PINECREST
Caring Community

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, March 31, 2016	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call:
Trustees present: Gerald Smith, Mary Harrington, Barbara Oliver, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman and Darlene Smith, Administrator
Trustees Absent: Elaine Boyne and Catherine Driscoll
Leadership Team Members present: Candace Meintz, CFO and Susan Williamson, Director of Nursing
Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of March 2016 Agenda	There were no additions or deletions to the agenda.	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to approve the Agenda as presented. Motion carried.
Board action on Minutes of the February 2016 meeting.	The minutes had been sent to the Trustees for their review prior to this meeting.	A motion was made by Trustee Smith, supported by Trustee Harrington, to approve the minutes as presented. Motion carried.
Board action on the March Manifest of invoices.	The Manifest of Invoices had been sent to the Trustees for their review prior to this	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to

	meeting. Trustee Smith questioned a payment to a Lock Box. It was explained that this is Aramark and the charges are for floor mats. Trustee Hafeman asked about a payment to the State of MI for a Nursing Home Provider Tax. It was explained that the facility must pay this each month based on the residents who are not on Medicare.	approve the Manifest of Invoices and to pay the bills. Motion carried.
Board action on Financial Statement for March 2016.	CFO Meintz reviewed the Financial Statement for February.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the financial Statement as presented. Motion carried.
Board Committee Reports a. Finance Committee Report	Trustee Hafeman had been appointed Chairperson of the Finance Committee in the absence of Committee Chair, Trustee Driscoll. Trustee Hafeman reported that both AFSCME and SEIU contracts had been negotiated and AFSCME has ratified theirs. Both parties will receive a 2% increase SEIU will bring their contract to the full group next week for a vote. It was asked that the Board ratify this contract as well as AFSCME's, so if the SEIU group ratifies their contract next week, they could be given their wage increase with the next pay period following the ratification.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the wage increases for AFSCME, SEIU, and the Management Group; as well as approve the Administrator's contract. Motion carried.

	The insurance, which has changed to BCBSM, now has a $4000 deductible and a $2350 co-pay. The Committee also reviewed the Administrator's contract. This is a 1 year contract. As well as the management group which will also receive a 2% increase. The Finance Committee recommended to the Board that both contracts be ratified, the Management Group's wage increase and the Administrator's contract be approved.	
Board Action Items/Resolutions a. Ratify Contract with AFSCME	See Finance Committee Report, above	
b. Selection of Officers for April 1, 2016 through March 31, 2017.	A discussion and selection of Officers was held. Trustee Hafeman motioned that Trustee Elaine Boyne be selected as Board Chair, Trustee Driscoll be selected as Board Vice-Chair. Trustee Degenaer motioned that Trustee Eichhorn be selected as Board Secretary. Board Chairperson Naser thanked everyone for their cooperation during the year that he served as Chairperson.	A motion was made by Trustee Hafeman, supported by Trustee Harrington, to approve the selections as made. Motion carried.
c. Request for Write –Offs	CFO Meintz reviewed the Write Off Request in the amount of $9,983.53.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Write Off Request in the amount of $9,983.53. Motion carried.

	Trustee Degenaer stated that he had talked with Representative Ed McBroom and that Representative McBroom is willing to try to help us and will address the issue. Administrator Smith stated that we do write off the amount, but we still keep working on trying to collect the money. CFO Meintz stated that the Medicaid auditor was here this week and we are doing well. Plante and Moran will be here next week and will present to the Board in April. Administrator Smith thanked the office staff for all of their work during these audits.	
Unfinished and New Business: a. Report of Quality Assurance and Resident Council Committee	Susan Williamson reported on the Resident Council Meetings held at each home. There were no concerns, they each requesting items for spring planting as well as the main home residents requested several outings, which have been scheduled and some already taken. She also reported on the Quality Assurance Meeting for the month of March. We continue to prepare for the State inspection as we are in our time period for them to come in. She and Darlene will be at the Joint Provider Meeting next week.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the reports as presented. Motion carried.

b. Report of Safety Committee	Lois Ball reported that all incidents and accidents were reviewed. She is trying to bring something to each meeting to review and in April she is planning to bring in the extra notes that David Kausak had put in with the Fire Safety Inservice that was required to be done on our Relias Learning for March.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the Safety Committee Report.
c. Request for cost of travel, lodging and meals for Cheryl Rochon	Administrator Smith requested $200.00 for Ms. Rochon's travel and lodging to attend the MAAP Spring conference April 14 and 15 in Mount Pleasant.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the cost of $200.00 for Ms. Rochon to attend this conference. Motion carried.
d. Administrator's Report	Administrator Smith reported that negotiations with AFSCME were held February 27th and we have settled that contract. They have voted and ratified that contract. We also negotiated with SEIU (today) and have settled that contract. They will be voting next Thursday for ratification. We negotiated for one-half day each time and so had Attorney Girard present but only for a half day each time. On March 1st we did a talent tour with Whispering Pines and had about 80 kids from the ISD come through. We showed them all of our buildings, showing them through everything. The kids were	A motion was made by Trustee Eichhorn, supported by Trustee Smith, to approve the Administrator's report. Motion carried.

	impressed and we got good feedback from them. Since then we have a bigger awareness of our places and we have had more applications for aides. Davey had a group come through from MI State University to tour our boiler program. We are one of few in the country. There are places in Virginia and the Carolinas who are planning to send reps out here to tour our set up. From last month's meeting – we did have 3 bids for the truck that we sold. Administrator Smith then asked the Board what type of policy they would like to set for the sale of used items. Trustee Eichhorn stated that it could be that it is offered to employees first, but vehicles we should request bids – anything titled. Trustee Smith agreed that this sounded like a good policy. Administrator Smith noted that we did get a card and the gift card for Rory Mattson. Trustee Harrington asked if the cable TV issue was taken care of. Administrator Smith reported that there is cable in the big rooms (common rooms) now. Trustee	

	Degenaer stated that he had received a call from a resident's family member who was asking about the cable. Trustee Degenaer explained it to the individual. Trustee Oliver asked what had come of the letter that the Board had received the prior month. Administrator Smith stated that she is waiting for dates for a meeting between her, Todd Flath and Don Maki to sit down and establish ground rules for the meetings with staff.	
Comments from the Public	There were no comments from the public	
Adjournment	The meeting adjourned at 2:35 p.m.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Elaine Bo

Darlene Smith, Acting Secretary

Darlene Smith, Adm 4/28/16