PINECREST
Caring Community

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, August 25, 2016	Place: Board Room
Presiding: Catherine Driscoll, Vice-Chair	Time: 2:00 p.m. Central Time
Recording: Lois Ball, Executive Secretary	

Call to Order: Vice-Chairperson Driscoll called the meeting to order at 2:00 p.m. Central Time

Roll Call:
Trustees present: Mary Harrington, Donna Schomin, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman. Darlene Smith, Administrator.

Trustees absent: Elaine Boyne

Leadership Team Members present: Susan Williamson, DON; Candace Meintz, CFO

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the August 2016 Agenda	Administrator Smith requested that the following items be added to the Agenda: Under 8. b. add "Request of money for Activities Director Conference training", and 8.c. Whispering Pines/Great Northern Home Care appointee	A motion was made by Trustee Hafeman, supported by Trustee Oliver. Upon addition of 2 items, Trustee Hafeman amended her motion to include those 2 items. Trustee Oliver supported.

Board Action on Minutes of the July 28, 2016 Meeting	The minutes of the July meeting had been sent to Board Members prior to this meeting for their review.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the minutes as presented. Motion carried.
Board Action on the July Manifest of Invoices	The manifest of Invoices had been sent to Board Members prior to this meeting for their review. The monthly bill paid to Walmart was discussed. Administrator Smith will report back to the Board in September regarding the use of the Walmart.	A motion was made by Trustee Naser, supported by Trustee Harrington, to approve the July Manifest of invoices as presented and to pay the bills.
Board Action on Financial Statements for July 2016	CFO Meintz reviewed the Financial Statement.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statement. Motion carried.
Board Committee Reports Whispering Pines Committee Report	Trustee Driscoll reported that the Whispering Pines Committee had met at 12:15 p.m., prior to this meeting. They reviewed Medicare C & D, Fraud, Waste and Abuse; Whispering Pines and Great Northern Home Care Policy changes, and discussed the need for a Whispering Pines appointee.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the Whispering Pines Committee Report.
Board Action Items/Resolutions a. Request for Write-Offs	CFO Meintz reviewed the Write Offs in the amount of $10,307.78 with those present and they were discussed.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Write Off in the amount of $10,307.78. Motion carried.
Request of money for Activities Director Conference training	Administrator Smith stated that our Activities Director is requesting to attend	A motion was made by Trustee Eichhorn, supported by Trustee Harrington, to

	a conference at Boyne in order to keep up her certification. She requested $280.00 to cover food and travel amount.	approve the cost of $280.00 for Ms. Rochon to attend the conference. Motion carried.
b. Whispering Pines/Great Northern Home Care Committee Appointee	An appointment to the Committee was discussed and the Board Members present were asked if anyone was interested in volunteering for this position. Trustee Hafeman Volunteered.	A motion was made by Trustee Degenaer, supported by Oliver, to appoint and approve Trustee Hafeman to serve on the Whispering Pines/Great Northern Home Care Committee. Motion carried.
Unfinished and New Business a. Report of Quality Assurance and Resident Council Committee	Susan Williamson, Director of Nursing reported on the August Quality Assurance Meeting and noted that we are working on improving our 5 star rating. Resident Council Committee meetings for August. All Committees reviewed State Regulation F252, and the Activities Calendar for September. The Pinecrest building lost a pet last month and the residents wanted a new pet, so we are having an "interview" with Max on Monday to see if this cat will fit in at the facility. Residents are discussing attending the North Central-Carney Nadeau football game and are already discussing attending basketball games. They did ask that the bingo games on Saturday be stopped so that the pot on the Thursday games can be bigger.	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to approve the reports of Quality Assurance and Resident Council Meetings as presented. Motion carried.

b. Safety Committee Report	Lois Ball reported that the Safety Committee met for August. All resident and employee incidents had been reviewed. She noted that falls are up slightly this month for residents and she also noted that there were 3 employee incidents recorded this month, none of which required a Dr.'s office visit or lost time from work. She commended the employees on their safe work ethic. She reported that they had discussed safety items such as the codes being put on our doors. Administrator Smith gave an inservice on Global Harmony and cell phone usage. She also told the group that main doors for the Business Office will be locked after the last employee is finished for the day (normally 4 p.m.) This is to help alleviate wanderers coming into office area. Individual offices are locked at the end of the day.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Safety Committee Report as presented. Motion carried.
c. Administrator's Report	Administrator Smith reported that during the month of August she attended: The OSF Community Advisory board Meeting on 8/2, the Active Shooter Training was held on 8/3 and 8/17 for all employees; she attended the Alzheimer's Support Meeting on 8/9; the Governor's Luncheon on 8/18; the Water Authority Meeting on 8/24 and the OSF Home	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Administrator's Report as presented. Motion carried.

	Health and Hospice Advisory Board Meeting on 8/23.	
Comments from the Public	There were no comments from the Public	
Board Discussion on Upcoming Meetings	Vice-Chairperson Driscoll discussed the upcoming meetings during the holiday months. It was decided that the November meeting will be held on Thursday, November 17th and the December meeting will be held on December 15th at the Island Report and Casino.	
Adjournment	The meeting was adjourned at 2:44 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Katy Driscoll for

Darlene Smith, Administrator

Darlene Smith, Adm 9/22/16