

**Lincoln County-Pine Crest Nursing Home
Minutes of Monday September 21, 2015 Board of Trustees Meeting
Pine Crest Nursing Home Conference Room**

Members present: Ron Krueger, Bob Weaver, Paul Gilk, and Kathy Wulf

Not Present: Bill Zeitz

Visitors: Lisa Gervais, Administrator, Mindy Meehan, Director of Nursing

Call to Order - The Pine Crest Nursing Home Board of Trustees Meeting was called to order at 8:04 a.m. by Chair Kathy Wulf.

Approval of Minutes-Motion by Ron Krueger, seconded by Bob Weaver to approve the minutes of the August 17, 2015 meeting. Motion carried. All Ayes.

Census Report-The census report for August was reviewed. Motion by Paul Gilk, seconded by Ron Krueger to approve the August census report. Motion carried. All Ayes.

Review of Vouchers- July and August vouchers were reviewed.

Financial Report-July and August financial reports were discussed and reviewed. Motion by Ron Krueger, seconded by Bob Weaver to approve the financial reports. Motion carried. All Ayes.

Strategic Planning Process-Ongoing-

- a) Approve RFP (request for proposal) for architectural services (facility renovation/expansion)-Ms. Gervais gave a verbal report that this proposal is currently in development.
- b) Next steps in strategic planning process-Ms. Gervais reported as the architect information comes in, and design and budget proceeds, Ms. Gervais will keep committee members informed at regular committee meetings. Ms. Gervais reported that she also has regular access to Dan Leydet Finance Director, Nancy Bergstrom, Corporation Counsel and Randy Scholz, Administrative Coordinator to assist where needed as well.
- c) Keeping residents/families informed during strategic planning & implementation process-Ms. Gervais reported that a letter was sent out to all families in the September mailings to inform them of the plan to move forward with obtaining an architect to move forward with the building/renovation project. Ms. Gervais also reported that a verbal update was given to both the families and residents at their August and September meetings.

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

Next Meeting – The next meeting is scheduled for Monday October 19, 2015 at 8 a.m. at Pine Crest Nursing Home, Conference Room

Adjournment - Motion by Ron Krueger, seconded by Bob Weaver to adjourn. Motion carried. All Ayes. Meeting adjourned at 9:16 am.

Minutes prepared by Lisa Gervais.