PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, April 28, 2016	Place: Pinecrest Multipurpose Room
Presiding: Elaine Boyne, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order at 2:00 p.m. Central Time by Chairperson Boyne

Roll Call:
Trustees present: Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Jan Hafeman.
Trustees absent: Gerald Smith, Gary Eichhorn
Leadership Team Members Present: Candace Meintz, CFO
Guests: J. Eric Conway, CPA, from Plante and Moran; Terry Grondine, Gerald McCole

TOPIC	DISCUSSION	OUTCOME
Approval of the April 2016 Agenda	There were no additions or deletions to the agenda.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the agenda as presented. Motion carried.
Plante and Moran presentation – review of 2015 financial audit.	Eric Conway presented an overview of the 2015 financial audit. He discussed UPHP and our dual enrolled residents, payments from integrated care organizations, the provider tax we pay each month, facility expenses and making operations work (we do not receive MOE or millage from our counties), the future	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the audit report as presented by Mr. Conway. Motion carried.

	needs for our building, occupancy, which we have been doing a good job of keeping well up above the 85%, he stated that we do have a strong financial balance sheet.	
Board Action on the minutes of the March 2016 Meeting	The minutes had been sent to the Trustees for their review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Naser, 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 meeting.	A motion was made by Trustee Degenaer, supported by Trustee Harrington, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statements for March 2016.	CFO Meintz reviewed the financial statements with those present. A discussion was held concerning projected versus actual budgets. Mr. Conway explained that municipals can't have deficit budgets, but we are enterprising – our rates fluctuate depending on census and payments.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the financial statement as presented. Motion carried.
Board Committee Reports: Whispering Pines Committee Reports	Trustee Driscoll reported that the Committee had met prior to this meeting. All areas of Whispering Pines are doing well, especially Iron Mountain, there were a couple of policies that were changes and so reviewed by the Committee, and Committee appointments were made for the next	A motion was made by Trustee Hafemen, supported by Trustee Degenaer, to approve the report as presented. Motion carried.

	year. Trustee Catherine Driscoll will continue as Chairperson and Trustee Lucy Shampo will serve as Secretary.	
Board Action Items/Resolutions a. Request for Write – Offs	Administrator Smith reported that there were no write-offs to present this month.	
b. Request for Administrator and Director of Nursing to attend UP Education Days May 4-5 in Marquette. Hotel and meal requests of $200.00		A motion was made by Trustee Driscoll, supported by Trustee Harrington, to approve the $200.00 meals and hotel for the Administrator and Director of Nursing to attend UP Education Days. Motion carried.
c. Requesting permission for Administrator and Director of Nursing to attend the Annual Spring Conference in Boyne.	The conference will be held June 6-9. Administrator Smith requested $1,200.00 for lodging, and meals for her and the Director of Nursing to attend this event. She asked if any Board Members were interested in attending this conference.	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to approve $1,200 for the Administrator and Director of Nursing to attend the Annual Spring Conference at Boyne Highlands June 6-9. Motion carried.
Unfinished and New Business: a. Report of Quality Assurance and Resident Council Committee Meetings	Administrator Smith reported on behalf of Susan Williamson, Director of Nursing.	A motion was made by Trustee Harrington, supported by Trustee Driscoll, to approve the reports as presented. Motion carried.
b. Report of Safety Committee Meeting	Lois Ball reported that all incidents and accidents for residents and staff were reviewed. She stated that they discussed watching for bed cords under the locking	A motion was made by Trustee Hafeman, supported by Trustee Naser, to approve the Safety Committee Report as presented. Motion carried

	mechanisms of beds and to check the rooms before leaving for other items out of place.	
c. Administrator's Report	Administrator Smith reported that she and Susan Williamson attended the Joint Provider Meeting April 4-5, the contracts for AFSCME and SEIU have both been signed. She attended the HCAM –SNF Symposium in Marquette. We had a Labor/Management meeting. After the letter from the President of the Union we have started to have meetings and will have monthly meetings to see what can be worked out. She attended the Alzheimer Advisory Board Meeting – they have moved to over by Bishop Noa. Bishop Noa owns the building but the group works through UPCAP and have very little funding. This group is a feeder for our Alzheimer's Unit.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Administrator's Report as presented.
d. Board Committee Assignments	Chairperson Boyne reviewed the Board assignments for the year April 2016 through March 2017, noting that many were changed, so please take a look at the assignments.	A motion was made by Trustee Degenaer, supported by Trustee Naser, to approve the new assignments. Motion carried.
Comments from the Public	There were no comments from the public as this time.	

Adjournment	The meeting adjourned at 3:26 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Darlene Smith, Acting Secretary

Darlene Smith, aam 5/26/16