

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, December 19, 2016 at 7:00 p.m. in the Pine Valley Conference Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick, Dr. Richardson, Mary Miller and Don Seep were in attendance. Joan Bailey, Financial Administrative Assistant attended the meeting and left after discussion of agenda item #4. Visitor Alayne Hendricks left the meeting at 8:40 p.m. Facility staff: Therese Deckert and Steve Alexander attended the meeting and left after item #9 was discussed. Ryan Elliott Director of Social Services attended and left the meeting after item #3.

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.

Don Seep moved to approve the minutes of the last meeting. Richard McKee seconded. Motion carried.

Discussion moved to the new geriatric counseling program starting by the hospital. The hospital will occasionally need a handicapped van for transport. Lyle Kratochwill from the hospital requested to either lease the Pine Valley van and or have a Pine Valley staff member drive the van to transport to and from the counseling session. Some discussion followed regarding county insurance coverage and how far in advance notice would be given for need for the van. The program serves a 25 mile radius to Richland Center. Don Seep moved to approve the facility administrator to explore if a workable arrangement can be made with the hospital for transport. Dr. Richardson seconded. Motion carried.

K. Cianci presented the revised figures for the proposed wage implementation plan and another option requested by Fred Clary. Shift differential costs for the increase of \$1.50 per hour for weekends and evenings and nights for just the nursing staff is: \$141,500. For all staff currently getting a differential is: \$156,735.

Option I which places staff that are not at or above market in the nearest step that gives them a raise is: \$111,382.

Option II is the same as above except placing C.N.A.'s up two steps is: \$148,555.

Option III is using step one as hire rate, step two as probationary rate and step 3 the two year rate and anyone employed for more than six years placed up an additional step. This cost is: \$217,864.

Option IV is same as option III except omitting staff at or above market. This cost is: \$210,600.

Much discussion followed clarifying what hours "the weekend" encompassed, the precedent recognizing years of service would set, and some staff recommending that current staff at or above market to also receive the increased shift differential. This would in essence be a pay increase for those select staff while other staff at or above market would remain frozen at their current wage level and receive nothing. Fred Clary stated "if we don't get started it will never get going". Further questions for Charles Carlson regarding what is equitable for the staff, and what happens in year two. Typically the plan is adjusted annually and the plan that he recommends gives hope to those at or above market because they see a future, yet addresses some of the inequity currently existing for those below market. Larry Sebranek moved to recommend implementing the shift differential for just the nursing staff for county board consideration at the January meeting and to implement Option I the first pay period of June 2017. Richard McKee seconded. Motion carried by roll call vote with all voting aye. Fred Clary aye, Jeanetta Kirkpatrick aye, Larry Sebranek aye, Don Seep aye, Mary Miller aye, Dr. Richardson aye, Richard McKee aye.

Joan Bailey spoke to an appeal process for the wage class. She stated that she felt there is great inequity in pay for like duties for business office, and reception. She requested that those positions be considered along with the remainder of the county in their wage implementation plan. Charles Carlson stated that he would take them into consideration. He went on to clarify that typically once a plan is adopted a formal appeal process is identified where the employee states reasons why they felt their JDQ deserves a second consideration and the primary reason this is done is due to internal inequity.

K. Cianci requested a change in therapy equipment provider. ROI was presented if the facility purchased 4 pieces of equipment instead of leasing and also retained a consultant to continuously train the therapy staff on its utilization and new techniques to shorten treatment time. Don Seep moved to approve the program. Richard McKee seconded. Motion carried.

Ryan Elliott, Director of Human Services presented admission and collection policies. The admission agreement and financial disclosure forms were discussed as well as the responsible party agreement. Benchmarks for divestment were also discussed.

Joan Bailey presented the vouchers with special notice of the following: Alliant Energies for \$10,949.48, \$2,652.88 to Cardmember services for hampers, manuals and dietary supplies, \$950.00 to Accelerated Care Plus for equipment lease, \$12,870.80 to Boerner Consulting, \$3,072.20 to Complete Office for bulletin boards to be reimbursed by Foundation, \$349.95 to Hofer's Small Engines for push mower, \$3,334.75 to Lange Medical for fall prevention accessories to new call system, \$150.00 to LeadingAge for wage and benefits survey requested by Charlie Carlson, \$81.28 to Richland County Health and Human Services for van transport, \$518.25 to Shopping News for ad for sale of items and help wanted, and \$2,300.00 to UW Green Bay for train the trainer classes for the CBRF. Larry Sebranek moved to pay the bills as presented. Richard McKee seconded. Motion carried.

Joan Bailey reviewed the financial reports. A/R is up \$92k from prior month due to Medicaid retro rate adjustment and receipt of \$72k in payment after month close. Revenue is below budget due to Medicare Part A census below budget. The facility is slowly rebuilding the Medicare Part A census following the freeze on admissions.

Census averaged 78 with 2 Medicare Part A for the month. Request to include the CBRF census and budgeted census vs. actual.

K. Cianci reviewed the insurance premium information for renewal. Coverage is \$3M single occurrence and \$3M aggregate for liability. There was a brief discussion regarding increasing the coverage amount. Jeanetta Kirkpatrick moved to approve renewal of insurance through Aegis corporation. Richard McKee seconded. Motion carried.

Richard McKee moved to go to closed door session for purposes of discussing consultation with legal counsel, where the meeting was subsequently adjourned. Larry Sebranek seconded. Motion carried by roll call vote with all voting aye. Fred Clary aye, Jeanetta Kirkpatrick aye, Don Seep aye, Mary Miller aye, Richard McKee aye, Larry Sebranek aye. Dr. Richardson aye.

The next meeting will be January 16, 2017 at 7:00 p.m.

Respectfully submitted,
Kathleen A. Cianci
Administrator

