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| <b>Date:</b> June 27, 2019                                  | <b>Place:</b> Multipurpose Room                 |
| <b>Presiding:</b> Donna Schomin, Chairperson                | <b>Time:</b> 2:00pm CST                         |
| <b>Recording Secretary:</b> Nancy Mach, Executive Assistant | <b>Monthly Board Meeting - AMMENDED MINUTES</b> |

**Call to Order:** 2:03pm CST

**Roll Call: Trustees present:** Donna Schomin, Theresa Nelson Nicole Chouinard, John Degenauer, Jr., Jeff Naser, Gary Eichhorn and Gerald Piche

**Trustees absent:** Mary Olson, Catherine Driscoll and Kristine Mulder

**Leadership Team present:** Nancy Mach, Executive Assistant; Jessica Johnson, CFO; Amy Mayes, Dietician; David Vandermissen, Jr., Plant Operations; Heather Niarhos, Director of Nursing

**Guest:** Kevin Johnson, Todd Flath, Jennifer Stenberg and Terry Grondine

| TOPIC                              | DICUSSION  | OUTCOME  |
|------------------------------------|--|--|
| Board Approval of June 2019 Agenda | The June 2019 Agenda was reviewed. Trustee Eichhorn asked to add to Unfinished and New Business, Administrators Contract to be a closed session. | A motion was made by Trustee Eichhorn to accept the June 2019 Agenda, seconded by Trustee Naser. Motion carried. |

| TOPIC   | DICUSSION                          | OUTCOME  |
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| Board Action on Minutes of the May 2019 meeting | The May 2019 Minutes were reviewed | A motion was made by Trustee Eichhorn to accept the May 2019 Minutes, seconded by Trustee Piche. Motion carried. |

| TOPIC   | DICUSSION  | OUTCOME   |
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| Board Action on May 2019 Manifest of Invoices | Trustee Naser asked about a payment on page 7 of the Manifest, to the Village of Powers, Jessica Johnson, Chief Financial Officer said that was two months together, but that would be a usual amount for the bill. Trustee Nelson asked about a payment on page 4, Jessica Johnson explained this was a refund to a Resident estate, Trustee Nelson asked about a payment on page 10 to the State of Michigan, Jessica Johnson said usually the Board does not see this because she makes the payment on but due to the Holiday a check was made. Trustee Nelson asked about a payment made to Omnicare, Jessica Johnson said this was the Pharmacy bill. | A motion was made by Trustee Eichhorn to accept the May 2019 Manifest of Invoices, seconded by Trustee Piche. Motion carried. |

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| TOPIC  | DISCUSSION  | OUTCOME |
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| <p>Board Action on Financial Statement for April 2019</p> <p>Page3June2019</p> | <p>Jessica Johnson, Chief Financial Officer explained the Board was getting a bigger packet with more information in it. Jessica Johnson went over the Assets, Equity and Liabilities and that the Income Statement has more details. Jessica Johnson explained some of the reasons for being over Budget was the Blue Cross Blue Shield Insurance more staff took the insurance during the open enrollment than what was budgeted for, Trustee Nelson asked why, Nicole Chouinard, Administrator said more picked up the insurance because the cost went down, another reason is the Census, we were budgeted for a Census of 123 and our average has been 118 and we had a 3<sup>rd</sup> payroll this month that did not help. The net loss and the operating income was discussed, looking into what can be cut, possible food expense or other Departments. Jessica Johnson discussed the comparison from January through May 2018 to January through May 2019 that was given to the Board, the loss comparison is less for 2019 than 2018, Trustee Nelson asked if that was Budgeted or Actual, Jessica Johnson said it was Actual. Trustee Naser asked where is the problem, is it that we have huge write-offs. Jessica Johnson said Healthcare costs and the Census being down, Jessica Johnson plans to talk with the Department Heads. Jessica Johnson said she will be giving the Board a current list of Capital Projects, the current shows year to date, Trustee Degenauer, Jr. said this is good we need this information. Trustee Nelson asked at what point does the State pull beds, Nicole Chouinard, Administrator said that we need to stay above 85%. Trustee Eichhorn asked what is a patient pay worth to Pinecrest, Jessica Johnson said we average \$16. Trustee Naser asked if we are over staffed, Nicole Chouinard said no we are not overstaffed, Heather Niarhos, Director of Nursing said if we can we pull from the floors, but with the State we have had some 1 on 1 for some Residents. Trustee Degenauer, Jr. asked how long we have to do the 1 on 1, Nicole Chouinard said hopefully not long but we are going to bring in Indirect Care Aides to help with the Residents, they will be paid less \$10.00 per hour,</p> |         |

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|  | <p>not part of the Union and no other benefits, Heather Niarhos said they will be for 1 on 1 for difficult care resident waking hours. Trustee Piche said there will be a heavy turnover with the low wage, Nicole Chouinard said she was hoping to get some high school students for a part time job. Trustee Naser said no better than last month. Trustee Nelson asked if we have written a letter to Matt Yohe, Director of Health and Human Services for the Tri-county area to try to get paid, Jessica Johnson said she just met Matt today and gave him some of our problems for him to work on and we have talked to Judy Schwalbach with Representative McBroom's office, but we are trying to work with DHS. We are continuing to try to enroll and Lois has been able to get more Medicaid through and Christie Marsh has filed some appeals with Humana that look good</p> |  |
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| TOPIC                   | DISCUSSION   | OUTCOME |
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| Whispering Pines Report | There was not a meeting for Whispering Pines this month. |         |

| TOPIC   | DISCUSSION                   | OUTCOME   |
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| Board Action on Write-offs<br><br>Page4June2019 | The Write-offs were reviewed | A motion was made by Trustee Naser to accept the Write-offs, seconded by Trustee Schomin. Motion carried. |

| TOPIC  | DICUSSION  | OUTCOME |
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| Report of Quality Assurance and Resident Council Committee | Heather Niarhos, Director of Nursing discussed our QA program is buffed up due to the State Survey, discussion on the Plan of Correction. The Resident Council meeting discussed having a Block Party in August, want to go to a movie, our Prom went very well, the fishing trip today was good and the residents want to rent/get a pontoon boat |         |

| TOPIC                           | DICUSSION   | OUTCOME |
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| Safety Committee Meeting report | David Vandermissen, Jr. reports on Ken Smylie, Vice-president Loss Control at Comprehensive Risk Services, our current Workers Comp Company, was at the facility on May 8, 2019, did a facility tour and attended our Safety Committee meeting on that day, was impressed with the Lifts we have in the facility. Ken put together a Hazard Communication Program for Pinecrest. Fire Drills are and ongoing with new employees. We are trying to raise awareness to employees about walking while looking at their cell phones. Remodeling continues, rooms are very nice. We are on emergency cooling, using city water, waiting on the new motor and on Trane to come to work on the chiller that was burned up during a lightning storm where power surges were noted. Trustee Eichhorn asked what our deductible is, David Vandermissen, Jr. said \$1000.00. Trustee Naser asked what phase, is the chiller, David Vandermissen, Jr. said it is 483 phase. At this time the Dryer is on hold until the chiller is repaired |         |

| TOPIC                                       | DICUSSION   | OUTCOME |
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| Administrator's Report<br><br>Page5June2019 | Nicole Chouinard, Administrator had a meeting with Vince Babcock from 44 North, our Prescription coverage is up for renewal, there will be a price increase. We will have a meeting with the Union to discuss how to handle, increase now or in January when Blue Cross Blue Shield is renewed. Trustee Nelson asked why the increase, Nicole Chouinard said, when the rate dropped |         |

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|  | <p>at the last open enrollment more staff signed on and we also did not budget for the increase in staff, so it is a higher cost to Pinecrest, so the increase will have to be done. Nicole Chouinard attended the Boyne Conference in Lower Michigan, attended legal updates for Nursing Homes, but had to leave early due to her daughter had her baby. To try to help with watching residents, one on one needs we are looking at hiring helpers, not Certified, to be with residents, would make \$10.00 per hour, will help with watching residents and serving meals, maybe high school students for the summer.</p> |  |
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| TOPIC  | DISCUSSION   | OUTCOME  |
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| <p>House Committee-<br/>Union grievance</p> <p>Page6June2019</p> | <p>Trustee Eichhorn moved to recess for 5 minutes to discuss the Union grievance, the Union left the room. Heather Niarhos, Director of Nursing explained to the Board, a Certified Nursing Assistant refused to care for a resident on the 300 wing, she told the RN to move her or she was going home, the RN refused to move her, so the Certified Nursing Assistant did not punch in and she went home. Heather Niarhos feels she abandon her job and the resident, Heather Niarhos said another Certified Nursing Assistant wrote out a statement that they would care for the resident on the 300 wing that she was not wanting to take care of, but she left anyway. Nicole and Heather asked to have the grievance denied. The Board agreed with a roll call vote to deny the grievance. The Union was invited back in to continue the House Committee, Kevin Johnson, Union Stewart, said that the Certified Nursing Assistant came into work early to try to resolve her issue with caring for the resident on the 300 wing, asked to switch wings with another Certified Nursing Assistant, was told no, since she was not able to resolve the issue she did not punch in and left. Todd Flath, Union Representative said the employee did try to resolve the problem and she came in early to do it. Todd Flath said that since this incident two other employees have been allowed to switch wings, he feels that this employee does not have disciplines and should be brought back to the job and returned to her position. Trustee Degenauer, Jr. said if you are hired you are hired to care for all residents and if you leave and not report to</p> | <p>A motion was made by Trustee Naser to reconvene the House Committee meeting, seconded by Trustee Piche.</p> <p>Motion carried</p> |

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|  | <p>your job you quit. Nicole Chouinard, Administrator said, since another aide offered to care for the resident she should have stayed at work. Heather Niarhos, Director of Nursing said she has a statement from the other employee that she offered to care for the resident and that the RN followed and order from her to not move. Nicole Chouinard, Administrator said the Certified Nursing Assistant was on the phone with Heather Niarhos and herself when the position was offered to her and the Certified Nursing Assistant said she was nervous about working on the first floor but was willing to try. The Board of Trustee said the grievance is denied. House Committee meeting is adjourned.</p> |  |
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| TOPIC  | DISCUSSION  | OUTCOME   |
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| Regular Pinecrest Board Meeting                | At 3:01 pm the Regular Pinecrest Medical Care Facility Board Meeting reconvened.                      | A motion was made to go into closed session by Trustee Degenaer, Jr., seconded by Trustee Naser. Motion carried |
| Pinecrest Board of Trustee into Closed Session | At 3:01 pm Pinecrest Board of Trustees went into Closed Session to discuss Margaret Chamberlain - IDR |   |
| Pinecrest Board of Trustee end Closed Session  | At 3:24 pm Pinecrest Board of Trustees back to open Session with Public Comment.                      |   |

| TOPIC          | DICUSSION   | OUTCOME |
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| Public Comment | Todd Flath, Union Representative said that Nicole Chouinard, Administrator talked about hiring summer helpers, the contract has a student status, and the Union would rather they be hired as student status instead. |         |

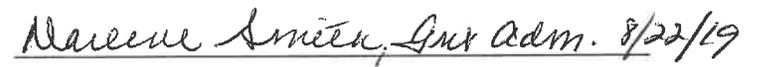
| TOPIC                                     | DICUSSION   | OUTCOME |
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| Closed Session – Administrator’s Contract | At 3:26 pm the Pinecrest Board of Trustees went into Closed Session for the Administrator’s Contract. |         |

| TOPIC   | DICUSSION   | OUTCOME   |
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| Pinecrest Board of Trustees out of Closed Session | The Pinecrest Board of Trustees came out of Closed Session – Administrator’s Contract at 4:12 pm CST. | A motion was made to accept Nicole Chouinard resignation by Trustee Eichhorn, seconded by Trustee Schomin. Motion carried |

| TOPIC       | DICUSSION                             | OUTCOME |
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| Adjournment | The meeting adjourned at 4:12 pm CST. |         |

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~~Jeff Naser, Secretary~~      Vice Chairman

  
 Darlene Smith, Interim Administrator