



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

Date: Thursday, May 22, 2014	Place: Board Room
Presiding: Barbara Oliver, Chairperson	Time: 2:00 p.m. CST
Recording: Lois Ball, Executive Secretary	

Call to Order:	The meeting was called to order at 2:00 p.m. by Chairperson Oliver
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Roll Call: Gerald Smith, Debi Springinsguth, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenauer, Jr., Mary Bradley, Jeff Naser, Gary Eichhorn, Jan Hafeman, Darlene Smith

Absent: Elaine Boyne

Leadership Team Members present: Candace Meintz, Jessica Boucher, Susan Williamson, Kelly Bellmore,

Guests: Attorney Jeff Van Winkle, from Clark-Hill; Gerald McCole, Scott Nowak, Engineer- Coleman Engineering, Terry Grondine, Kathy LaJoie,

TOPIC	DISCUSSION	OUTCOME
Approval of the May 2014 Agenda	Chairperson Oliver stated that there would be an addition to the Agenda. Under 6 – B. Scott Nowak from Coleman engineering would make a presentation regarding the DNR Grant.	A motion was made by Trustee Eichhorn, supported by Trustee Springinsguth, to approve the agenda with the addition. Motion carried.
Board Action on the Minutes of the April 24, 2014 Meeting	Trustee Eichhorn stated that he did not agree with the way the minutes reflected the bad debt write off. CFO Meintz stated that last month it was a cleanup of some debts that had been missed. He felt it was less a fare.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the minutes as presented. Motion carried.
Financial Statements for April 2014	CFO Meintz reviewed the Financial Statement for April. She noted that the Medicaid Audit has been completed. The Auditor has disallowed the \$41,000 allocated to the Administrator's house. We will have to pay back that \$41,000. It is reflected in the Financials under the QAS Revenue. Since we knew now that we had to reimburse for it, we have to book it now.	A motion was made by Trustee Springinsguth, supported by Trustee Degenauer, to approve the Financial Statements as presented. Motion carried.
Presentation by Attorney Jeff VanWinkle from Clark-Hill	Attorney VanWinkle gave a lengthy presentation regarding organizational structure of Pinecrest, Whispering Pines and Great Northern Home Care especially on the activities of Great Northern Home Care.	A motion was made by Trustee Eichhorn, to table any further discussion until next month. Support was given by Trustee Smith. Motion carried.
Presentation by Scott Nowak, regarding Spalding Township DNR Grant Proposal.	Scott Nowak, on behalf of Spalding Township, presented the Board with an overview of the DNR recreational grant they would like to submit. This grant would entail asking Pinecrest to lease a corridor of property to Spalding Township to construct a parking lot	A motion was made by Trustee Hafeman, supported by Trustee Smith, to table further discussion on this matter until next month. Motion carried.

	<p>that would connect with the area sidewalks and a board walk along the river to the park. Spalding Township would assume liability and upkeep for the board walk. This lease would allow public access. Discussion was held about allowing the lease "forever" and then selling the property. The lease would be tied to the deed in case of a sale of the property. The property is scheduled for a winter cut this year. The grant would be submitted in April 2015, they would hear about it at the end of the year and the money would be available in 2016. The power lines are quite a ways from this area.</p>	
<p>Whispering Pines/Powers Activity Center Committee Report</p>	<p>Trustee Bradley stated that the Committee had reviewed their strategic plan, corporate compliance program and reports from each home at their meeting prior to this Board Meeting. She noted that discussion regarding the Attorney's presentation has been tabled until next month by this Board.</p>	<p>A motion was made by Trustee Springinsguth, supported by Trustee Degenauer. Motion carried.</p>
<p>Bad Deb Write Offs</p>	<p>There were no write offs presented this month.</p>	
<p>Report of Quality Assurance and Resident Council Committees</p>	<p>Susan Williamson, DON, reported on the Resident Council Meetings at each of the 3 homes. She noted that the residents at Pinecrest are excited about the garden and one resident wanted to start the seedlings. Administrator Smith noted that there are new laws that allow the residents to eat the garden vegetables that they grow.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll to approve the reports as presented by Mrs. Williamson. Motion carried.</p>

	<p>new laws that allow the residents to eat the garden vegetables that they grow.</p> <p>Mrs. Williamson also reviewed the Quality Assurance reports presented by each Department. She noted that there are more residents / families attending the care conferences now.</p>	
Safety Committee Report	<p>Lois Ball reported that the safety Committee had met on May 13th. She reviewed the items discussed at the meeting, including severe storm weather. She noted that we have not seen the number of falls increase even as we continue to decrease the number of restraints used. All resident and employee incidents were reviewed by the Committee.</p>	<p>A motion was made to approve the report by Trustee Bradley, supported by Trustee Degenauer. Motion carried.</p>
Administrator's House Bids for new SIP Home	<p>Administrator Smith explained to the Board that we have a chance to transform the Administrator's home into a SIP Home for disabled clientele. She outlined the work that would be needed to make this possible. She stated that when finished the home would house 3 clients and a 4th room could be used as a respite room. The contracts would be between Pinecrest and the renters with the care being provided by Great Northern Home care. The Board would like the Building Committee to be present when the bids are opened and to be a part of that process.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve up to \$30,000 expenditure to renovate the home into a SIP Home, and that the Building Committee will be present at bid opening. Motion carried.</p>
Revised By-Laws	<p>Administrator Smith told the Board that the Committee chosen last month to review and</p>	<p>A motion was made by Trustee VanGasse, supported by Trustee Springinsguth, to</p>

	<p>revise the Board's By-laws had met and made the revisions. Copies had been mailed to Board Members prior to this meeting. Changes to the signature page were suggested by Trustee Driscoll so that it didn't look like there were 2 signature blocks – since one was for the original signers of the By-Laws in 1961, and Board Members took this under advisement. Administrator Smith explained the Liaison Committee had been removed since Board Liaisons were now Board Members.</p>	<p>approve the revisions as suggested by the committee. Motion carried.</p>
<p>Ellen K. Russell, Michael Miketinac and the Pinecrest Charitable Trusts</p>	<p>Administrator Smith reported on each of the committees meetings from Wednesday. She noted that the Ellen K. Russell and Michael Miketinac Trust Board Members were appointed by the Courts and they cannot be changed until they decide to resign. She asked if the Board wanted to keep the same Board Members in place for the Charitable Trust or name others. Trustee Smith made motion that this be left as is. Trustee Bradley supported the motion. Administrator Smith stated that the charitable trust is not a trust, it is a fund and the money in that fund is liquid to us and can be used for needs of the residents. They are drawing up criteria for what reasons the money could be used.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Bradley, to approve the Trust Report as presented. Motion carried.</p>
<p>Request to Board to approve the travel, lodging and registration amounts for seminar</p>	<p>Administrator Smith stated that Cheryl Graham, Medical Records, would like to attend the American Data Users convention</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve</p>

	<p>In Madison WI. This convention teaches users new techniques and provides learning. As the person in charge of our Medical Records and the American Date software we use for this, it is important that she attend. Mrs. Smith asked that the Board approve a total of \$775.00 for travel, lodging and registration for her to attend this 3 day convention.</p>	<p>the \$775.00 travel and lodging expense for this convention. Motion carried.</p>
Water Authority	<p>Administrator Smith reported that the Water Authority meeting is scheduled for next Wednesday. She noted that she is waiting on the Authority to provide By-Laws but that Lil Schultz, Chairperson of the Water Authority stated that Mr. Kaufman would remain on the board until he no longer wishes to be a member.</p>	
Administrator's report	<p>Administrator Smith reported that the Facility had recently received a Governor's Award of Excellence at a ceremony down state. Kathy Teal, RN had attended to accept the award on behalf of Pinecrest. Mrs. Smith outlined the criteria needed to be given this award. She stated that she was proud of the staff for the work done to receive the award and thanked them.</p>	<p>A motion was made by Trustee Springinsguth, supported by Trustee Hafeman, to approve the Administrator's Report. Motion carried.</p>
Director of Nursing appointment	<p>Administrator Smith announced that Susan Williamson has been named as Director of Nursing of the Facility.</p>	
Day Care Sale	<p>Administrator Smith announced that we sold \$1962.75 worth of day care items so far.</p>	

<p>National Nursing Home Week</p>	<p>Administrator Smith stated that our residents enjoyed a great week – thanks to our staff who did a fantastic job!</p>	
<p>Meetings and Conferences</p>	<p>Health Care Roundtable – Job Force. They came in and took pictures to do some special advertising.</p> <p>OSF Advisory Meeting – May 6th OSF Meeting – May 13 – Administrator Smith and CFO Meintz met with representatives of OSF to keep relations going well. She noted that she has been on the phone with Dickinson County Hospital a lot as well. Iron Mountain Networking – May 20th</p> <p>Administrator Smith passed along a letter from a family thanking everyone here for the good care provided to their loved one.</p> <p>Administrator Smith showed the Board a framed poem written by a former resident who had written the poem about Pinecrest to thank them for their good care.</p>	<p>A motion was made by Trustee Springinsguth, supported by Trustee Hafeman, to approve the Meetings and Conferences report as presented. Motion carried.</p>
<p>Comments from the Public</p>	<p>Kathy LaJoie, CNA, addressed the Board regarding her request for more full time positions. Administrator Smith stated that this issue is being addressed. Trustee VanGasse noted that the Board has no authority to hire anyone or fire anyone other than the director.</p>	

Adjournment	The meeting adjourned at 3:27 p.m. Central time.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to adjourn the meeting. Motion carried.
Next meeting	The next meeting is scheduled for Thursday, June 26, 2014 at 2:00 p.m. Central time in the Board Room.	

Elaine Boyne, Secretary

Darlene Smith, Acting Secretary

Jeff Ross for Elaine Boyne

Darlene Smith