



Date: July 25, 2019	Place: Board Conference Room
Presiding: Donna Schomin, Chairperson	Time: 2:00pm CST
Recording Secretary: Nancy Mach, Executive Assistant	Monthly Board Meeting

Call to Order: 2:00pm CST

Roll Call: Trustees present: Mary Olsen, Donna Schomin, Theresa Nelson Darlene Smith, Catherine Driscoll, John Degenauer, Jr., Jeff Naser, Gary Eichhorn and Gerald Piche (it was noted during Roll Call that Kristine Mulder has resigned)

Trustees absent: Kristine Mulder

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

Guest: Diane Lee, Dietary; Kelly Bellmore, Whispering Pines

TOPIC	DICUSSION	OUTCOME
Board Approval of July 2019 Agenda	The July 2019 Agenda had the following changes: under Board Actions on Financial Statement add (6a) Plante Moran Audit, under Board Actions (b) Reassessment Financial Status will be during open meeting. Under Board Action add (h) Water Authority, add (i) MM Area Foundation, add (j) Smoking Policy/Code of Conduct and (k) Evaluate Resident Tracking	A motion was made by Trustee Driscoll to accept the July 2019 Agenda with the changes, seconded by Trustee Eichhorn. Motion carried

TOPIC	DICUSSION	OUTCOME
Board Action on Minutes of the June 2019 meeting	The June 2019 Minutes will have the following changes: correct spelling of Judy Schwalbach name, add to Matt, full name and title, Matt Yohe Director of Health and Human Services for the Tri-County area. Move the motion to accept the resignation of Nicole Chouinard to the open minutes from the closed.	A motion was made by Trustee Piche to accept the June 2019 Minutes with the changes, seconded by Trustee Eichhorn. Motion carried

TOPIC	DICUSSION	OUTCOME
Board Action on June 2019 Manifest of Invoices	Trustee Naser questioned a check for 44 North on page 4 of the Manifest, Jessica Johnson, CFO explained they are our Insurance Company for staff, Trustee Naser questioned a check for Garrett and Clossen, Jessica Johnson, CFO explained we order parts for our Maintenance Dept from this company. Trustee Eichhorn asked about a check to Benoit Glass & Lock, Jessica Johnson, CFO explained this was for office doors and locks on the floor.	A motion was made by Trustee Naser to accept the June 2019 Manifest of Invoices, seconded by Trustee Schomin. Motion carried

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TOPIC	DISCUSSION	OUTCOME
<p>Report from Plant and Moran</p>	<p>Nick Maeder a representative from Plante Moran and Anna, an Intern for Plante Moran, gave a brief overview, due to the packed Agenda, of the Audit performed by his company on behalf of Pinecrest. Nick explained he has been with Plante Moran for 12 years and has been assigned to the Pinecrest account for the last 2 years. Nick brought copies of the Audit for the Board Members to review. Nick went over three points of interest: Post Audit, Financial Statement and Items to Report. We received a clean opinion from their generally accepted Audit Standards, Management assumptions were appropriate. For the Financial Statement, Operating Revenue was down due to a lower Census but will show a positive in Medicaid payment next year, we have done a good job decreasing expenses, Pinecrest should consider getting a Millage, Trustee Naser asked why assets down from 2017. Nick explained a lower Census and Depreciation were the reasons, our occupancy in 2015 was 95% we have gone down to 85.6 for 2018. Nick discussed different classes of operation, Pinecrest runs with a lower reimbursement rate. Pinecrest has been good a managing Salaries and wages compared to other Facilities. We have 183 days of cash on hand, that is above other Facilities. Accounts Receivable aging over 180 days has been consistent. With the age of the building compared to other facilities we need to have a plan going forward. Trustee Piche asked about getting a Millage. Nick said a Millage would allow Pinecrest to make changes and updates which creates a higher census, and we are in a unique position with having 3 counties, one county does not take the full load. Darlene Smith, Interim Administrator said a Millage is very important. We have a need for a new phone system, boiler, chiller, etc. They are all aged. Nick went on to discuss Medicare referrals from the local hospitals are low for each county, we need to work on strengthening our relationships with the hospitals. Darlene Smith suggested that the Board members take the Audit information home and review it and at a later date</p>	

	<p>when the wood can be sold. Darlene also told the Board that as of October 1, 2019 we are required to go to a Patient Driven Payment Model by the State of Michigan. The consultant we have been working with said our reimbursement should go higher with the new model. Darlene will be getting the Board more information on this at a future Board Meeting.</p>	
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TOPIC	DICUSSION	OUTCOME
Whispering Pines Report	Trustee Driscoll said she attended the Whispering Pines Board Meeting today, the Homes are doing well, staffing is always an issue, 2 Safety Policies were reviewed, the Gladstone home will get some insulation and air conditioning for Northern Pines is on hold.	A motion was made by Trustee Eichhorn to accept the Whispering Pines Report, seconded by Trustee Olsen. Motion carried

TOPIC	DICUSSION	OUTCOME
Board Action on Write-offs	<p>Jessica Johnson, CFO explained four of the write offs have been sent to collections and the other have been re-billed. Trustee Nelson asked how long, does it take to hear back about collections. Jessica Johnson said she was not sure, but she has been told there may not be anywhere to collect from. Trustee Naser said he was in contact with Matt Yohe, Director of DHS, about the miss-spelled name. Matt said it has been too long he cannot help us. Matt said to contact him soon as possible for him to try to help with this kind of problem. Trustee Naser said we need to be in contact with Matt Yohe and</p>	A motion was made by Trustee Naser to accept Board Action Items including additions, seconded by Trustee Piche. Motion carried

<p>Board Action on Financial Status</p>	<p>not contact Ed McBroom's office or Judy Schwalbach for help. Jessica said they will now get in contact with DHS sooner</p>	
<p>Board Action on Screened in Patio and Ice Machines</p>	<p>Done during Financial Report</p>	
<p>Board Action on Administrators Contract</p>	<p>Done during Financial Report for Capital Budget with Donation funds</p>	<p>A motion was made by Trustee Eichhorn to accept the Capital Budget for Patio and Ice Machines, seconded by Trustee Driscoll. Motion carried</p>
<p>Board Action on Citation information</p>	<p>Closed meeting</p>	
<p>Page6July2019</p>	<p>Darlene Smith, Interim Administrator, reviewed the State citations with the Board, we received one (J), three (H), six (D) and three (F) and two (E) due to the State citations we have not been able to admit for payment Medicare or Medicaid, we can still accept VA and private pay. This hurts our census. We are not able to train Certified Nurse Assistants at this time, but we have a waiver to be used as a Clinical site. We sent our Plan of Correction to the State by the July 11, 2019 deadline. We have applied for a 35% reduction in fines if we do not request a hearing and we have applied for hardship to try to lower the penalties. For the hardship we have to send in our Financials for Pinecrest and we need to send in the Audits for the Counties who own us. Jessica Johnson, has been trying to get the Audits from the counties. She has been in-touch with Dickinson County and is waiting to hear, has not heard from other counties yet. Trustee Degenaer, Jr. said he may have a copy of it</p>	

	<p>in his car, he just received at the last meeting. Trustee Nelson said she will check with Delta County. Trustee Piche asked, it is the State that wants the Audits? Jessica Johnson said, yes the State.</p>	
Board Action on Litigation Case	Closed meeting	
Board Action on Water Authority	Carol Welch from the Powers/Spalding Water Authority contacted Pinecrest about restructuring the Water Authority Board, since Pinecrest no longer has the Water Tower, Pinecrest will no longer have to attend the Board meeting unless we have an issue	
Board Action on M&M Area Foundation	A letter was requested from the M&M Area Foundation to update them on our new Administrator and to inform M&M Area Foundation who the Trustees for the trust will be. Donna Schomin, Board Chairperson signed the letter to be sent to M&M Area Foundation.	A motion was made by Trustee Eichhorn to accept the restructuring of the Water Authority Board, seconded by Trustee Olsen. Motion carried
Board Action on Smoke Free Policy/Code of Conduct	The Smoke Free Policy has been updated to include Vaping in our policy, the policy states: tobacco/vaping products is prohibited within the Pinecrest buildings and grounds. In the Code of Conduct tobacco/vaping products will be moved from group 2 to group 3. This will be presented to the Union. Donna Schomin, Board Chairperson signed the updated Smoking Policy and the Code of Conduct	
Board Action on Evacuation/Resident Tracking Page7July2019	If an evacuation, has to be done, we have a plan to have our Social Services to the site of evacuation, where records are going and resident tracking during evacuation (or other assigned staff) this is to prevent losing a resident.	A motion was made by Trustee Driscoll to accept Smoke Free Policy/Code of Conduct updates,

		seconded by Trustee Nelson
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TOPIC	DICUSSION	OUTCOME
Report of Quality Assurance and Resident Council Committee	Will be done during August Meeting	

TOPIC	DICUSSION	OUTCOME
Safety Committee Meeting report	David Vandermissen, Jr. Plant Operations discussed our Chiller. We had a lightning strike. Working with Trane to repair. Patio is half done, Ice Machines not able to repair, will order new, Laundry press on hold waiting for backordered parts then will be put in. Trustee Naser asked the Chiller being a complicated repair, should we look into other options, David Vandermissen, Jr said, new system would use gas not wood, electric cost is very high with new system, we have talked to WE energies about getting Lightening Arrestors to try to avert lightening strikes. Trustee Nelson asked if we have enough vans to have the Residents attend the upcoming Fairs, David Vandermissen, Jr. said yes, we have our new van and we have enough transportation for the Residents. Trustee Piche suggested we need a recorder to record the meetings too hard to write it all down, Trustee Degenauer, Jr. said he can get information what is used in Dickinson County for their meetings, Jessica Johnson, CFO said she has been looking into recorders for other meetings we have at Pinecrest and will see what we can get.	
TOPIC	DICUSSION	OUTCOME
Administrator's Report Page8July2019	Darlene Smith, Interim Administrator, reported on the updated Facility Assessment. Report on our strengths and weaknesses, staffing and our need	

	for a Millage, Darlene will bring upcoming items to the Board to keep up to date	
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TOPIC	DISCUSSION	OUTCOME
Closed Meetings on Litigation, ARXO Insurance, Interim Administrators Contract and Margaret Chamberlin-IDR	Closed Session	A motion was made by Trustee Piche to go into Closed Session, seconded by Trustee Schomin. Motion carried
TOPIC	DISCUSSION	OUTCOME
Regular Board Meeting re-opened		A motion was made by Trustee Piche to go back to open session, seconded by Trustee Eichhorn. Motion carried
Interim Administrator	Darlene Smith is hired as Interim Administrator, Nicole Chouinard will be paid her 30 day resignation with Benefits	A motion was made by Trustee Piche to hire Interim Administrator, seconded by Trustee Schomin. Motion carried
Public Comment Page9July2019	None	

TOPIC	DISCUSSION	OUTCOME
Meeting adjourned at 3:51 pm CST Page10July2019		



Jeff Naser, Secretary Vice Chairman



Darlene Smith, Acting Secretary Sub. Adm. 8/22/19