



PINECREST

Date: April 23, 2020	Place: Pinecrest Medical Care Multipurpose Room
Presiding: John Degenaer, Jr. Vice Chairperson	Time: 2:00 pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting – This meeting is a Teleconference

Call to Order: 2:00pm CST

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

Trustees absent: ALL PRESENT VIA TELECONFERENCE

Leadership Team present: Tina Koski Administrator, David Vandermissen, Jr., Jessica Johnson, CFO Via Teleconference

Guest: None

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TOPIC	DISCUSSION	OUTCOME
Board Approval of April 2020 Agenda	The April 2020 Agenda was reviewed, with additions to include: -Administrators Contract added To April Agenda "Board Committee Report" number 6, b, -Election of Officers added to April Agenda "Board Action Items/Resolutions, number 7, b, -Capital Projects added to April Agenda "Unfinished and new Business" number 8, d. -Amended Budgets added to April Agenda "Unfinished and New Business number 8, e.	A motion was made to accept the April 2020 Agenda with additions by Trustee Driscoll, seconded by Trustee Schomin. Motion carried with Unanimous Roll Call vote

TOPIC	DISCUSSION	OUTCOME
Board Action on Minutes of the March 2020 meeting	The Minutes from the March 2020 meeting were reviewed. Trustee Nelson brought to attention she was omitted from the Attendance listing Trustee Nelson will be added in attendance and the March 2020 Minutes will be corrected.	A motion was made to accept the March 2020 Minutes with changes by Trustee Sheila Veraghen, seconded by Trustee Schomin. Motion carried with a Unanimous Roll Call vote

TOPIC	DISCUSSION	OUTCOME
Board Action on March 2020 Manifest of Invoices	The March 2020 Manifest of Invoices was reviewed. Trustee Naser had a question on page 11 a payment to Whispering Pines, Tina Koski, Administrator said that was the last payment to Whispering Pines to be the Guide for the Greenhouses.	A motion was made to accept the March 2020 Manifest of Invoices by Trustee Naser, seconded by Trustee Olson. Motion carried with a Unanimous Roll Call vote

TOPIC	DISCUSSION	OUTCOME
Board Action on March 2020 Financial Statement	Jessica Johnson, CFO on Teleconference Call discussed Total Assets and Total Liabilities with the Board Trustees, Jessica went on to discuss the Actual cost verse the Budgeted costs. Our Census is at 92.88% for the month and 92.1 for the year at this time our Census is 123 with our Budgeted Census for the year at 120.	A motion was made to accept the March 2020 Financial Statement by Trustee Driscoll, seconded by Trustee Naser. Motion carried with a Unanimous Roll Call vote

TOPIC	DISCUSSION	OUTCOME
Board Committee Report from Whispering Pines, April 2020	Trustee Driscoll discussed the Teleconference she attended with Whispering Pines today, at 11:30 am CST. Reviewing Covid-19 Plans, the homes are doing well and there is no Covid-19 in any of the homes.	A motion was made to accept the April 2020 Whispering Pines Report by Trustee Piche, seconded by Trustee Olson. Motion carried with a Unanimous Roll Call vote

TOPIC	DISCUSSION	OUTCOME
Board Committee Report on: Administrator's Contract	Trustee Degenaer, Jr. discussed with the Trustees the Administrator's Contract with a 6-month raise of \$2500.00 to be given to Tina Koski, upon a good work performance, Trustee Degenaer, Jr. said Tina is doing a good job, he is impressed with her foresight in looking ahead during our current crisis, he feels the the monetary amount should be increased to \$3000.00, Trustee Degenaer, Jr. asked if there are any comments from the other Trustees, Trustee Driscoll said she approves of the monetary increase, Trustee Veraghen said she saw where Dr. Hallfrisch had many goods things to say about the way Pinecrest is handling the	A motion was made to accept the Administrator's Contract 6-month payment with increase to \$3000.00 to Tina Koski, Administrator by Trustee Veraghen,

	<p>crisis, Trustee Naser said he was on board with the increase, Trustee Schomin said it was great to have Tina with us during this time.</p>	<p>seconded by Trustee Schomin. Motion carried with a Unanimous Roll Call vote</p>
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<p>Board Action on the April 2020 Write-offs</p>	<p>Review and discussion was held for the April Write-offs, Tina Koski, Administrator explained one of the write offs was aged, another was a partial payment from BCBS and then BCBS refused to pay the rest of the claim and the last was a private pay, we tried to place a lean on the home but there was a previous lean on the home so there was no money left. Trustee Nelson asked if we get prior approval, Jessica Johnson, CFO said we do but even with it they can still refuse to pay, Trustee Veraghen asked if coding was a problem, Jessica Johnson said we do try to go back and check on coding to make sure it is correct.</p>	<p>A motion was made to accept the April 2020 Write-offs by Trustee Naser, seconded by Trustee Schomin. Motion carried by Unanimous Roll Call vote</p>

TOPIC	DISCUSSION	OUTCOME
<p>Board Action on the April 2020 Election of Officers</p>	<p>Current Officers: Chairperson – Donna Schomin Vice-Chairperson – John Degenaer, Jr. Secretary – Jeff Naser</p> <p>New Election of Officers for April 2020 Chairperson – John Degenaer, Jr. Vice-Chairperson – Jeff Naser Secretary – Theresa Nelson</p>	<p>A motion was made to accept the April 2020 Election of Officers by Trustee Driscoll, Second by Trustee Schomin. Motion carried by Unanimous Roll Call vote</p>

TOPIC	DISCUSSION	OUTCOME
<p>Unfinished and New Business: Report of Quality Assurance and Resident Council Committee</p>	<p>Tina Koski, Administrator said no Quality Assurance Meeting was held but the members were given information to review, the Resident Council Meeting was not held, but our Activity Director did go 1 on 1 with the Residents to see if any concerns and to answer any questions about the Covid-19, overall the Residents are happy. Trustee Nelson asked how Heather Niarhos, Director of Nursing is holding up and is she ok since not at this meeting, Tina Koski said Heather is doing fine, she needed to listen in on another Teleconference Meeting that was occurring at the same time as this meeting.</p>	<p>A motion was made to accept the Report of Quality Assurance and Resident Council Committee by Trustee Piche, seconded by Trustee Olson. Motion carried with a Unanimous Roll Call vote</p>
TOPIC	DISCUSSION	OUTCOME
<p>Unfinished and New Business: April 2020 Safety Committee</p> <p>PagesApril2020</p>	<p>David Vandermissen, Jr., Plant Operations, said no meeting was held this month we have been very busy educating staff on Covid-19</p>	<p>A motion was made to accept the comment made for Safety Committee Meeting by Trustee Naser, seconded by Trustee Schomin. Motion carried with a Unanimous Roll Call vote</p>

TOPIC	DISCUSSION	OUTCOME
<p>Unfinished and New Business: Administrator's Report</p>	<p>Tina Koski, Administrator reported that we have received funds from the Cares Act amounting to over \$39,000 to offset the additional expenses we have had with the Covid-19, and we hope to have more coming in with the Bill that is in the House right now, when it passes. Trustee Naser asked how we know we are getting more money, Tina Koski said we are a member of Michigan Counties Medical Council and they keep us informed with what is happening and Tina also tries to keep up on the National News. Trustee Degenauer, Jr. asked if we have received any PPE from the three Counties, Tina said yes, we have from Menominee County from the Strategic National Stock Pile and we have received cloth masks from Dickinson County, Trustee Nelson asked if anything from Delta County, Tina said, no not yet. Tina reported the Union did ratify to accept the increase in wages, and the increase is in effect with the current pay period. We are being proactive with any new Residents admitted, they stay in a private room and are under droplet precaution for 14 days, Trustee Nelson asked why we are admitting and are we testing them before they come, Tina said we have to admit per the Governors Mandate and we are not having them tested, some maybe tested due to being in the Hospital, but we have them quarantined for the 14 days and we have changed our air flow in the rooms on the 100 wing where all new admits are going so the air comes from the hallway and goes out the bathroom vent. Trustee Naser asked if Tina gets sick who is next in command, Tina said Heather Niarhos, Director of Nursing is next in line. Tina said she is also having Jessica Johnson work from home to try to keep our Financials and Billing safe, our scheduling person who also does payroll has been working from home one day a week at this time to work out any problems if she has to do her job from home. We have issued two cloth masks to all staff to be worn, we are screening all staff every day and checking all Residents for any signs and/or symptoms. We are following all guidance that comes from the Governor. We received a \$5000.00 donation to be used as we feel is needed and the Residents have been asking for updated outdoor furniture. Tina called the Upcap 211 service to update them on any information about Pinecrest. We are partnering with the Superior Health Alliance on an ongoing 5-year project. Trustee Naser asked if the local Restaurants have been good to Pinecrest, Tina</p>	<p>A motion was made to accept the Administrator's Report by Trustee Veraghen, seconded by Trustee Piche. Motion carried with a Unanimous Roll Call vote</p>

<p>Unfinished and New Business: Amended Budget Page 7 April 2020</p>	<p>said we have had a donation of food for the staff and the office area is taking turns with local Restaurants and ordering once a week</p> <p>Jessica Johnson, CFO read over the proposed Capital Projects being requested:</p> <p>Laundry – new equipment needed to regulate the water temperature at a cost of \$45,000</p> <p>Bathroom/Shower rooms – new cabinets needed in all bathroom/shower rooms at a cost of \$20,000</p> <p>Ice Machines – in the building at a cost of \$5,400</p> <p>Total Capital Projects cost of \$88,400</p> <p>Jessica Johnson said our wish list is currently on hold during the Covid-19 Crisis, but we will be talking about the yearly Boiler/Chiller Project and finishing the Data Center, but so far this year we have only spent about \$81,000 and our average for the year to spend on Capital Projects is about \$500,000 so we are not doing too bad.</p> <p>Trustee Naser asked about the equipment for the water temperature, is it powered by steam, David Vandermissen, Jr. said yes, we have looked at other options, but electric is too expensive, and gas is considered a fire hazard, our current system is from 1989 and can't get parts for it. Tina Koski, Administrator said we need to maintain water temperatures to be in compliance, Trustee Olson asked about a warranty on the new equipment, David Vandermissen, Jr. said it is a 5 year warranty, but we hope to get more since we have gotten almost 30 years from the current, Trustee Naser asked what happens if our steam goes down, David Vandermissen, Jr. said our steam never goes down we have backup</p>	<p>A motion was made to accept the Capital Projects by Trustee Naser, seconded by Trustee Schomin. Motion carried with a Unanimous Roll Call vote</p>
<p>Jessica Johnson, CFO went on to discuss the Amended Budget she is proposing, it will start with May of 2020 and will increase the Census to 121, we will still at this time have a Net Loss, but Jessica has left some room in the Budget for some monies we hope to have coming in that will make it better. Trustee Piche said</p>	<p>A motion was made to accept the Amended Budget by Trustee Naser, seconded by</p>	

that he had talked to Mike Snyder, with the Delta/Menominee Health Department in Menominee today about the issue with our Board room use and that the Health Department would like to stay at Pinecrest, Tina Koski, Administrator said that she is fine with them being here but we do need to get the usage agreement done first so we know what will be available for them to use, hopefully when we reopen we will have it set. Trustee Naser said there is a possibility to use the room at Whispering Pines also, Tina said we will work with them when we are opened up. Trustee Veraghen asked if the \$88,000 is already in the Budget, Jessica said it is not in our regular budget it is a separate Capital Budget and is from other funds and will be depreciated over a number of years

Trustee Nelson said she will be in contact with someone from Delta County about getting us some supplies, Trustee Nelson asked what we need at this time, Tina said we could use either disposable or reusable face shields 100 to 500 of them and Isolation gowns, either disposable or reusable gowns 100 to 500.

Trustee Olson.
Motion carried with a
Unanimous Roll Call
vote

Public Comment

None.

Adjournment

The meeting adjourned at 3:03 pm CST


John Degenauer, Chairperson


Tina Koski, Administrator