Date: February 28, 2019	Place: Pinecrest Board Rooms
Presiding: Gary Eichhorn, Chairperson	Time: 2:01pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting

Call to Order: The meeting called to order at 2:01 pm

Roll Call: Trustees present: Mary Olsen, Nicole Chouinard, Kristine Mulder, Catherine Driscoll, John Degenaer, Jr., Gary Eichhorn and Gerald Piche

Trustees absent: Donna Schomin, Theresa Nelson and Jeff Naser

Leadership Team present: Nancy Mach, Executive Assistant, Heather Niarhos, Director of Nursing, Jessica Johnson, Controller, David Vandermissen, Jr., Amy Mayes Dietician and Lois Ball

Guest: Terry Grondin

TOPIC	DI SSION	OUTCOME
Board action on the February 2019 Agenda	Trustee Eichhorn asked to have the Agenda added to in Unfinished and New Business section D: to add discussion on DHS Board. Trustee Eichhorn asked to have the Agenda added to in the Unfinished and New Business section D: Report on the logging being done by Triest Logging. Jessica Johnson, Controller asked to have the Agenda added to Board Action on Financial Statement: Capital Budget for 2019 approval by Board	A motion was made by Trustee Driscoll to accept the Agenda with the additions, seconded by Trustee Degenaer, Jr. Motion carried

TOPIC	DICUSSION	OUTCOME
Board action on the January 2019 Minutes	The Minutes from the January meeting were reviewed	A motion was made by Trustee Driscoll to accept the January Minutes, seconded by Trustee Mulder. Motion carried

TOPIC	DICUSSION	OUTCOME
Board action on the January Manifest of Invoices	The Manifest of Invoices were reviewed	A motion was made by Trustee Degenaer, Jr. to accept the Manifest of Invoices, seconded by Trustee Driscoll. Motion carried.

TOPIC	D SSION	OUTCOME
Board action on the January 2019 Financial Statement	The Financial Statement was reviewed by Jessica Johnson, Controller, Jessica discussed total assets are down slightly, with a $113,000 loss due to Write-offs being up some, but we just received $100,000 from last June/July, and a QMI payment that was made was higher due to them being behind and the billing was for Oct, Nov, Dec and Jan. Our Census has been an average of 120	A motion was made to accept the Financial Statement by Trustee Driscoll, seconded by Trustee Degenaer, Jr. Motion carried

TOPIC	DICUSSION	OUTCOME
Board action on the Capital Budget	Jessica Johnson, Controller discussed the Capital Budget requests for 2019. The request that was approved by the Board for the Washer will be done the week of March 5th, other items being requested are putting in the new Dryer we have had for some time with a estimated cost of $3000, a new Press for the Laundry with an estimated cost of $9500, the one we have dates back to 1956 and is not repairable, and while the upgrades are being made in the Laundry would also like to upgrade the lighting to the new LED with an estimated cost of $3000. New lifts need to be purchased, we have a matching grant from MMRMA of $5000. Security upgrades of new cameras are needed, and we also have a grant for them. We are looking at a badge system for doors the plan is in Lansing now waiting approval. The big one is our Chiller rebuild and should be started soon the have air conditioning for the summer, we need to have outside professionals in on this project they have the tools to do the job. And the Data Center still needs some construction done and some items need to be bought, when done we may offer to OSF Dr. office a connection that is no extra charge to us, but we can charge them to help with cost of the project. The IT cost will be for purchasing computer, laptops or monitors when needed, it is cheaper to be able to purchase more than one at a time. Other items under IT are Generator venting, a Water Fountain that would replace old units and could be used in testing water, the volume of water used and would be compliant for Legionnaire testing. Trustee Piche asked about the upgrade in the Resident rooms for the cost of $30,000, David Vandermissen, Jr. said this is all the rooms on the 300 wing and that supplies have to be rated to be code compliant. Trustee Mulder asked if this is for our yearly budget and Trustee Degenare, Jr. explained this is only for Capital Budget separate from the Budget for facility	A motion was made to approve the Capital Budget for all items requested by Trustee Degenaer, Jr., seconded by Trustee Mulder. Motion carried

TOPIC	DI SSION	OUTCOME
Report from Whispering Pines Board Meeting	No meeting this month	

TOPIC	DICUSSION	OUTCOME
Board action on permission for Write-offs	The Write-offs were reviewed. Trustee Piche asked to have it explained how we decide when to write something off. Jessica Johnson, Controller explained that our Billing Department makes every attempt to collect within a year after that it will be a Write-off. Lois Ball explained a case where a Resident had an account that we found out about too late to collect, a Judge ruled to give the account to the daughter	A motion was made to accept the Write-offs by Trustee Driscoll, seconded by Trustee Olson. Motion carried

TOPIC	DICUSSION	OUTCOME
Report on Quality Assurance and Resident Council meetings	Heather Niarhos, Director of Nursing reported on Quality Assurance and Resident Council meetings, a new Performance Improvement Project is being developed with Amy Mayes, Dietician to improve new employee orientation, at this time our Certified Nurses are fully staffed, LPN's are still down but we do have RN's to cover the floors. The Resident Council meetings mostly upset about outing being canceled due to weather	A motion was made to accept the Quality Assurance and Resident Council meetings report by Trustee Driscoll, seconded by Trustee Degenaer, Jr. Motion carried

TOPIC	DICUSSION	OUTCOME
Report on the Safety Committee	David Vandermissen, Jr. reported on the February 2019 Safety Committee, QUAP ongoing with Amy Mayes, Dietician, we had a fire training with Harris Volunteer Fire Department, Carney Volunteer Fire Department and Spalding Volunteer Fire Department, approximately 20 people walked the building getting them familiar with the building since many were new to the departments, took about 4 hours. Waste Management continue working with Biohazard rules. The Cameras will be operational with the Data Center project. Lifts have been purchased with a matching grant. Work has begun on labeling the above ceiling pipes, to comply with OSHA rules. Washer being installed next week. Working on cleaning a hood in the Dietary department, working with Hiawatha Chef on cleaning	A motion was made to accept the Safety Committee report by Trustee Piche, seconded by Trustee Mulder. Motion carried

TOPIC	DICUSSION	OUTCOME
Administrator's Report	Nicole Chouinard, Administrator reported many of the month's meetings were canceled due to the weather, Nicole was able to attend the Networking meetings in Iron Mountain and in Menominee. We have been working with Kelly Reed with Vast, on choosing a new Workers Comp carrier, we have chosen Comp Risk out of Marquette, for an approximate saving of $1300 a year. Lois Ball, Medicaid Specialist reported on Triest Logging, to date Pinecrest has received $91,339 from the logging of the Pinecrest property	A motion was made to accept the Administrator's Report by Trustee Degenaer, Jr., seconded by Trustee Mulder. Motion carried

TOPIC	DICUSSION	OUTCOME
Comments from the Public	No comments from the Public	

TOPIC	DICUSSION	OUTCOME
Adjournment Feb2019 page 5	The meeting adjourned at 2:52 pm	

John Degenaer, Jr., Secretary

Nicole Chouinard, Acting Secretary