PINECREST Caring Community

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, April 27, 2017	Place: Board Room
Presiding: Catherine Driscoll	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call:
Trustees Present: Donna Schomin, Theresa Nelson, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman. Darlene Smith, Administrator.
Trustees Absent: Elaine Boyne, Barbara Oliver

Leadership Team Members present: Candace Meintz, CFO and Nicole Freeland, Director of Nursing

Guests: Kelly Bellmore and Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the March 2017 Agenda	There were no additions or deletions from the Agenda at this time.	A motion was made by Trustee Eichhorn, supported by Trustee Nelson.
Presentation by Eric Conway of Plante and Moran on the 2016 financial audit.	Phillip Ault, auditor skyped into the meeting as well. The two gentlemen reviewed the financial audits done for Pinecrest and Whispering Pines with the board.	

Board Action on the Minutes of the March 2017 Meeting	The minutes of the meeting had been sent to the Trustees prior to this meeting for their review.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the minutes as presented.
Board action on Minutes of the March Closed Meeting.	This review was delayed until the May meeting.	
Board Action on the Manifest of Invoices	The Manifest of Invoices had been sent to the Trustees prior to this meeting for review.	A motion was made by Trustee Eichhorn, supported by Trustee Naser, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statements for March 2017	CFO Meintz reviewed the Financial Statements with those present. Trustee Naser voiced concerns regarding the investments. Following discussion, it was determined that the investment broker would be invited to attend an upcoming meeting to discuss Board concerns.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the Financial Statements as presented. Motion carried.
Whispering Pines Committee Report	Trustee Driscoll reported that they closed one home due staffing and lack of clients coming in. She reported that all homes are doing well.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Whispering Pines report as presented. Motion carried.
Review and request permission for Write-Offs	CFO Meintz reviewed the write off request in the amount of $21,336.00.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the write off as requested. Motion carried.
Request for monies for lodging, food, transportation to the Spring Management Conference at Boyne	Administrator Smith requested $1,358.00 for lodging, food, transportation for she and the Director of Nursing to attend the Spring Managements Conference.	A motion was made by Trustee Eichhorn, supported by Trustee Nelson, to approve $1,358.00 for the Administrator and Director of Nursing to attend the Spring Management Conference. Motion carried.
Request for lodging and meals for Administrator to attend the UP Educational Days in Marquette, May 3rd and 4th.	Administrator Smith requested $170.00 for lodging and meals to attend the UP Educational Days in Marquette on May 3rd and 4th.	A motion was made by Trustee Eichhorn, supported by Trustee Nelson, to approve the expenditure of $170.00. Motion carried.

Report of Quality Assurance and Resident Council Committee Meetings by Nicole Freeland, Director Nursing.	Mrs. Freeland reported that the residents are excited about the tea party they will be having for Mother's Day and the cook out during National Nursing Home Week. She noted that nursing continues to work on the steps needed for the Requirements of Participation in the QA Program.	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to approve the report as presented. Motion carried.
Safety Committee	Administrator Smith reported that we are working on having staff report things they see that are not appropriate. Our Nurse, Heather, is heading up a QAPI Program on falls and she reported on that during the meeting. This is also part of the Requirements of Participation. We have initiated a Stop and Watch Program. If you see something different concerning a resident, there is a form for you to fill out and give to the nurse for follow up.	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Administrator's report on the Safety Committee. Motion carried
Administrator's Report	Deed for Spalding Township. Administrator Smith reported that we have a new deed, drawn up by the attorney for Spalding Township. This was approved at last month's meeting. Today, we need signatures from the Board Chairperson and Secretary. She reported that we had our annual State Survey last week and we did very well. We received 3 citations and we are waiting for the results to come back from them. They were very complimentary of the cleanliness of the building, the food and how happy the	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried.

	residents are here. We also had the Fire Marshall. She reported that she attended the OSF Home Health and Hospice Meeting on April 25th and the MCF District I Meeting on April 26th. She stated that the other facilities are having the same problems as we are with staffing, acuity of residents and surveys.	
Comments from the Public	There were no comments at this time.	
Adjournment.	The meeting adjourned at 3:28 p.m. The next meeting is scheduled for May 25, 2017 at 2:00 p.m. Central Time in the Board Room.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to adjourn the meeting. Motion carried.

Donna Schomin, Secretary

Catherine Driscoll for

Darlene Smith, Acting Secretary

Darlene Smith 5/25/17