

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, January 18th, 2016 at 7:00 p.m. in the Pine Valley Conference Room. Jeanetta Kirkpatrick, Virginia Wiedenfeld, Larry Sebranek, Don Seep, Dr. Richardson and Fred Clary were in attendance. Joan Bailey attended for vouchers and financial report, aged accounts approval of new policy and consideration of longevity bonus, Chris Glasbrenner attended for the entire meeting. Visitor Alayne Hendricks was also in attendance.

The meeting was called to order at 7:00 p.m. by Fred Clary, chairperson. Larry Sebranek moved to approve the agenda and to verify the posting. Virginia Wiedenfeld seconded. Motion carried.

Jeanetta Kirkpatrick moved to approve the minutes of the December meeting. Dr. Richardson seconded. Motion carried. Jeanetta did make mention of Attorney Ben Southwick's email regarding FOGO Account and a reason should be dedicated for it in the next 5 to 6 months.

Joan Bailey presented the vouchers with special notice of the following: \$75.00 to Registration Fee Trust for renewal on facility van, \$321.03 to Cardmember services (credit card) for a Med Record book and new mat for entrance, \$127.10 to Actra for supply for part A resident, \$509.67 to CDW Government for privacy screens for med cart laptops, \$361.37 to Chitwood Electric Repair for motor repair, \$502.49 Complete Office of Wisconsin, Inc for office supplies and ink cartridges, \$55.00 to Wisconsin DNR for yearly environmental fee, \$12,908.00 to LW Allen, Inc for pressure switch for well, \$15,968.95 to Peerless Service Co. for new well pump, \$1,524.16 to Richland Hospital for Dietary consultant fee (2 months), \$1,472.59 to Richland Medical Center for Medical Director 4th quarter fee (\$1,000.00) and labs (\$472.59). Jeanetta Kirkpatrick moved to recommend the vouchers for payment. Virginia Wiedenfeld seconded. Motion carried.

Joan reported on Aged Accounts. Fred Clary did request Joan to consult with auditors during next visit to make sure enough money is being set aside for doubtful accounts.

Joan brought up potential write offs for 2015, and one account that is behind in Medicaid liability payments, but there is a lien on the property. There remains concern if we will be able to collect on this account since the resident has a large liability, and family is making small payments each month, so the balance is growing.

Joan presented credit policy for outpatient therapy for approval. Policy will allow current employees that receive outpatient therapy to pay deductible over monthly installments due to hardship. Lengthy discussion took place regarding interest and monthly minimum payment. Recommendations made to make policy more specific and include minimum monthly payment of \$50.00. Larry Sebranek moved to approve policy with recommended change. Don Seep seconded. Motion Carried. Virginia Wiedenfeld made motion for amendment to decrease interest from 1.5% to 1% per month. Jeanetta Kirkpatrick seconded. Those in favor, Don Seep, Dr. Richardson, Larry Sebranek, Virginia Wiedenfeld, Jeanetta Kirkpatrick. Fred Clary opposed. Motion carried.

Joan discussed the financials for Dec. 2015, showing a profit on the Revenue and Expense statements of \$295,528. The statements are un-audited at this point. Discussion regarding cash balances, and that the PV West account will be transferred in the future, as there is no PV West anymore. Chris reported the census averaged 88 for the month with 8 Medicare part A.

Chris and Joan presented suggestion of bonus to staff to be implemented in a 2 step process over the next 2 years to be distributed in March of 2016 and 2017. Don Seep recused himself from this discussion and voting. Lengthy discussion took place regarding the terms of the incentive and how it is to be funded. Information was distributed regarding the incentive and the move to a higher labor region that was effective in 2013. This was meant to pay a higher wage to staff to be more competitive with surrounding areas. Staff wages were not increased after being placed in the higher labor region. Virginia Wiedenfeld moved to refer this to Finance and Personnel for further discussion with

recommendation from Fred Clary for removal of March 2016 date and leave just as 2016. Jeanetta Kirkpatrick seconded. Motion carried.

Joan left the meeting at this time.

Chris presented information regarding approving CBRF training for an RN Manager to become an instructor for the 3 of the 4 required CBRF classes. Discussion took place regarding the cost of the class and becoming an instructor, the ability for this person to train our staff as well as being able to use this as a source of revenue to allow the RN Manager to teach classes for other CBRFs in the area. Don Seep moved to approve the training. Virginia Wiedenfeld seconded. Motion carried.

Chris Glasbrenner presented a proposal for the approval of the Personal Care Worker job description and pay grade placed on the non union scale at grade 6. Starting wage to be \$10.44, 6 month rate at \$10.95 and 18 month rate set at \$11.48. Discussion took place regarding the requirement and duties of this position in comparison to the CNA position. Don Seep moved to send to the Finance Personnel Committee for approval. Larry Sebranek seconded. Motion carried.

Alayne Hendricks left meeting at 8:33 p.m.

Fred Clary moved to adjourn at 8:40 p.m.

Virginia Wiedenfeld seconded. Motion carried.

The next meeting will be February 15th, 2016 at 7:00 p.m.

Respectfully submitted,
Chris Glasbrenner Human Resources