

**Lincoln County-Pine Crest Nursing Home
Minutes of Tuesday August 19, 2014 Board of Trustees
Meeting Pine Crest Nursing Home Conference Room**

Members present: Ron Krueger, Paul Gilk, Kathy Wulf , Bill Zeitz and Robert Weaver

Not Present: None

Visitors: Lisa Gervais, Administrator, Mindy Meehan, DON

Call to Order - The Pine Crest Nursing Home Board of Trustees Meeting was called to order at 8:03 a.m. by Chair Kathy Wulf.

Approval of Minutes-Motion by Ron Krueger, seconded by Bill Zeitz to approve the minutes of the July 21, 2014 meeting. Motion carried. All Ayes.

Census Report – The census report for July was reviewed. Motion by Bill Zeitz, seconded by Robert Weaver to accept the census report. Motion carried. All Ayes.

Review Vouchers – July vouchers were reviewed.

Financial Report – The July financial report was discussed and reviewed. Motion by Ron Krueger, seconded by Robert Weaver to approve the financial report. Motion carried. All Ayes.

Review of Administrators Time Sheets –A review of the Administrator’s time sheets was done.

Update of Strategic Planning Process-

a). Meeting with Wipfli- Ms Gervais informed the members of a telephone conference with Wipfli, Lisa Gervais and Mindy Meehan. The discussion centered around the next steps of the planning process and the best approach for a building study and market analysis. Robert Weaver requested that Ms. Gervais discuss finance options with Finance Director Leydet and Finance and Insurance Committees.

b). Results of requested information of why people choose Pine Crest Nursing Home-Ms. Gervais gave results to committee members, information gathered from new residents coming into Pine Crest Nursing Home on why they chose Pine Crest. Common themes are the therapy department and location of nursing home as well good reputation.

c). Staff, Resident and Family Satisfaction Surveys-Ms. Gervais reported that the staff satisfaction surveys will go out with paycheck this week and the residents and family satisfaction surveys will follow.

Voluntary/Mandatory Staffing Process and Progress- Ms. Gervais gave an update on the progress of the Voluntary/Mandatory Staffing. It was also reported that the consulting company; Catalyst Health were utilized as an additional measure of adequate staffing.

Request from Merrill High School for Bon Fire- Ms. Gervais reported she received a request from Merrill High School to utilize the property for the annual Bon Fire. After discussion and reviewing the safety of the building as well as the welfare of the residents, a motion by Robert Weaver and seconded by Ron Krueger for Merrill High School to find alternate placement for the fire. Motion carried. All Ayes.**Next Meeting** – The next meeting is scheduled for Monday September 15, 2014 at 8 a.m. at Pine Crest.

Adjournment - Motion by Paul Gilk, seconded by Bill Zietz to adjourn. Motion carried. All Ayes. Meeting adjourned at 9:33 am.

Minutes prepared by Lisa Gervais.