PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

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

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

Roll Call:
Trustees present: Elaine Boyne, Theresa Nelson, Kristine Mulder, Catherine Driscoll, Jeff Naser, Gary Eichhorn, Jan Hafeman and Darlene Smith, Administrator

Trustees Absent: Donna Schomin and John Degenaer, Jr.

Leadership Committee Members present: Nicole Freeland, Director of Nursing; Candace Meintz, CFO, Kelly Bellmore, Whispering Pines and David Vandermissen, Jr. Maintenance Supervisor.

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of March 2018 Agenda	There were no additions or deletions to the Agenda	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the Agenda as presented. Motion carried.
Board action on Minutes of the February 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 are presented. Motion carried.
Board action on the February Manifest of Invoices.	The Manifest of Invoices had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Boyne, supported by Trustee Eichhorn, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board action on the Financial Statement for February 2018	CFO Meintz reviewed the Financial Statement with those present.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Financial Statement as presented. Motion carried.
Report from Whispering Pines Committee Meeting	Trustee Driscoll reported that the Whispering Pines Committee had met just prior to this meeting. They approved changes to the policy on recruitment and retention. They reviewed a letter sent to the State for The Emergency Evacuation Plan. She noted that Pinecrest would supply the food and water to them in case of an evacuation.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the report as presented. Motion carried.
Review and request permission for write offs.	Administrator Smith reviewed the write off request with the Board, explaining the details of the claims and requesting that the Board approve the request of $20,348.16.	A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the Write Off request for the amount of $20,348.16. Motion carried.

Resignation of CFO.	At this time, Administrator Smith announced that Candace Meintz, our CFO, has resigned, effective April 11th. The thanked Candy for her years of spectacular work. She stated that Kelly Bellmore, from our Whispering Pines facility will be stepping in to help out and has been working with Candy to learn Candy's procedures. She also thanked Kelly for coming in to help us out.	
Board selection of Board Chairperson, Vice-Chairperson and Secretary to serve as the Executive Committee, for the April 1, 2018 through March 31, 2019 period.		Trustee Hafeman so moved that Gary Eichhorn be made Chairperson. Trustee Hafeman so moved the Donna Schomin be made Vice-Chairperson. Trustee Hafeman so moved that John Degenaer, Jr., be made Secretary. A roll call vote was held: Trustee Boyne – yes Trustee Schomin – absent Trustee Nelson – yes Trustee Mulder – yes Trustee Driscoll -yes Trustee Degenaer – absent Trustee Eichhorn – yes Trustee Hafeman – yes By roll call vote, the Board approved the new Executive Committee members for the April 1, 2018 through March 31, 2019 year. Motion carried.

Board ratification of the 2018-2020 SEIU contract	Administrator Smith discussed the negotiations with the SEIU Team. These is our LPN Group.	A motion was made by Trustee Eichhorn, supported by Trustee Nelson, to approve the ratification of the SEIU contract. Motion carried.
Report of Quality Assurance and Resident Council Committees	Nicole Freeland, Director of Nursing Services reported that in Q.A. they continue to work on competencies and getting ready for the State survey. She stated that we have hired 3 RNs and 3 LPNs this week. We are looking into getting set up for BiPap machines so we could then admit residents who need them. We have talked with a Registered Respiratory Therapist who would work with us on this. She is conducting interviews for the Director of Nursing position for someone to replace her when she moves forward into the Administrator position. Pine Grove, Cedar Grove and Pinecrest residents all discussed having more activities at their respective Resident Council Meeting. (More Bingo). They have been meeting with our Registered Dietitian regarding new menus and we have started an "available at all time" menu of a few items. The Resident Abuse Policy was reviewed.	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to approve the reports as presented. Motion carried.
Safety Committee Meeting Report	Administrator Smith reported that we had a surveyor do a walk through without	A motion was made by Trustee Naser, supported by Trustee Nelson, to approve

	citations to let us know what we need to fix. She reviewed the report and noted that there were three items the surveyor had noted that needed to be taken care of. Davey reported that the original tubs installed in 1972 had the double back flows on, but when they were replaced those did not have back flows. There is a place to put them in downstairs, but it will be more of a challenge in the Unit. We are doing a yearly check and it is in accordance with our Legionnaires policy. He has just secured a new contract with Delta Dental for a better price and the cardboard will be going to Lake States.	the Safety Committee Meeting as presented. Motion carried.
Administrator's report	Administrator Smith discussed the possibility of Pinecrest going to the three owner counties and asking for millage from each of the three for operating expenses. She has been working with the County Commissioners that serve on this Board and they in turn have been going to their respective County to discuss this. Administrator Smith and Nicole Freeland attended the Delta County Board of Commissioners meeting on Tuesday and Delta County said they would support the Facility's bid for millage. Trustee Degenaer (who was absent for this	A motion was made by Trustee Boyne, supported by Trustee Naser, to so move that we pursue this issue. Motion carried.

	meeting) had reported at last month's meeting that Dickinson County would support our effort. Nicole and Candace Meintz are attending the March 27th meeting of the Menominee County Board of Commission to make our request to them. A lengthy discussion was held regarding this issue. Administrator Smith stated that she needed the Board to approve this millage request. The next step is asking each County Board to write us letters of approval. The third step is to get the language together to present to the Counties. We do have someone who would be helping us with this.	
Comments from the Public	There were no comments from the Public at this time.	
Adjournment	The meeting adjourned at 2:42 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Mulder, to adjourn the meeting. Motion carried.

John Degenaer, Jr., Secretary

John Degenaer Jr.

Darlene Smith, Assistant Secretary

Darlene Smith 4/26/18