PINECREST
Caring Community

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, May 26, 2016	Place: Board Room
Presiding: Elaine Boyne, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call:
Trustees present: Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman, Darlene Smith, Administrator
Trustees Absent: Gerald Smith
Leadership Team Members present: Susan Williamson, Director of Nursing; Candace Meintz, CFO
Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of May Agenda	There were no additions or deletions to the agenda	A motion was made by Trustee Degenaer, supported by Trustee Driscoll, to approve the Agenda as presented. Motion carried.
Board action on Minutes of the April 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 Degenaer, to approve the minutes as presented. Motion carried.

Board action on the April Manifest of Invoices	The Manifest of Invoices had been sent to the Trustees for their review prior to this meeting. Trustee Hafeman asked if the invoice to Packerland, which shows 1 charge, is for residents and for common areas as well? The invoice does cover charges for common areas and the residents rooms, which we then bill the residents for.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Action on Financial Statement for April 2016	CFO Meintz reviewed the Financial Statement for April 2016.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the Financial Statement as presented. Motion carried.
Board Committee Reports: Whispering Pines Committee Report	Trustee Driscoll reported that the Whispering Pines Committee had met at 12:30 today. They reviewed the Financial Statement, the Assistant Administrator's report, the Corporate Compliance Review, the report on unemployment and the Whispering Pines/Great Northern Home Care resignations for 2015.	A motion was made by Trustee Naser, supported by Trustee Hafeman, to approve the report as presented. Motion carried.
Board Action Items/Resolutions: Request for Write Offs	CFO Meintz reviewed the request for Write offs in the amount of $12,209.07, noting that $6150 of that amount is for 1 resident who was supposed to be under Blue Cross Blue Shield, but wasn't. We are pursuing Medicaid for payment. To date we have received $3700.00 toward this claim. One Claim was not kept active	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Write Off in the amount of $12, 207.07. Motion carried.

	and so that will have to be a write off. We do continue to work on these claims. We do work to obtain prior authorization for payment from an individual's insurance before admission, or know what insurance plan(s) they are on.	
Report of Quality Assurance and Resident Council Committees Quality Assurance	Susan Williamson reported on the Resident Council Meetings held during the month. Each home reviewed the Activities Calendar for June, were reminded to keep the cookies and candies in their rooms in a container with a lid. There were no complaints or concerns. Susan Williamson reported on the Quality Assurance Meeting for May. We had 4 citations from our recent survey. We feel we had a wonderful survey with many compliments for the staff, grounds, etc. There were no complaints made to the surveyors from the residents. Staff had a party to thank them for their hard work.	A motion was made by Trustee Driscoll, supported by Trustee Degenaer, to approve the Administrator's report. Motion carried.
Safety Committee Report	Lois Ball reported that the Safety Committee had met during May. All incidents and accidents were reviewed. Staff continues to do a good job. A few non major issues were reviewed. The Committee was to receive a fire safety inservice but David Kausak couldn't make the meeting.	A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the report as presented.

Administrator's Report	Administrator Smith reported that the Volunteer Banquet, held on April 28th was successful. The State Survey was already reviewed in Susan Williamson's report. We had the Fire Marshall Survey, April 28 – 29th, we received 2 citations. She discussed these issues. We continue working with the YMCA, now doing Health Risk Assessments and nutrition counseling. She attended the OSF Advisory Meeting on May 3rd, UP Education Days in Marquette on May 4th and 5th; the Alzheimers' Support Group on May 10th; the Water Authority Meeting on May 25th, we held a Labor/Management Meeting and we will try to meet every other month or so and encourage a department with an issue to bring their issue to their department steward and then bring the employee(s) and Dept. Head into the Labor/Management meeting to discuss this; the Iron Mountain Networking Meeting on May 24th and the MYM Networking Meeting on May 25th.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to accept the Administrator's report as presented. Motion carried.
Comments from the Public	Lois Ball, Executive Secretary reported that she had been called out of this meeting to be presented with a check Pinecrest was awarded from the Hannahville 2% Grant. This Grant money, along with another smaller grant from	

	out liability insurance company, will allow us to purchase a piece of equipment for therapy.	
Adjournment	The meeting adjourned at 2:49 p.m.	A motion was made by Trustee Naser, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Darlene Smith, Acting Secretary

Darlene Smith 6/23/16