PINECREST
CARING COMMUNITY

Date: Wednesday, September 23, 2015	Place: Board Room
Presiding: Elaine Boyne, Vice-Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Vice-Chairperson Elaine Boyne at 2:00 p.m. CST

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

Leadership Team members present: Candace Meintz, CFO and Susan Williamson, Director of Nursing.

Guests: Gerald McCole, David Vandermissen, Jr.

TOPIC	DICUSSION	OUTCOME
Approval of September 23, 2015 Agenda	There were no additions or deletions to the Agenda.	A motion was made by Trustee Springinsguth, supported by Trustee

		Smith, to approve the agenda as presented. Motion carried.
Board action on Minutes of the August 2015 meeting	The minutes of the August 27, 2015 meeting had been sent to Trustees for their review prior to this meeting.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the August Minutes. Motion carried.
Review and request for approval of Financial Statements for August 2015	CFO Meintz discussed with the Board 5 letters received from the State of Michigan in regards to the State taking back reimbursement that had been paid to us. She noted that we have been working with our auditors and the Medicaid people to determine why this is happening. We will probably take this to a formal appeal. Trustee Springinsguth stated that she feels we need to contact our Representatives and make them aware of what is happening. CFO Meintz then reviewed the Financial Statement for the month of August.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Financial Statement as presented. Motion carried.
Board action on the August 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 Driscoll, 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 reported that the Committee had met prior to this meeting. Along with discussions the Committee reviewed the 2015 staff Survey Report, Tech Plan for	A motion was made by Trustee Degenaer, supported by Trustee Smith, to approve the report as presented. Motion carried.

	2015 and any changes to the organizational charts.	
Board Action Items/Resolutions a. Request permission for Director of Nursing and 2 MDS Coordinators to attend the Fall D.O.N. Training in Thompsonville MI October 15 and 16 b. Bad Debt Write Off	Administrator Smith requested $350.00 for food and lodging for the 3 staff members to attend this training. Administrator Smith requested that the Board approve a Bad Debt Write Off in the amount of $12,547.06 Write Offs were reviewed with the Board.	A motion was made by Trustee Driscoll, supported by Trustee Smith, to approve the request for $350.00 for expenses. Motion carried. A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the write off amount of $12,457.06. Motion carried.
Unfinished and New Business: a. Report of Quality Assurance and Resident Council Committees	Director of Nursing Susan Williamson reviewed the reports of Resident Council. She reported on the Committee Meetings at each of the homes and noted that F223 regarding resident rights had been reviewed at each of the meetings. She then reported on the Quality Assurance Meeting for September, noting that over the past 3 months all staff have worked really hard on the citations from the State surveys and we have cleared most everything from it. She also noted that for F251, the dignity issue, we continue to observe but have found no problems. Our completed Plan of Correction was submitted to the State with a request for a desk audit in lieu of	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the reports as presented. Motion carried.

	revisit and we had been approved for that, and the State has accepted all of our documentation so we have been cleared. The Board congratulated everyone on their hard work.	
b. Report of Safety Committee	Lois Ball, Safety Committee Secretary reported that the Committee met September 8th to review all incidents and accidents. Staff were reminded not to put items in front of the night lights in residents' rooms. Also, when the air conditioning is running all windows should be kept closed to keep the humidity out of the building. She noted that these can be considered minor items.	A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the Safety Committee Meeting. Motion carried.
c. Appoint replacement on Ellen K. Russell/Michael Miketinac and Pinecrest Charitable Trusts.	Administrator Smith noted that she received a letter of resignation from Dr. Boydston for this Committee. She will have council review the proceedings.	
d. State Surveyor visit	Administrator Smith reported that the State surveyor had come September 1st and 2nd to review an anonymous complaint, none of it was substantiated and we were given a clean slate.	

e. Administrator's report	1. Roof/boiler/garage report to be given by Dave Vandermissen: Dave reported that the chip building is almost completed, the garage door opener should be here on Friday. The roof for the chip building should be completed by Friday. The big roof repairs have been completed and the membranes and seams look good so we are hoping to ty to hold off until 2017 when we will start to put the roof on a rotation cycle for repair/replacement. Maintenance will start on boiler shut down and hope to be back up before November 1st. Whispering Pines: some windows have been wrapped, roofs have been checked. The generator we received through a grant from Hannahville is running and we are working with someone to get information on what to do to meet new Life Safety Codes.	A motion was made by Trustee Springinsguth, supported by Trustee Smith, to approve the Administrator's report. Motion carried.

	Administrator Smith reported that she had heard from Rory Mattson regarding the timber cut. He should have the bids ready soon and would like to meet with the Committee (Trustees Naser, Smith and Eichhorn) next week. Copies of his map were distributed. The lighter colored areas are hard woods that are not ready to be cut yet. He said that the bids would be set up so they would bid by species. Once the bids go out they would give 3-4 weeks before they would award bids. Administrator Smith stated that the ATC project is going well.	
f. Meetings and Conferences Attended	Administrator Smith stated that she, Candy and Lois had met with the Worker's Compensation insurance agent and the Liability Insurance agent this month. On September 8th she attended the Alzheimer's Support Group and on September 16th she met with the Job Force Board.	

	Susan Williamson stated that she had gone to the College to speak with the CNA class. We are trying to hire members of the class for staff.	
Comments from the Public	Gerald McCole read a letter he had written regarding the resignation and his suggestions of a replacement of Dr. Boydston from the Ellen K. Russell and Michael Miketinac Trusts.	
Adjournment	The meeting adjourned at 2:30 p.m.	A motion was made by Trustee Degenaer, supported by Trustee Smith, to adjourn the meeting.

Catherine Driscoll, Secretary

Catherine Driscoll

Darlene Smith, Acting Secretary

Darlene Smith 10/22/15