



**MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES**

Date: March 27, 2014	Place: Board Room
Presiding: Gerald Smith, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to order: Chairperson Smith called the meeting to order at 2:00 p.m. Central Time.

Roll Call: Trustees Present: Gerald Smith, Elaine Boyne, Katie Driscoll, Barbara Oliver, Randall VanGasse, John Degenauer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman. **Also present,** Darlene Smith, Interim Administrator.
Trustees Absent: Debbi Springinsguth, Mary Harrington, Mary Bradley.

Leadership Team Members Present: Susan Williamson, Sharline Corrigan and Candace Meintz. Jessica Boucher, Kelly Bellmore

Guests: Terry Grondine, Laurie Britton, Amy Lantagne

TOPIC	DISCUSSION	OUTCOME
Approval of the March 27, 2014 Agenda	Chairperson Smith stated that the audit report would be moved from number 8 (c) to number 3 on the Agenda, before the Financial Report.	A motion was made by Trustee VanGasse, supported by Trustee Eichhorn to add Election of Officers to the Agenda, under 7.

	Trustee Eichhorn noted that per the Board's By-Laws there should be an election of officers at this month's meeting.	Board Action Items/Resolutions, number 2, and to approve the agenda with this addition. Motion carried.
Board Action on Minutes of February 27, 2014 meeting	The minutes had been sent to Trustees for their review prior to this meeting.	A motion as made by Trustee Driscoll, supported by Trustee Hafeman, to approve the minutes as presented. Motion carried.
Audit results from Plante and Moran	Eric Conway from Plante and Moran, reviewed the 2013 Audit Report done for Pinecrest and Whispering Pines.	A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the report as presented. Motion carried.
Financial Statements for February, 2014	Candace Meintz, CFO, reviewed the Financial Statements for February 2014.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the Financial Statements as presented. Motion carried.
Board action on the February Manifest of Invoices	The Manifest of Invoices had been mailed to Trustees prior to this meeting for their review.	A motion was made by Trustee VanGasse, supported by Trustee Driscoll, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Committee Reports 1. Bad Debt Write Offs 2. Election of Board Officers	There were no Bad Debt Write Offs presented this month. A brief discussion was held on the practice of election of officers to the Board.	

	<p>Trustee Eichhorn nominated Barbara Oliver as Chairperson of the Board. Trustee Driscoll gave support to the motion. Trustee Eichhorn moved to close the nominations and cast a unanimous ballot for Barbara Oliver to be Chairperson. All in favor – aye, none opposed.</p> <p>Trustee Hafeman nominated Jeff Naser as Vice Chair. Support was given by Trustee Driscoll. Trustee Hafeman moved to close the nominations and cast a unanimous ballot for Jeff Naser to be Vice Chair. All in favor – aye, none opposed.</p> <p>Trustee Eichhorn nominated Elaine Boyne as Secretary. Support was given by Trustee Driscoll. Trustee Eichhorn then moved to close the nominations and cast a unanimous ballot for Elaine Boyne to be Secretary. All in favor – aye, none opposed.</p> <p>Trustee Naser thanked Chairperson Smith for taking us through some tough times and for all his good work.</p>	
<p>Unfinished and New Business: a) Report of Quality Assurance</p>	<p>Susan Williamson, Interim Director of Nursing, gave the monthly Quality Assurance report. She stated that we are working on our plan of correction and that we had had the best survey we'd had in 10-12 years. She also reported on the Resident Council meetings noting that we had had extra meetings during the month but the residents have liked the changes we have made and the Elders at the Groves had all kinds of suggestions.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the Quality Assurance and Resident Council Reports. Motion carried.</p>

<p>b) Safety Committee</p> <p>c) Employee Health Insurance</p> <p>d) Timber Management Report</p>	<p>Lois Ball reported that the Safety Committee had met during March. All incidents and accidents were reviewed. There were no major safety issues reported at this meeting.</p> <p>Lois Ball reported that enrollment for the employee health insurance has ended and we are in the process now of getting the new insurance rolled out to the employees. She noted that the Facility has moved away from Blue Cross Blue Shield and has gone with Consumers Mutual Insurance, a new company.</p> <p>Trustee Naser reported that we are scheduled for a winter cut for 2015. He stated that Rory Mattson was to get a quote for surveying the property, but with the deep snow, we will wait until spring.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Boyne, to approve the Safety Committee Report. Motion carried.</p> <p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the report as presented. Motion carried.</p>
<p>Administrator's Report</p>	<p>Mrs. Smith noted that each Board Member had received an invitation to the annual Volunteer's Banquet. It is scheduled for Thursday, April 24, 2014 – the day of the April Board Meeting. She noted that the Banquet will be held in the Multipurpose Room, the Whispering Pines meeting will be held here after that and then the Pinecrest Board Meeting will be held at 2:00 p.m.</p> <p>Mrs. Smith asked the Board's permission to let bids for dairy products and for bread products for the year, noting that this had not been done for several years. Trustee VanGasse noted that milk suppliers are all owned by 1 company now. Terry Grondine, dietary</p>	

	<p>aide, added that the Facility had been talking about purchasing by bulk.</p> <p>Mrs. Smith stated that the Facility would like to put the day care furniture up for sale and ask area day care centers to come in to see if we could sell these items. Trustee Boyne suggested that the items be grouped together and listed on Craig's List for sale.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, that the Facility has the ability to put out bids for milk and bread and the day care items. Motion carried.</p>
<p>Meetings and Conferences Attended</p>	<p>Mrs. Smith stated that she attended the Networking Meeting in Menominee. She Co-Chairs the Career Connections at the Job Force Board which helps us in hiring staff, it keeps health care on the list for help and for training.</p>	
<p>Closed Session to discuss Administrator's position</p>	<p>Chairperson Smith stated that there was no need for a closed session. Chairperson Smith stated that at the start of all of this, the Facility's attorney had been contacted and we were told that we could do one of two things: 1) promote from within or 2) go through the hiring process. Discussion was held. A motion was made by Trustee Boyne, supported by Trustee Driscoll, that Mrs. Smith be made Administrator. Trustee Hafeman asked Mrs. Smith if she was interested. Mrs. Smith accepted the position.</p> <p>After further discussion, Trustee VanGasse suggested that the Board look for direction to work for a contract. The Board discussed which Committee could work with Mrs. Smith to secure a contract and it was decided that the new Executive Committee, taking effect April 1st, would work with Mrs. Smith on a contract.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Driscoll, to approve the hiring of Darlene Smith as Administrator. Motion carried.</p>

Public Comments	Laurie Britton stated that there was a rumor on the floors that Emergency Managers were coming in. The Board Members responded with Chairperson Smith stating that, no, that was not happening. Trustee VanGasse explained the roll of Emergency Managers, and noted that we are not even close to having them come in.	
Adjournment	The meeting adjourned at 3:29 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Degenauer, to adjourn. Motion carried.

Mary Bradley, Secretary

Darlene Smith, Administrator
