PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, July 27, 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, Catherine Driscoll, John Degenaer, Kristin Mulder, Gary Eichhorn, Jan Hafeman and Darlene Smith, Administrator.

Trustees Absent: Donna Schomin, Jeff Naser

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

TOPIC	DISCUSSION	OUTCOME
Approval of the July 2017 Agenda	There were no additions or deletions to the agenda.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn. Motion carried.

Board Action on the Minutes of the June 2017 meeting	The minutes were sent to the Board Members prior to this meeting for review.	A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the minutes as presented. Motion carried.
Board Action on the Manifest of Invoices for June 2017	The Manifest of Invoices had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the Manifest of Invoices as presented. Motion carried.
Board Action on the Financial Statement for June 2017.	CFO Meintz reviewed the Financial Statement with the Board. She noted that the facility had received a donation of a van with a lift from a family in the community. She also reported that the boiler tubes had needed to be replaced. Administrator Smith noted that our operating income is down because our census is down. She stated that Pinecrest is one of maybe 2 County facilities in the State that does not have a millage or Maintenance of Effort from the County. A discussion was held on how Pinecrest runs on the monies the Facility brings in. County Commissioners suggested that the monthly Financial Statements be sent to the County when the Board Minutes are sent. The Executive Secretary will begin doing that this month. The discussion of what would happen if our census falls below the 85% mark, which is when the Department of Health and Human Services mandate that we would	A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the Financial Statement as presented. Motion carried.

	have to take beds off line. Also discussed was how Medicaid and insurance companies are reviewing care and often times taking money back. Also, that sometimes patients/families do not pay their bill to us for care or services (therapy). We are reviewing the water and sewer bills as that cost has increased dramatically. The water we use for our chiller does not go into the sewer, it evaporates, so we are looking into that.	
Whispering Pines Committee Meeting Report	Chairperson Driscoll reported on the Whispering Pines Meeting which was held just prior to this Board Meeting. All homes are doing as good as they can. They are also experiencing staffing issues. The Committee reviewed the Staffing Report. They also reviewed the Vision, Mission and Goals; the Program cycles and she announced that they will be having the annual picnic on August 4th at the Bark River Senior Center's Pavilion.	A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the report of the Whispering Pines Committee Meeting as presented. Motion carried.
Report of Quality Assurance and Resident Council Meetings	Nicole Freeland, Director of Nursing, reported on the monthly QA Meeting noting that the (employee) Sponsorship Program continues to work well. We are still getting 1 or 2 a month to enroll in the program. We have 2 RNs we are sending to the Infection Preventionist Program so they will be certified as required by the	A motion was made by Trustee Hafeman, supported by Trustee Nelson. Motion carried.

	State. We had a Table Top drill for the Emergency Preparedness Program and that went well. Our new staff, Abby (Physical Therapist) and Amy (Dietitian) are doing well. Resident Council Meetings at the Groves: The residents reviewed the August calendar, discussed the Fair Outing, the 2 fishing outings. The residents of the Groves would like chairs outside so they can sit out there. Resident Council Meeting at Pinecrest: the residents reviewed the calendar, discussed the casino trip and asked to have a second trip scheduled, there are 2 fishing trips (1 for the men and 1 for the women). The women want to go out to lunch and then shopping. Residents also asked to have a trip to watch the Ski-teers They have asked for a picnic lunch of dark meat chicken, baked beans and cake. They also asked for mini blinds in the living room so they can play cards (the sun it too bright coming in the windows) and Administrator Smith has already addressed this issue.	
Review and Request for Write-Offs	There were no write-offs presented for July.	

Safety Committee Meeting Report	David Vandermissen, Jr., Safety Committee Chairperson He reported that they are working on a lift for a large kitchen bowl for Dietary. The lightning strike caused damage to areas of the facility and so we have an insurance claim for the damages. EMS Table Top Drill went well. We are having a Global Harmony Presentation from our Work Comp Loss Prevention Person on August 9th. We have Fire Extinguisher Training on August 8th. We will also be having lift training – for putting wheelchairs into the vans. The Data Center is moving along fast. We have applied for a MIOSHA Grant for Lock Out Tag Out Equipment. We have a Legjonaires' Disease Policy in place. Even the fountains outside had to be taken out or the water had to be tested. Inservice on fire training for new employees is being done.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Safety Committee Meeting report as presented. Motion carried.
Administrator's Report	Administrator Smith reported that she attended the OSH Advisory Board Meeting on June 27th. On July 6th she attended a meeting of the Spalding Township at which Northern Initiative' Block Grant was discussed. Someone in the community had to apply	A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the Administrator's report as presented. Motion carried.

	for a Grant or Spalding Township would stand to lose $800,000. Pinecrest has applied for a loan through Northern Initiatives. A $20,000 at a 1% interest rate. Administrator Smith requested that the Board give her permission to sign paperwork as needed for that loan. A motion was made by Trustee Hafeman, supported by Trustee Nelson to permit Administrator Smith to sign the loan paperwork. Motion carried. Administrator Smith explained that the loan comes with the benefits of having them help us with strategic planning, our website, and the loan will give us money for training of new employees. Administrator Smith stated on that September 12th we will be doing an actual evacuation, which we need to have done by November. We do not have it planned out just yet, but she asked if any Board members would be interested in being in attendance that day. Jan Hafeman, Elaine Boyne and Kristin Mulder showed interest. Administrator Smith stated that they are working on the annual Employee Recognition Dinner and are trying to set a date, it may be in September this year	

	instead of October. She feels this is an important thing to do for the staff.	
Comments from the Public	There were comments at this time.	
Adjournment	The next meeting is scheduled for Thursday, August 24, 2017 at 2:00 p.m. Central time in the Board Room.	A motion to adjourn the meeting was made by Trustee Degenaer, supported by Trustee Boyne. Motion carried.

Donna Schomin

Donna Schomin, Secretary

Darlene Smith 8/24/17

Darlene Smith, Acting Secretary