

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, May 16, 2016 at 7:00 p.m. in the Pine Valley Family Visitor Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick and Mary Miller were in attendance. Dr. Richardson arrived prior to the vouchers. Don Seep arrived after the vouchers. Joan Bailey, Administrative Manager of Business Office, attended to discuss financials, vouchers, census, a new safe, sewer plant meter, and sale of outdated excess furniture. Visitor Anissa Laganieri attended the entire meeting. Visitor Alayne Hendricks arrived shortly after the meeting was called to order and stayed for the duration.

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. Richard McKee seconded. Motion carried.

Jeanetta Kirkpatrick moved to approve the minutes. Larry Sebranek seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$125.00 to Wisconsin Rural Water Assoc. for training for water operator, \$250.00 to Ability Network for access to Medicare claims, \$57.99 to American Do It Center for a hand truck, \$175.55 to Complete Office for ink, \$1,761.60 to Fitzsimmons Hospital for specialty bed and mattress rental, \$127.50 to Godfrey and Kahn for consultation, \$132.34 to Liqui Systems for pump house repair, \$12,397.57 to McKesson Medical for supplies and bed, \$328.45 to Richland Medical Center for Part A lab work, \$164.15 to Shopping News for nursing staff ads, \$16,150.00 to WI Dept of Health and Family Services for bed tax. The facility ran an ad in the Lutheran journal. Larry Sebranek moved to pay the bills as presented. Richard McKee seconded. Motion carried.

Joan Bailey discussed the financials. There were two large payouts in Nursing. Revenue exceeded budget by \$30k for the month. Expenses were \$17k less than budget for a net positive difference of approximately \$48k for April. Jeanetta Kirkpatrick requested the statement of operations to be emailed prior to the meeting. Discussion of health insurance premiums and utilization of the 125 account followed. Current carriers were discussed along with the clinic's offering an incentive for staff who do not take the insurance. The facility will re-inservice staff on the benefits of the 125 account closer to enrollment.

Census averaged 84 with 11 Medicare Part A (including Medicare Advantage).

K. Cianci requested replacement of the meter for the sewer plant for \$4,876.07 by L.W. Allen and Altronex. The current meter is not working and has resulted in varied bills. The DNR is going to require annual calibration of the meter and the current meter is not able to be calibrated. Some discussion followed regarding who bears the cost of this meter and maintenance on the system. Jeanetta Kirkpatrick moved to replace the meter as requested. Larry Sebranek seconded. Motion carried.

Joan Bailey requested a new, smaller safe for the new building. The cost is expected to be within the purchasing guidelines for approval by the administrator. A new safe will be purchased and the current one will be disposed of in accordance with the county excess equipment disposal policy.

Discussion moved to disposal of excess equipment/furniture due to the move to the new facility. Fred Clary reviewed the current county policy. After a list is compiled of the furniture for disposal, it will be offered to other county departments per policy. Richard McKee moved to deposit any proceeds from liquidation of the excess equipment into the Pine Valley debt service fund. Larry Sebranek seconded. Motion carried.

K. Cianci reported on the recent retirements of two staff members-Cindy Knoble and Jennifer Wastlick. Richard McKee moved to accept these retirements. Dr. Richardson seconded. Motion carried.

K. Cianci reported on the Medicaid waiver program and the CBRF. CMS has issued a new requirement that Assisted Living facilities located on the grounds of a municipal or county owned nursing home property must undergo "enhanced scrutiny" to have the program approved as not being too institutional for payment under the waiver. This assessment will need to take place after the assisted living facility opens.

K. Cianci reported that the CBRF application has been submitted and received by the state. This is the initial step to requesting licensure for the assisted living facility.

Larry Sebranek discussed Land Conservation's request to purchase a different truck for their department instead of sharing the current truck between their department and Pine Valley. Discussion followed regarding funding the purchase of the new truck, and the storage bins in the truck bed. This will be referred to the Finance Committee for further disposition.

Richard McKee to adjourn 8:15 p.m. Dr. Richardson seconded. Motion carried.

The next meeting will be June 20, 2016 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci  
Administrator

