PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF
THE PINECREST BOARD OF TRUSTEES

Date: Thursday, March 26, 2015	Place: Board
Presiding: Barbara Oliver, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call:
Trustees Present: Gerald Smith, Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenaer, Jr., Jeff Naser, Jan Hafeman, and Darlene Smith, Administrator
Trustees Absent: Debbi Springinsguth, Gary Eichhorn, David Prestin
Also Present: Leadership Team Members: Candace Meintz, CFO, Susan Williamson, Director of Nursing and Sharline Corrigan, Billing.
Guests: Ombudsman Connie Grahovac, Steve Hruska, Joellen Zahn and Matthew Blavat.

TOPIC	DISCUSSION	OUTCOME
Approval of the March 2015 Agenda	There were no additions or deletions to this agenda.	A motion was made by Trustee Hafeman, supported by Trustee Smith to approve the Agenda. Motion carried.
Board Action on the Minutes of the February 26, 2015 meeting	The minutes had been sent to Board Members for review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve

		the minutes as presented. Motion carried.
Approval of Financial Statements	See Financial Statement overview on last page of minutes.	Trustee VanGasse stated that he had reviewed the financial statement and made a motion to approve them. Support was given by Trustee Smith. Motion carried.
Manifest of Invoices	The Manifest of Invoices had been sent to the Board Members for their review prior to this meeting.	Trustee VanGasse stated that he had reviewed the Manifest of Invoices and made a motion to approve them as presented. Support was given by Trustee Smith. Motion carried.
Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll reported on the Committee Meeting held prior to this Board Meeting. She reported on the activity at the homes, the policies reviewed, quarterly outcomes and stated that the facilities are doing really well.	A motion was made by Trustee Degenaer, supported by Trustee Boyne, to approve the report as presented. Motion carried.
Request for approval of meals and lodging for Activities Director to attend MAAP Conference	Administrator Smith requested $268.00 for meals and lodging for Cheryl Rochon, Activities Director, to attend the conference.	A motion was made by Trustee Driscoll, supported by Trustee Harrington, to approve the request of $268.00 for Ms. Rochon to attend the meeting. Motion carried.
Request for approval of meals and lodging for 3 staff members to attend Emergency Preparedness Conference.	Administrator Smith explained that the original request had been for $1075.00 but 2 of the staff will not be staying for the entire conference so the total requested will be $500.00. This meeting is to inform us on how to conduct fire drills, elopement drills, severe weather	A motion was made by Trustee Driscoll, supported by Trustee Smith, to approve the amount of $500.00 for 3 staff members to attend the Emergency Preparedness Conference in Brimley. Motion carried.

	drills, etc. and to give them information to bring back to train our staff.	
Request for write off	The Board was asked to approve the write off request of $14,247.08. Trustee Degenaer stated that he will be meeting with Representative McBroom next week and this issue of not having tools or means to collect these monies is on his agenda. Sharline stated that the information from the hospital reported that the resident had certain types of payment sources but we later found out that she also had an Advantage Plan so Medicare denied payment. The resident didn't even know that she had the plan, most people to not understand it and don't know their coverage. Trustee Smith asked if there was some sort of reporting from the insurance –some coding. Sharline stated that there is, but it is not fool proof.	A motion was made by Trustee Naser, supported by Trustee Hafeman, to approve the write off request of $14,247.08. Motion carried.
Quality Assurance and Resident Council Meetings	Susan Williamson, Director of Nursing reported on the Quality Assurance Program and Resident Council Meetings held during March.	A motion was made by Trustee Boyne, supported by Trustee Hafeman, to approve the reports as presented. Motion carried.
Report of Timber Harvest	Rory Mattson spoke to the Board regarding the Timber Harvest. He handed out copies of a map showing the wooded areas and explained the cuttings that he felt should occur, cutting all merchantable wood on the piece of	A motion was made by Trustee Naser, supported by Trustee Smith, to go by Rory Mattson's recommendations. Motion carried.

	property across the highway and cuttings needed as shown on the darker areas of the map. He stated that he will put the bids up this April. They will have until June 15th to bid. After that we will set up an opening date. He also discussed the work being done on the right-of-way. He wanted to make sure that they were using a tracked machine so not to tear up the property. He stated that he will put in the bid specs that there should not be tops on the snowmobile trail that runs on our property. With Board permission he will go ahead with making up contracts for bids.	
Safety Committee Meeting	Lois Ball, Safety Committee Secretary reported on the Safety Committee for March.	A motion was made by Trustee Driscoll, supported by Trustee Degenaer, to approve the report as presented. Motion carried.
Administrator's Report	Administrator Smith reported that she had sat in on a phone conference with MI Health Link. She noted that it is very complicated. We have had only about a half dozen residents who have opted into the program. On Monday March 23rd and Tuesday March 24th she and DON Susan Williamson attended the Joint Provider Meeting along with State Surveyors. They received information regarding our	A motion was made by Trustee Smith, supported by Trustee Boyne, to approve the Administrator's report. Motion carried.

	admission process as well as restraints and falls. She attended the OSF Advisory Committee Meeting and on the 19th we negotiated with Union Local 854. She also noted that the colored sheet in the packet was a description of our wood boiler system that Davey presented. There is also a copy of the By-Laws for each Board Member at your place, as amended after last month's meeting.	
Comments from the Public	Connie Grahovac, Ombudsman, spoke to the Board regarding complaints that she has been receiving. Ms. Grahovac was asked to report to the Administrator's office when she comes into the building and to discuss any issues that are brought to her attention with the Administrator. Steve Hruska addressed Administrator Smith regarding an issue between his wife (an employee) and a resident. Joellen Zahn, a resident's family member addressed the Board regarding an issue with the resident. DON Susan Williamson stated that she had talked with the resident today and this was already taken care of.	

Adjournment	**The meeting adjourned at 2:51 p.m. CST**	**A motion was made by Trustee Smith, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.**

Elaine Boyne, Secretary

Elaine Boyne

Darlene Smith, Administrator

Darlene Smith

Attachment 1 – Financial Statement for February 2015 overview

Pinecrest Medical Care Facility
Actual vs Budget Statement of Operations
For the Month Ended February 28, 2015

	Actual	Budget	YTD Actual	YTD Budget
Total Income	$885,670.37	$861,595.00	$1,826,353.00	$1,811,199.00
Total Expenses	(862,761.11)	(853,766.00)	(1,731,706.89)	(1,788,834.00)
Net Operating Income	22,909.26	7,829.00	94,646.11	22,365.00
Nonoperating Income	(13,072.59)	16,328.00	35,859.02	33,108.00
Nonoperating Expense	(10,366.70)	(10,364.00)	(21,839.52)	(21,838.00)
Net Nonoperating Loss	(23,439.29)	5,964.00	14,019.50	11,270.00
Net Income (Loss)	($530.03)	$13,793.00	$108,665.61	$33,635.00