often. We are focusing on person centered care. After discussion it was narrowed down to a day shift problem. We are planning to start meetings with the nursing staff, then add housekeeping and dietary. On 2nd floor 30 out of 47 residents are feeders. We have more people going up to help serve/feed, someone from the Unit is going out to help as well as someone from 1st floor. When asked, Terry Grondine, dietary aide stated that today it was really good. Laurie Britton, Union Local 854 President, stated that she didn't think the meeting was productive. Amy Lantagne, Chief	

	Steward, stated that the meeting fell apart...Administrator Smith stated that we have to start somewhere. A discussion followed regarding the work and working together. Todd Flath, AFSCME Union Representative discussed having Labor/Management Meetings and suggested that we bring Don Maki in to facilitate. He will contact Mr. Maki to set up some dates. Discussion followed. Administrator Smith requested that Todd ask Mr. Maki to call her to set up some dates.	
Comments from the Public	Amy Lantagne asked if the plow truck that we used to have was sold and if so if sold on bid. Discussion held.	Administrator Smith contacted our Maintenance Supervisor. There were 3 bids received for this and it was sold in this way. The Board suggested that we make a policy and stick to it.
Adjournment	The meeting adjourned at 2:57 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to adjourn. Motion carried.

Catherine Driscoll, Secretary

Jeff Moser

Darlene Smith, Acting Secretary

Darlene Smith 3-31-16