PINECREST
CARING COMMUNITY

**MINUTES OF THE PINECREST BOARD OF TRUSTEES**

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| Date: Thursday, August 28, 2014 | Place: Board Room |
| Presiding: Barbara Oliver, Chairperson | Time: 2:00 p.m. Central time |
| Recording Secretary: Lois Ball, Executive Secretary | |

The meeting was called to order at 2:00 p.m. by Chairperson Oliver.

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 and Darlene Smith, Administrator.

Trustees Absent: Mary Bradley, Gary Eichhorn

Leadership Team Members Present: Candace Meintz, CFO and Susan Williamson, DON

Guests: Terry Grondine, Amy Lantagne, Sandi Gauthier and Rory Mattson.

| TOPIC | DISCUSSON | OUTCOME |
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| Approval of Agenda | There were no additions or deletions to the agenda | A motion was made by Trustee Smith, supported by Trustee by Trustee Hafeman, to approve the Agenda as presented. Motion carried. |

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| Board action on Minutes of July 24, 2014 meeting | The minutes of the July meeting had been mailed to Board Members for review prior to this meeting | A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Minutes as presented. Motion carried. |
| Review of Financial Statements for August 2014 | CFO Candace Meintz reviewed the financial statements. She noted that we were having problems receiving VA payments, but our biller is working with them to clear up this problem. She also noted that our new biller has Medicaid claims pretty much caught up and is keeping on top of this. We had a problem receiving payments from them as well, but it was a computer problem, or some issue, on their end. | A motion was made by Trustee Springinsguth, supported by Trustee Boyne, to approve the Financial Statements. Motion carried. |
| Manifest of Invoices | The Manifest of Invoices had been mailed to Board Members for review prior to this meeting. | A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Manifest of Invoices and to pay the bills. Motion carried. |
| Review of Surveyor bids by Rory Mattson | Mr. Mattson reviewed with the Board 9 bids that he had obtained for the surveying of Pinecrest property in relation to the timber sale on facility lands that he is putting together for Pinecrest. After review and consideration Peterson Surveying was chosen with a bid of $2,800.00 for the project. He expects the survey to be done in October. He said he is planning a scaled sale, which guarantees our money. The bids may go out in mid-December. It was asked about ATC cutting before the bid. ATC has to pay us for the timber they cut, it will not affect the sale. He suggested that we clear cut the land across the highway and explained why he thought it a good idea. There will be | A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the bid of $2,800 from Peterson Surveying. Motion carried. |

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| | a map drawn up. Payment to Peterson Surveying will be after the survey has been completed. | |
| Whispering Pines/Powers Activity Center Committee Report | Trustee Boyne reported on Whispering Pines Meeting held just prior to this meeting. She noted that their recent picnic was a success. | A motion was made by Trustee Degenaer, supported by Trustee VanGasse, to approve the report as presented. Motion carried. |
| Board Action Item: Bad Debt Write Off | CFO, Candace Meintz, reviewed the Bad Debt Write Offs for August with the Board, and discussion was held. | A motion was made by Trustee Driscoll, supported by Trustee Smith. Motion carried. |
| Review of Pinecrest's Investment Policy. | The policy had been sent to Board Members prior to this meeting for their review. Administrator Smith explained that the policy had been presented to the Board in 2011, but we recently discovered that signatures were never obtained. There were no changes made to the policy. Board Chair Oliver and Secretary Boyne signed the policy. | A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve that the policy was enforce since 2011, but signature were needed. Motion carried. Signatures were obtained. |
| Request of approval of travel and lodging costs for Activities Director's meeting | Administrator Smith requested approval for the costs of travel, lodging and registration fees for Cheryl Rochon, our Activities Director, to attend an MAAP, (Activities Directors) conference in Traverse City for October 9 and 10th. The cost would be $484.00 plus tax on the hotel room. Trustee Degenaer noted that Dickinson County no longer pays for Continuing Education for their employees and asked if we wanted to consider the same. | A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the expenditure of $484.00 (plus tax) for Activities Director conference. Motion carried. |
| Unfinished and New Business Report of Quality Assurance and Resident Council Meetings | Susan Williamson, DON, reported on the months Quality Assurance Meeting and of the departments that presented at it. She also reported on each of the homes' Resident Council Meetings. | A motion was made by Trustee Springinsguth, supported by Trustee Smith, to approve the report as presented. Motion carried. |

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| Report of Safety Committee | Lois Ball, Safety Committee Secretary reported on the meeting held in August. She noted that all incidents and accidents for residents and staff were reviewed. She also noted that staff are commended for the safe work as the number of incidents/accidents for both staff and residents is not at a high level. | A motion was made by Trustee Naser, supported by Trustee Hafeman. Motion carried. |
| Updates on HVAC System, Administrator's House, and Nurse Call System | Administrator Smith reported that the work on the chiller unit is finished. We had been quoted $79,491, but paid just over $49,000 as our maintenance department did a lot of the work. We saved $30,000 this way.<br>The Administrator's House has been renamed Maple Grove. Blue Fox Construction is finished, the work looks good and they came in close to quoted price. Our people are finishing up painting and some odds and ends. We will have 4 people in the house and hope to bring $2500 per month in rent.<br>The Nurse Call System is being finished up next week. Superiorland is coming next week. | |
| Selecting dates for November and December Meeting | Suggested dates for November 20th and December 18th were approved as meeting dates by the Board | |
| Donation | Administrator Smith announced that the family had received a $300.00 donation from a family, which we would like to keep until next spring and then use it to replace some of the benches outside. | |
| Meetings and Conferences | Administrator Smith stated that she had attended the District 1 Meeting – MCF Meeting in Marquette. A representative from UP Health Plan was there to discuss how we will be interacting with them concerning dual eligible. When a resident needs nursing home placement they will look for the home they feel is best suited to meet that person's needs. | |

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| | She also attended the M & M Networking Meeting where Health Care Workers collaborate.<br><br>The DNR Grant Committee held meetings on July 29 and August 19th. They are working on a walking path in the park – it would be on Township property, it would also have a kayak launch and a fishing pier. | |
| There were no comments from the public | | |
| Adjournment | The meeting adjourned at 2:45 p.m.<br>The next meeting is scheduled for WEDNESDAY, SEPTEMBER 24, 2014 at 2:00 p.m. Central Time in the Board Room. | A motion to adjourn was made by Trustee Hafeman, supported by Trustee Degenaer. Motion carried. |

Elaine Boyne, Secretary

Elaine Boyne

Darlene Smith, Acting Secretary

Darlene Smith, acting sec.