PINECREST
CARING COMMUNITY

Date: Thursday, August 27, 2015	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Chairperson Naser at 2:00 p.m. CST

Roll Call:
Trustees present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenaer, Jr., Jeff Naser, Jan Hafeman. Also Present: Darlene Smith, Administrator
Trustees Absent: Gary Eichhorn and David Prestin

Leadership Team Members present: Candy Meintz, CFO and Susan Williamson, Director of Nursing

Guests: Terry Grondine, David Vandermissen, Jr.

TOPIC	DICUSSION	OUTCOME
Approval of August 2015 Agenda	There were no additions or deletions to the Agenda.	A motion was made by Trustee Smith, supported by Trustee Degenaer, to accept the Agenda as presented. Motion carried.

Board action on Minutes of the July 2015 meeting	The minutes had been sent to Trustees prior to this meeting for their review.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Minutes of the July meeting. Motion carried.
Review and request for approval of Financial Statements for July 2015	Candy Meintz, CFO, reviewed the Financial Statements with the Board. Trustee Hafeman questioned the payment to Ameritas Life Insurance. It was explained that this company provides our employee dental and vision coverages.	A motion was made by Trustee Smith, supported by Trustee Hafeman to approve the Financial Statements for July 2015 as presented. Motion carried.
Board action on the July Manifest of Invoices	The Manifest of Invoices had been sent to Trustees prior to this meeting for their review.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Committee Reports: Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll stated the Committee met at 11 a.m. today and toured 4 homes. Whispering Pines South, Whispering Pines West, Maple Grove and Northern Pines where they had lunch. During their meeting they reviewed several policies and the April – June Quality Outcomes.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Whispering Pines Committee report. Motion carried.

Board Action Items/Resolutions a. Request approval from the Board for $200.00 for Administrator's food and lodging to attend the MCMCFC Board of Director's meeting and Inservice in Sault Ste. Marie on September 24 and 25. b. Request approval from the Board for Administrator and D.O.N. to attend the Joint Provider Conference in Grand Rapids September 29th. 4 meals each plus $125.00 lodging each for a total of $410.00		A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the expenditure of $200.00 for the Administrator to attend this meeting. Motion carried. A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the expenditure for the Administrator and Director of Nursing to attend the Join Provider Conference in Grand Rapids. Motion carried.
Unfinished and New Business: c. Report of Quality Assurance and Resident Council Committees – Susan Williamson, DON	Ms. Williamson reported on the monthly Quality Assurance Meeting held on August 19th. She stated that we have completed our follow up programs for the citations we had received in past months. She discussed having Behavioral Care Solutions come in on a regular basis to provide behavioral health care for our residents as needed. She discussed a citation we received this month for a dignity issue. The Plan of Care has been completed and staff have been inserviced. The newly updated charting program for nursing (ECS) will be easier for staff to follow.	A motion was made by Trustee Degenaer, supported by Trustee Smith, to approve the report of Quality Assurance and Resident Council Meetings as presented. Motion carried.

	Ms. Williamson also reported on the Resident Council Meetings held at each of the homes where they reviewed the activity calendar and made plans for upcoming events. She noted that the main building had a zoo outing this week, a cook-out today, Fish Fry outings, a fishing trip and a day at the fair. Cedar Grove has requested a fish fry outing.	
Safety Committee Report – Lois Ball	The Safety Committee meeting was held on Monday, August 19th. A discussion centered around falls and a new criteria we will be using to evaluate falls. A couple of general safety reminders were reviewed with those present. All incidents for residents and employees were reviewed.	A motion was made by Trustee Smith, supported by Trustee Degenaer, to approve the Safety Committee report as presented. Motion carried.
Village of Powers Water/Sewer rates	Administrator Smith reported that they had the Water Authority meeting yesterday and they want to increase the rates by 2% for water. The Mayor and engineer for the Village were here last week and we are using 841,000 units for our sewer units. They want to increase the monthly fee from $1760 to $5500. We can't absorb that kind of increase. They will look at doing incremental increases. She noted that Davey Vandermissen had been at the meeting as well. He discussed the usage and noted that we'll put in more meters to	

	monitor the outgoing into the sewer system. They will be checking toilets and ice machines for continuous running. He noted that we do burn about 1 million gallons of water a year in our chiller but it is dumped in the storm drain, not into the sewer system. We will also put meters at that end to know what is coming in and going out. We dump 3-5 gallons per minute. Administrator Smith noted that we are working with the Village to get permission to use the water from the well out back of Pinecrest for the chiller. Trustee Degenaer noted that they do make a mirror that goes into the sewer drain and gives a reading of what is going into the sewer.	
Update by David Vandermissen Jr., regarding the retaining wall, roof, chip building, patios, siding at Maple Grove, roof assessment and proposed solution for Pinecrest main building.	Davey Vandermissen gave a report on several items: The retaining wall needs expansion joints cut into the top cap before it is completed. The blacktop will be remelted and relaid as it did not turn out well. The chip hatch was lifted off the roof and that area was reworked to make the opening big enough to accommodate one	

	and one-half truckloads of wood chips. The building is being welded down and bolted back into place. Administrator Smith noted that at last month's meeting, Trustees Degenaer and Springinsguth were not present, but Trustee Eichhorn was here. Trustee Eichhorn stated that he had helped put that roof on about 30 years ago. Davey had gotten bids regarding the roof for the chip building. Trustee Eichhorn reviewed these bids after the Board Meeting. Siding at Maple Grove was replaced and insulation put in. Davey discussed needing to redo the roof of the big building. There are bad spots that need to be repaired before winter. He will get bids from companies in each of the counties for the repairs needed. After the repairs are completed they will work on putting the roof on a schedule for repairs/replacement. He noted that he hoped to have the repairs done before winter and then we should have 2 to 3 more years with this roof. Board Members offered suggestions of roofers to contact for bids.	

Permission for several staff members to attend the Best Practices Conference at Bay College on October 6h	Administrator Smith requested permission to bring 3 or 4 people to the Best Practices Conference at a cost of about $50.00. Credits for RNs and Social workers would cost more. They would use the facility van.	A motion was made by Trustee Smith, Supported by Trustee Boyne, for a cost, not to exceed $200.00 for employees to attend the Best Practice Conference. If more than the allotted amount is needed Administrator Smith will revisit this item with the Board.
Reminder: Change of Board Meeting Date for September from September 24th to September 23rd	To accommodate Administrator attending the MCMCFC Conference in Sault Ste. Marie. Chairperson Naser noted that he would not be able to attend this meeting.	
Change of Dates for November and December meetings due to holidays	Suggested November 19 and December 17 due to holidays	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the suggested dates for Board Meetings. Lois noted that the December Board Meeting will be held at the Casino.
Administrator's report: Computer/IT Training august 18-20	Administrator Smith noted that this is the computer program we use for nurses charting. She stated that the training went well. We will be going live September 14th, but there is a lot of work to do for this.	
Governors' Luncheon August 20th	Administrator Smith stated that Candy Meintz, Chairperson Naser and she went to the Governor's Luncheon. She also saw Trustee Hafeman there.	

	She also noted that Pinecrest and Whispering Pines sponsored a table at the fair.	
Water Authority Meeting – August 26th	Administrator Smith noted that this was already discussed with Davey's earlier presentation regarding water rates and sewer issues.	
House Committee Meeting – august 27th	There will be a meeting of the House Committee immediately following this meeting to hear a grievance from an AFSCME employee.	
Employee Recognition Banquet October 5th	Invitations for the Board to attend this event are next to your Packets.	
ATC Update	A call from ATC regarding placement of a pole was referred to Jim Moraska from the Township. Work is progressing Also, Rory Mattson sent a map to Jeff Naser regarding the timber cut (Jeff stated that it all looks good) and that he should have bid specifications next week along with a list of who to send them to for bids on our timber project.	
Purchase of laminating machine through donation of our Auxiliary to comply with life Safety Code	Administrator Smith stated that she wanted the Board to know that our Auxiliary had donated the funds to	

	purchase a laminating machine for the facility to help us comply with the Life Safety Code and thanked the Auxiliary for this donation.	
Meetings and Conferences Attended	OSF Advisory Board – 8/4. This is a 6 a.m. Central time meeting in Escanaba. Spaghetti Benefit Dinner for 1 employee who is ill – 8/5 she noted that we have 3 employees and 1 employee's spouse with cancer right now and that employees are holding fundraisers and trying to help them as much as they can. Whispering Pines/PAC Picnic – 8/7 State Surveyors were in the building for Facility Reported Incident and a complaint August 11th and 12th.	A motion was made by Trustee Smith, supported by Trustee Springinsguth, to approve the Administrator's report and report of Meetings and Conferences attended. Motion carried.
Comments from the public	Trustee Degenaer noted that when the Activity Center brings their residents to the Dickinson County Fair, they should ask someone at the gates to contact him to get them in.	
Adjournment	The meeting adjourned at 2:38 p.m.	A motion was made by Trustee Hafeman, supported by Trustee VanGasse, to adjourn the meeting. Motion carried.

Catherine Driscoll, Secretary

Catherine Driscoll

Darlene Smith, Administrator

Darlene Smith 9/23/15