



MINUTES OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, July 24, 2014	Place: Board Room
Presiding: Barbara Oliver, Chairperson	Time: 2:00 p.m. Central time
Recording Secretary: Lois Ball, Executive Secretary	

The meeting was called to order at 2:00 p.m. by Chairperson Oliver.

Roll Call: Trustees Present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Jan Hafeman, Darlene Smith, Administrator.

Trustees Absent: Mary Harrington, Randall VanGasse, Mary Bradley, Gary Eichhorn

Leadership Team Members present: Candace Meintz

Guests: Gerald McCole, Terry Grondine, Sandi Gauthier,

TOPIC	DISCUSSION	OUTCOME
Approval of Agenda	Administrator Smith stated that she would like to add Request for Travel Allowance to Joint Provider Meeting to the Agenda under Number 3 of 7. Board Action Items / Resolutions	A motion was made by Trustee Smith, supported by Trustee Springinsguth, to approve the Agenda with the addition. Motion carried.

TOPIC	DISCUSSION	OUTCOME
Board Action on Minutes of June 26, 2014 Meeting	The minutes of the meeting had been sent to the Board for review prior to this meeting	A motion was made by Trustee Smith, supported by Trustee Boyne, to approve the minutes as presented. Motion carried.
Financial Statements for June 2014	CFO, Candace Meintz, reviewed the financial statements. She noted that the \$70,000 write off approved last month shows on the books for this month. She also noted that we have paid out a workers compensation claim in the amount of \$35,000 and that we have received a \$277,000 payment from Medicaid for back payments. Trustee Naser asked how food costs could be down considering the cost of food keeps rising. Administrator Smith explained that we belong to a group purchasing plan to get better deals. CFO Meintz explained that dietary evaluates costs and adjusts menus to coincide with food costs.	A motion was made by Trustee Naser, supported by Trustee Smith, to approve the Financial Statements. Motion carried.
Board Action on the June Manifest of Invoices	The Manifest of Invoices had been sent to the Board for review prior to this meeting.	A motion was made by Trustee Smith, supported by Trustee Degenauer to approve the Manifest of Invoices as submitted and to pay the bills. Motion carried.
Whispering Pines/Powers Activity Center Committee Report	Trustee Boyne reported on that the Whispering Pines Committee had met just prior to this meeting. She noted that all home are full at this time. She stated that the Administrator's home is being remodeled into a SIP Home. She relayed to the Board that Whispering Pines has been served papers for a claim and an Attorney has been retained, but that there can be no further discussion on the matter at this time. She invited the Board Members to attend the Whispering Pines 30 th Anniversary Party to be held on August	A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the Whispering Pines report. Motion carried.

	8 th at the Senior Center in Bark River. Please call to let them know if you plan to attend.	
Board Action Item: Bad Debt Write Off	There were no write offs presented at today's meeting.	
Approval of Workplace Violence and Harassment Policy, and revisions to the Non-Retaliation Policy and Elder Justice Act.	Administrator Smith noted that all policies had been sent to Board Members for review. The Workplace Violence and Harassment Policy had not changes, she was asking the Board to approve this policy. The Non-Retaliation Policy was changed to remove the wording regarding an employee hot line. She noted that there is no hot line to call, so that wording was removed from the policy. The Elder Justice Act was revised to change the name of the of the person to contact. She also reviewed the Elder Justice Act with Board as all employees and Board Members are supposed to be inserviced on this topic.	A motion was made by Trustee Smith, supported by Trustee Boyne, to approve the three policies as presented. Motion carried.
Request for Travel Allowance for Administrator to attend the Joint Provider Meeting in September	Administrator Smith announced that she had been asked to speak at the Joint Provider Meeting in Detroit in September about the garden project our facility has. She stated that our Local 854 President is the Leader of the local Girl Scout Troop and she the members come here to work in the garden with the residents. The rules now allow us to use the vegetables grown here to be enjoyed by the residents – something they could not have before. There was a short video shown at the end of this meeting that she will use in her presentation showing the residents, staff and Girl Scouts working in the garden and also the residents preparing the vegetables they had picked. Administrator Smith requested \$600.00 for the purpose of attending and speaking at this meeting.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the travel allowance of \$600.00 Motion carried.

<p>Report of Quality Assurance and Resident Council Committees</p>	<p>Administrator Smith reported on the monthly Quality Assurance Meeting and the three resident council meetings that were held during the month.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Degenauer, to approve the reports as presented.</p>
<p>Report of Safety Committee</p>	<p>Lois Ball reported on the Safety Committee Meeting held on July 11. She noted that the topic of this meeting was the Emergency Plan and especially the fire alarm system/response. Administrator Smith reported that on August 21st we will have Bob Berbohm here to inservice staff regarding "Active Shooter Training". In light of the recent break ins in the community and employee vehicles in our parking lot, we are concerned for our residents' and staff safety. She also reported that the facility had submitted a request to our insurance company, MMRMA, for a grant to cover costs of security cameras. If that grant is approved, the Administrator has petitioned the Ellen K. Russell/Michael Miketinac Trusts and Pinecrest Charitable Fund for matching funds to allow us to enhance the security on our grounds. She noted that Trustee Hafeman had signed for the grant.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Hafeman, to approve the Safety Committee Report as presented. Motion carried.</p>
<p>Updates on HVAC System, Administrator's house renovation and Nurse Call System</p>	<p>Administrator Smith reported that we are waiting to get the brine in for the HVAC system and then we can get it up and running to full capacity. The cost will be covered in our capital budget.</p> <p>Blue Fox Construction is working on the Administrator's house and should be done on time.</p>	

	The Nurse Call system is finished with the exception of a few small items left to take care of.	
4 th of July celebration – parade float	Administrator Smith stated that she wanted to compliment the Activities staff for the float they had put together for this year's celebration. They took 4 th place in Powers and 3 rd place in Hermansville.	
Complaint to LARA – not substantiated	There was a complaint called into LARA (our State Agency) regarding 2 issues. A surveyor came out and investigated but did not find any evidence to substantiate the complaints and we were cleared.	
Facility security	This item was covered under the Safety Committee report.	
Meetings and Conferences attended	<p>Mrs. Smith reported that she had attended the District 1 meeting in Marquette on July 16th. She noted that they the UP Health Plan people had been in attendance to discuss dual eligible (when a resident is eligible for both Medicare and Medicaid). The whole UP is in a pilot study, unlike the lower peninsula, we have only 1 plan here. Downstate has 3 or more.</p> <p>On July 23rd she attended the M&M Networking Meeting, where health care workers get together to discuss what's going on in their areas.</p> <p>On July 8th she attended the DNR meeting. The walking path through Pinecrest is no longer in the works. They are now working on a walking path over at the Park. This will be on Spalding Township and Pinecrest will not be involved.</p>	
Comments from the public	Sandi Gauthier asked if the grant was just for more security cameras? Administrator Smith	

	stated that the grant is specifically for cameras, but that the facility is also working on doors and the whole issue of security.	
Request from Administrator	Administrator Smith requested that the Board consider changing the September Board Meeting from Thursday September 25 th due a conflict with an MCF Meeting that day. After consideration the date was changed to Wednesday, September 24 th at 2:00 p.m. in the Board Room. All Board Members present agreed. Trustee Degenauer noted that he will not be present at that meeting and will request an alternate to attend in his place. He also stated that he will be absent because of the Dickinson County Fair and offered free admission to residents of Pinecrest or clients of Whispering Pines that would like to attend the fair.	
Adjournment	The meeting adjourned at 2:47 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Degenauer to adjourn the meeting. Motion carried.

Elaine Boyne, Secretary

Darlene Smith, Acting Secretary

Elaine Boyne

Darlene Smith