



MINUTES OF THE PINECREST BOARD OF TRUSTEES

Date: Wednesday, September 24, 2014	Place: Board Room
Presiding: Barbara Oliver, Chairperson	Time: 2:00 p.m. Central time
Recording Secretary: Lois Ball, Executive Secretary	

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

Roll Call: Trustees Present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenauer, Jr. Jeff Naser, Jan Hafeman and Darlene Smith, Administrator

Trustees Absent: Mary Bradley and Gary Eichhorn

Leadership Team Members Present: Candace Meintz, Susan Williamson, Sharline Corrigan.

Guests: Patrick Cory, Michael Peters. Terry Grondline, Todd Flath, Amy Lantagne,

TOPIC	DISCUSSION	OUTCOME
Approval of the September 23, 2014 Agenda	Administrator Smith requested that the following items be added to the Agenda: Under 7, Board Action Items/Resolutions, that the number 1 be: Discussion of IT Plan, that number 2 become Change Medical Records	A motion was made by Trustee Hafeman, supported by Trustee Degenauer, to approve the Agenda with the Additions. Motion carried.

	<p>Specialist into Health Information Technician and request for pay increase. And that number 3 be added as: Annual Fall Director of Nurses Training Conference at Crystal Mountain.</p>	
<p>Board action on Minutes of August 28, 2014 meeting.</p>	<p>The minutes had been sent to the Board Members prior to this meeting for their review.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the minutes as presented. Motion carried.</p>
<p>Review of Financial Statements for August 2014</p>	<p>CFO, Candace Meintz, reviewed the Financial data with the Board.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Springinsguth, to approve the Financial Statements as presented. Motion carried.</p>
<p>Board Action on Manifest of Invoices</p>	<p>The Manifest of Invoices had been mailed to the Board Members prior to this meeting for their review.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Degenauer, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.</p>
<p>Board Committee Reports: Whispering Pines</p>	<p>Trustee Boyne reported on the Whispering Pines meeting held just prior to this. She stated that a motion had been moved and approved to have Whispering Pines purchase a currently leased van needed at one of the homes. There were procedural updates, Corporate Compliance Review, and good reports from all of the homes. She stated that they had had the IT discussion during their meeting and had approved the contract with Mike Peters to be brought before this board. She also stated that</p>	<p>A motion was made by Trustee Degenauer, supported by Trustee Hafeman, to accept the report as presented and also to order a plaque in Mary's honor. Motion carried.</p>

	<p>there was discussion concerning showcasing themselves (Whispering Pines) to get more applicants. She noted that Jerry Smith had suggested in light of being notified that Mary Bradley's position will be filled soon, a plaque in honor of her years of service here be presented to her. It was brought to the Pinecrest Board to do the same. The plaques will be presented to Mary at her convenience.</p>	
<p>Board Action Items/Resolutions 1. Discussion IT Plan</p>	<p>Administrator Smith introduced Pat Cory and Mike Peters. Pat is currently the IT person for Whispering Pines and Pinecrest. Mike is the owner of a company called Interwoven and does come in to help us with our computer issues. Mrs. Smith announced that Pat had announced his resignation from our company to go to work for Interwoven.</p> <p>Pat outlined the problems that Pinecrest has right now with their computer system. A proposal from Interwoven was brought forward and discussed at length. It was noted that Pat would continue to work in the Pinecrest and Whispering Pines buildings through Interwoven. Interwoven right now does contract with another medical care facility and Mr.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Harrington, to approve the contract between Pinecrest Medical Care Facility/Whispering Pines and Interwoven for our IT needs for a 39 month period. Motion carried.</p>

	Peters had 10 years work experience at a hospital. After further discussion, Pat explained the immediate needs of the facility and assured the Board that he does not plan to just walk out on us.	
2. Change Medical Records specialist into Health Information Technician and request for pay increase.	Administrator Smith explained that our Medical Records Specialist, Cheryl Graham, has been here for about 14 years now and does the clinical building of programs within our Electronic Charting System (ECS) for nursing, medical records, etc. We have a lot of new information coming regarding ICD 10. She requested that Cheryl's wage be increased by \$1.00 per hour to reflect the additional work she will be taking on as she will be fully responsible for the ESC system 24/7 if needed by nursing staff besides getting all the new information into the system as needed. Discussion was held. Mrs. Smith stated that she will bring a new job description to the board for their review next month.	A motion was made by Trustee Naser, supported by Trustee Smith, to approve the change of job title and increase in pay for Mrs. Graham. Motion carried.
3. Annual Director of Nurses Training	Administrator Smith explained that this fall conference is for Director of Nurses. It will be held at Crystal Mountain. Suzie Williamson, DON, will be attending, using the facility van for transportation. The registration of \$135.00 is an approved item. She was asking for 1 night's lodging of \$150.93 and meals.	A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the cost of lodging and meals for Mrs. Williamson. Motion carried.

<p>Unfinished and New Business Report of Quality Assurance and Resident Council.</p>	<p>Susan Williamson, DON, reported on the Resident Council Meetings at each home for September. Each home reviewed the abuse policy. Pinecrest residents requested a breakfast outing. Some Pine Grove residents requested to be put on the list to attend a fish fry. The use of power strips in residents' rooms was discussed. Residents are not happy that they will not be allowed to use them any longer.</p> <p>Mrs. Williamson also reviewed the monthly QA Meeting and the departments that reported at this meeting. She stated that they mostly worked on the answer to the State survey regarding an incident that the facility had called in. The complaint was not substantiated, but the State did cite us on a couple of issues regarding the investigation around the incident and a couple of our policies.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Springinsguth, to approve the reports of Quality Assurance and Resident Council.</p>
<p>Safety Committee Meeting Report</p>	<p>Lois Ball reported on the September Safety Committee Meeting. She noted that the Facility had gone through Active Shooter Training and Candy noted that she has a disc for employees to review that training. Lois also discussed the purchase of bariatric equipment to aide</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Safety Committee Report. Motion carried.</p>

	<p>staff in caring for bariatric residents as well as keeping the staff and residents safe. All incidents and accidents had been reviewed by the Committee.</p>	
<p>Updates on HVAC System, Maple Grove, Nurse Call System.</p>	<p>Mrs. Smith stated that the HVAC system is done now, that Maple Grove is ready to admit clients next week and that there are a couple of things left to do with the nurse call system but all in all that is finished now too.</p>	
<p>Report on Timber Survey</p>	<p>Trustee Naser reported that the surveyor should be starting to run lines within a couple of weeks. Mrs. Smith added that he had been out to the facility and had reviewed property deeds. Lois has the copies of the deeds requested ready for him to pick up next week and then he will be getting started.</p>	
<p>House Committee Meeting immediately following this Board Meeting.</p>	<p>Due to a previous engagement, Trustee Boyne, Chairperson of the House Committee, appointed Trustee Smith to replace her at today's meeting.</p>	
<p>Abbreviated State Survey of August 27th</p>	<p>This was discussed during Quality Assurance.</p>	
<p>Employee Recognition Dinner</p>	<p>Mrs. Smith reminded the Board that the annual dinner is October 2nd beginning at 5:30 for a social and dinner is at 6:00 pm</p>	
<p>Meetings and Conferences Attended</p>	<p>Mrs. Smith noted that she will be attending the MCF meeting in Crystal Falls tomorrow. She attended the District 1 meeting in Marquette, the Iron</p>	

	Mountain Networking Meeting, the Alzheimer's Support Group, the Job Force Board, Career Connections and STEM meetings. She also noted that she had attended the Joint Provider meeting yesterday at which she spoke about our garden project with the Girl Scout Troop.	
Public Comments	There were no public comments at this time.	
Adjournment	The meeting adjourned at 2:51 p.m. The next meeting of the Pinecrest Board of Trustees is scheduled for Thursday, October 23, 2014 at 2:00 p.m. Central time in the Board Room.	A motion was made by Trustee Smith, supported by Trustee Degenauer, to adjourn the meeting. Motion carried.

Elaine Boyne, Secretary

Elaine Boyne

Darlene Smith, Acting Secretary

Darlene Smith