

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, February 15, 2016 at 7:00 p.m. in the Pine Valley Main Dining Room. Fred Clary, Don Seep, Virginia Wiedenfeld, Larry Sebranek and Jeanetta Kirkpatrick were in attendance. Joan Bailey from Business Office attended to discuss financials, vouchers, census, the LeadingAgeWi network and the Pine Valley equity requirement. Visitors Alayne Hendricks and Anissa Laganieri attended the entire meeting.

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

Don Seep moved to approve the minutes of the January meeting as written. Larry Sebranek seconded. Motion carried.

Discussion moved to a request for dietary items to stock the country kitchens and whether or not to purchase from the current facility budget or owner's contingency. Approximately \$20k in supplies and equipment is needed to stock the kitchenettes apart from what is included in the Fein brothers bid. Ila Hagenston presented the request and discussed that she plans to obtain 2-3 bids on the equipment. Don Seep moved to postpone action on this until it is clarified whether or not the construction budget can cover this expense. Jeanetta Kirkpatrick seconded. Motion carried.

Ms. Hagenston reported that there will be no need for the third floor ice machine in the new building and it could be sold. Disposition of this machine will be discussed at a later date.

Discussion moved to reusing the conference room chairs by reupholstering them with slight repair. Larry Sebranek moved to get some estimates for this work. Don Seep seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$160.00 to Region I for D.O.N. meetings and membership, \$1,282.94 to Cardmember services for train the trainer course, \$89.00 to a resident for glasses repair, \$30.00 to Added Touch for funeral flowers, \$126.97 to CDW government for a printer replacement, \$12,459.50 to Corcoran enterprises for pharmacy bills including \$5,205.06 cost of pneumonia vaccines, \$128.40 to Fire and Safety Equipment Inc. for fire system inspection and maintenance,

\$405.00 to Grantland Safety Inspections for fire extinguishers and kitchen inspection, and \$16,150.00 to WI Department of Health and Family Services for the monthly bed tax. Larry Sebranek moved to pay the bills as presented. Virginia Wiedenfeld seconded. Motion carried.

Joan Bailey discussed the financials. \$23,400.00 was paid out in annual sick leave redemption(including FICA and retirement). Revenue was down by \$10,730.00. Expenses were underspent by \$18,713.00 for a positive net income from operations of \$7,982.00. Some discussion of annual and retirement sick leave payout benefit with maximum redeemable days. Discussion of utility bills attributable to the construction project need to be billed to the project. Clarification of operational vs. nonoperational revenues. Question regarding the rental of the small cottage on the grounds and if it would need to be vacated.

Census averaged 86 for the month with 7 Medicare part A.

K. Cianci presented a request to join the LeadingAgeWi network of providers to represent the facility to ACO's. A list of actions by the association and duties of the facility was distributed. The cost is estimated to not exceed \$10k. Don Seep moved to approve membership for the facility and to pay the cost. Larry Sebranek seconded. Motion carried.

Discussion moved to the equity contribution required of Pine Valley in October of this year. It has increased from approximately \$350,000.00 to \$458,000.00. Following some discussion, Jeanetta Kirkpatrick moved to transfer \$51,000.00 from the Pine Valley West account to a new "debt service account", and \$226,000.00 from the capital improvement account to the new debt service account, and to keep this as a line item on the Trustee agenda every month until the equity requirement amount has been met. This will zero out the Pine Valley West account. Don Seep seconded. Motion carried.

K. Cianci reported that recommendations have been received to change the name of the new facility and to name the new Assisted Living to better distinguish the services provided and prevent confusion. The facility marketing committee that has been working on marketing for several years; researched words and names that are acceptable to seniors. Their recommendation is to call the complex: Pine Valley Community Village and subsequently the nursing home: Care Center, and the CBRF: the Living Center. Much discussion followed. It was decided that Rehabilitation needed to be added to the name. It was decided to keep the Pine Valley pine cone as the logo.

Larry Sebranek moved to adjourn at 8:54 p.m. Don Seep seconded. Motion carried.

The next meeting will be March 21, 2016 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci
Administrator

