Date: March 19, 2020	Place: Pinecrest Medical Care Multipurpose Room
Presiding: John Degenaer, Jr. Vice Chairperson	Time: 2:02 pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting

Call to Order: 2:02pm CST

Roll Call: Trustees present: Mary Olson, Donna Schomin, Theresa Nelson, John Degenaer, Jr., Jeff Naser, Sheila Veraghen and Gerald Piche

Trustees absent: Winnie Fornetti and Catherine Driscoll

Leadership Team present: Tina Koski Administrator

Guest: None

TOPIC	DISCUSSION	OUTCOME
Board Approval of March 2020 Agenda	The March 2020 Agenda was reviewed	A motion was made to accept the March 2020 Agenda by Trustee Veraghen, seconded by Trustee Olson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Minutes of the February 2020 meeting	The Minutes from the February 2020 meeting were reviewed.	A motion was made to accept the February 2020 Minutes by Trustee Piche, seconded by Trustee Olson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on February 2020 Manifest of Invoices	The February 2020 Manifest of Invoices was reviewed. Trustee Naser asked about a payment to Delta Door, Tina Koski, Administrator explained that when the garage doors were installed the contractor did not use Industrial grade hardware and due to doors breaking the hardware needed to be replaced. Trustee Nelson asked about a bill to Argo, Tina Koski asked Danette Hall in our Billing department to explain, this is a company that services our radio handsets, phone sets communication devices.	A motion was made to accept the January 2020 Manifest of Invoices by Trustee Driscoll, seconded by Trustee Olson. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on February 2020 Financial Statement	Jessica Johnson, CFO was not able to attend the March 2020 Board Meeting Financial Statements will be made available to the Board at a later date	

TOPIC	DISCUSSION	OUTCOME
Board Committee Report from Whispering Pines	No meeting was held this month	

TOPIC	DISCUSSION	OUTCOME
Board Action on the March 2020 Write-offs	Review and discussion for Write-offs, Tina Koski, Administrator discussed the write-offs with the Board	A motion was made to accept the Write-offs for March 2020 by Trustee Naser, seconded by Trustee Schomin. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Unfinished and New Business: Report of Quality Assurance and Resident Council Committees and Hyland Nursing Home	Heather Niarhos, Director of Nursing was not able to attend the March 2020 meeting. Tina Koski, Administrator discussed the Resident Council meeting, some new requested food items from the Residents and Dining Enhancement meetings with the Residents are on hold during the COVID-19. Tina Koski continued with Quality Assurance Facility Acquired Wound PIP is improving with tracking on admission and duration of stay, when Tina started in November we had nine wounds now we are down to zero	A motion was made to accept the Report of Quality Assurance and Resident Council Committees and to not take over the Hyland Nursing Home by Trustee Piche, seconded by Trustee Schomin. Motion carried.
TOPIC	DISCUSSION	OUTCOME
Unfinished and New Business: Safety Committee	David Vandermissen, Jr. was not able to attend the March 2020 meeting. Tina Koski, Administrator said not much new in Safety Committee mainly working on Infection Control in the Building.	A motion was made to accept the Safety Committee Meeting by Trustee Piche, seconded by Trustee Schomin. Motion carried

TOPIC	DISCUSSION	OUTCOME
Administrator's Report	Tina Koski, Administrator reported that our room projects are on hold at this time due to COVID-19. The meeting with Jessica Boucher, Administrator at Whispering Pines was canceled hope to be able to reschedule soon. Trustee Nelson said she was not sure what was going on with Whispering Pines, Tina Koski said when she was hired she was told she did not have as to how Whispering Pines is run, and she is ok with that, but there have been some issues with the maintenance of the building that Whispering Pines rents, Tina is not able to find any kind of rental agreement with Whispering Pines. At the last Board meeting Tina had asked the Board to be able to negotiate a contract with Whispering Pines to have a fair rental agreement with them in writing, Whispering Pines is currently using three buildings, on our Pinecrest campus, with the residents in the SIP home paying rent directly to Pinecrest. Trustee Veraghen asked what, is Whispering Pines funding source, Trustee Naser said they receive funds from two sources, Great Northern Home Care and Northpoint. Tina feels that a rental agreement with consideration of square footage and who does the Maintenance for Whispering Pines needs to be a written contract. Tina feels Jessica Boucher does a good job at Whispering Pines and this will make things run better. Tina has had an issue with the Delta/Menominee Health Department, one of the Board members with the Health Department has been upset when we are not able to accommodate them to use our Board Room for their meetings, one of the Health Department Board Members has said he will go to all three of the County Boards about this, Tina has told him, we are here for the residents and they come first. After discussion the Pinecrest Board suggests we consult our Attorney and then send a letter to the Delta/Menominee County Health Department with his recommendations along with any other groups that use any of our rooms at Pinecrest for meetings. Tina continued to update the Board about our current situation with COVID-19, as of 3/12/2020 at 5:00 pm we have shut our doors to visitors and all staff are being screened before entrance in facility. We are staying on top of current recommendations from the CDC, CMS and any other State and Federal changes/updates. Trustee Olson asked how we are getting food to the residents, Tina said we can still do small groups in the dining room and trays are being brought to rooms and our Activity Department is doing their best to keep moral up.	A motion was made to accept the Administrator's Report by Trustee Schomin, seconded by Trustee Olson. Motion carried.

	The Pinecrest Board of Trustees discussed the possibility of future meetings during the COVID-19 and a decision was made to allow Pinecrest Administrative staff to pay bills during the State of Emergency, the motion reads below: The Pinecrest Board of Trustees authorizes permission to the Administrator to pay bills until the State of Emergency is lifted and understanding the Chairperson can call a special meeting if needed. At this time the next Pinecrest Board of Trustee Meeting is scheduled for April 23, 2020. Trustee Nelson suggested if a meeting was needed to meet at another location, maybe the Fire Hall, Trustee Naser said would have to get permission from Township Supervisor, Jim Moraska Tina Koski, Administrator said she had one more item to discuss, we have some job duties that only one person has knowledge of she would like to have some cross-training done, the Board members said that would be a good ide	A motion was made by the Pinecrest Board of Trustee to allow the Administrator of Pinecrest to pay bills until the State of Emergency is lifted by Trustee Piche, seconded by Trustee Olson. Motion carried.
Public Comment	None	
Adjournmen	The meeting Adjourned at 2:51pm CST	

Donna Schomin, Chairperson

Tina Koski, Administrator