PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, August 24, 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: Elaine Boyne, Donna Schomin, Theresa Nelson, Catherine Driscoll, Kristine Mulder, Jan Hafeman and Darlene Smith, Administrator

Trustees Absent: John Degenaer, Jr., Jeff Naser, Gary Eichhorn

Leadership Team Members Present: Candace Meintz, CFO and David Vandermissen, Jr.

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the August 2017 Agenda	There were no additions or deletions to the Agenda.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Agenda as presented. Motion carried.

Board action on the Minutes of the July 2017 Meeting	The minutes were sent to the Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Mulder, to approve the minutes as presented. Motion carried.
Board action on the July Manifest of Invoices	A discussion was held on the monthly expenditure for the Provider tax paid to the State of Michigan.	A motion was made by Trustee Boyne, supported by Trustee Hafeman to approve the Manifest of Invoices as present and to pay the bills. Motion carried.
Board action on the Financial Statement for July 2017	CFO Meintz reviewed the Financial Statement with those present. She discussed with the Board the rate adjustments made, and the amounts the Facility will be getting back. She noted that we did receive a $3900.00 grant from the Hannahville 2% Grant for our Data Center, which will be very helpful.	A motion was made by Trustee Hafeman, supported by Trustee Mulder, to approve the Financial Statement as presented. Motion carried.
Whispering Pines Committee Report	Trustee Driscoll reported on the Whispering Pines Committee Meeting, held just prior to this Board Meeting. She noted that the Board had been inserviced on Red Flag Identity Theft Prevention and Detection Procedures, Code of Ethics and Corporate Compliance.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Whispering Pines Committee Report as presented. Motion carried.
Review and Request permission for Write-Offs	CFO Meintz explained that we are continuing to work on collecting some debts, so none are ready to be brought to the Board as Write -Offs.	
Discussion of the change of times, dates and locations for the September,	Discussion was held on this subject. The following changes were approved:	A motion was made by Trustee Hafeman, supported by Trustee Nelson,

November and December Board Meetings.	September Board Meeting will be held on Thursday, September 28, 2017 at 4:00 p.m. in the Bear Room of the Island Resort and Casino. The November Meeting has been changed from Thursday, November 23, 2017 to Thursday, November 16, 2017 at 2:00 p.m. in the Board Room. The December Meeting has been changed from Thursday, December 28, 2017 to Thursday, December 14, 2017 at 4:00 p.m. at the Island Resort and Casino.	to approve the changes in the dates, times and locations of future Board Meetings. Motion carried.
Discussion of Millage	Administrator Smith requested that due to the absence of 3 of the Board Members, this topic be tabled until next month when we will have more Board Members present.	
Report of Quality Assurance and Resident Council Committees	Administrator Smith reported that we are continuing staff inservices and preparation for the Rules of Participation. She discussed the Payroll Based Journal. We had our consultant here on the 22nd and she gave a presentation on the Quality Assurance Performance Improvement program. We have also had inservices on Global Harmony, the EMS Plan, Niki has interviewed a few RNs, and 4 nurse aides who Pinecrest has offered to sponsor.	A motion was made by Trustee Nelson, supported by Trustee Mulder, to approve the Administrator's report. Motion carried.

	She also reviewed Resident Council notes for the 3 buildings where they reviewed the activity calendar for each home, and she noted that the residents asked for a bigger awning for outside.	
Safety Committee Meeting	David Vandermissen report on the Safety Committee Meeting held in August. He stated that they continue to work on the mixer in the kitchen. We had 2 lightning strikes in July which caused damage in the buildings and we have an insurance claim out on each one. He discussed a recent fire drill and that he and Administrator Smith will be meeting with the new fire chief to discuss our protocol for our drills. We are working on an evacuation plan. Maintenance continues to work on safety issues, such as railings, parking lots and leaky gutters. Resident incidents were reviewed, how to lift properly was discussed at this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Safety Committee Report as presented. Motion carried.
Update on September 12th mock Evacuation Drill	This was covered under other reports today.	
Administrator's Report	Administrator Smith reported that on August 9th we had the consultant from our Workers' Compensation Insurance come in to do a presentation on Global Harmony. On August 10th she and several others went to the VA in Iron Mountain to meet	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Administrator's report as presented. Motion carried.

	with their Social Worker for a better continuity of care. On August 15 we had a site review by MMRMA, our liability insurance to update their information on our buildings and equipment. On August 17th she, Candy and Niki attended the Governor's Luncheon. On August 22nd we had the nurse consultant in to do inservices on QAPI and Facility Assessment. On August 23rd she attended the Water Authority and the Ellen K. Russell/Michael Miketinac and Pinecrest Charitable Trust Meeting. She announced that the board from the Ellen K. Russell Trust had approved $12,000.00 for us to install new flooring in the Multipurpose room. Administrator Smith stated that we have until March 2018 on the contract with the logger doing the timber cut. She noted that she would like to table this subject until the next meeting when the other Board Members would also be in attendance.	

Comments from the Public	There were not comments at this time.	
Adjournment	The meeting adjourned at 2:54 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to adjourn the meeting.

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith 9/28/17