PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, May 25, 2017	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. Central Time
Recording: Lois Ball, Executive Secretary	

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

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

Trustees Absent: Donna Schomin

Leadership Team Members present: Candace Meintz, CFO, Nicole Freeland, Director of Nursing and David Vandermissen, Maintenance Supervisor

Guests: Bennett Zyburt, Terry Grondine, Rory Mattson

TOPIC	DISCUSSION	OUTCOME
Approval Of the April 2017 Agenda	Chairperson Driscoll requested that the following items be added to the Agenda: 7.a. Presentation by Rory Mattson regarding the Timber Contract	A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the agenda as amended. Motion carried.

	9.b. Review of Policy and Procedure for Payroll Based Journal	
Request for Closed Meeting	A request to go into closed meeting was brought forward. Those not requested to stay left the room. Discussion was held on whether or not the Board could be in closed session for a presentation on investments and it was decided to open the meeting back up. The board went into closed session at 2:02 p.m. and opened back up at 2:03 p.m.	
Presentation by Bennett Zyburt, Senior V.P. Northern Michigan Bank and Trust	Mr. Zyburt reviewed the rules that govern Pinecrest in regards to investments (P.A. 20) and reviewed the facility's investments. Discussion was held with the Board and the policy that the facility has regarding how changes are made was reviewed.	The Board thanked Mr. Zyburt for his presentation.
Board action on Minutes of the April 2017 meeting	The minutes had been sent to Board Member for their review prior to this meeting.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried.
Board action on Minutes of the March 2017 closed meeting	Administrator Smith handed out minutes of the March closed meeting to the Board Members for review.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the minutes as presented. Motion carried.
Board action on the April Manifest of Invoices	The Manifest of Invoices had been sent to Board Members for their review prior to this meeting.	A motion was made by Trustee Degenaer, supported by Trustee Oliver. Motion carried.
Board Action on Financial Statements for April 2017	CFO Meintz reviewed and discussed the Financial Statements with those present.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve

		the Financial Statements as presented and to pay the bills. Motion carried.
Closed Session	The Board went into closed session at 2:43 p.m. The Board returned to open session at 2:59 p.m.	A motion was made by Trustee Degenaer, supported by Trustee Eichhorn, to move into closed session. Motion carried. A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to return to open session. Motion carried.
Whispering Pines Committee Report	The Whispering Pines Committee did not meeting today.	
Review and Permission for Write-Offs	There were no write offs presented this month.	
Payroll Based Journal	CFO Meintz and Administrator Smith reviewed the Policy and Procedure for the new Payroll Based Journal reporting of employees' hours work to CMS, a new requirement this year. The Board approved the policy and Chairperson Driscoll signed it.	A motion was made by Trustee Degenaer, supported by Trustee Hafeman to approve the Policy and Procedure. Motion carried.
Report of Quality Assurance and Resident Council Meeting Minutes	Nicole Freeland, Director of Nursing reported that the facility had been working on the Plan of Correction from the State survey and worked with Vicki Burlew on the Plan of Correction, QA, and QAPI. We have been doing staff inservices and audits on gait belts. She noted that we are continuing to work on the Phase II implementation of the Requirements for Participation. We are working with Superior Pro and	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the report as presented. Motion carried.

	Bay college for training of nurse aides that we can then hire to work for us. We will be bringing in 9 new hires. The Resident Council meeting at each of the 3 homes reviewed the calendar, and discussed the Prom. They want to go to the zoo. We are moving the garden inside of the fence to control wildlife and residents want cherry tomatoes and tomato plants. Use of gait belts was discussed with the residents. Trustee Nelson asked about the Mother's Day Tea Party. Mrs. Freeland said that the residents commented that they enjoyed it.	
Safety Committee Report	Dave Vandermissen reported that gait belts, resident falls, F Tags from the State survey were all discussed at the meeting. He noted that therapy is working with the walkers, and other appliances that residents use to be sure they are in good working order. Foot pedals for wheelchairs were discussed at the Safety Meeting. Incident reports for the previous month were reviewed. The Fire Marshals visit was reviewed.	A motion to approve the Safety Committee Report was made by Trustee Hafeman, supported by Trustee Boyne. Motion carried.
Administrator's Report	Administrator Smith reported that she attended the Home, Health and Hospice Meeting at OSF and the HCAM 2 day conference in Marquette during the month of May.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Administrator's report. Motion carried.

Comments from the Public	Terry Grondine wished everyone present a Happy Memorial Day. Trustee Degenaer stated that his is planning to contact State Legislators regarding the Fire Marshal issues and Medicare issues.	
Adjournment	The meeting adjourned at 3:18 p.m. The next meeting of the Pinecrest Board of Trustees is scheduled for Thursday, June 22, 2017.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried..

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith Adm.