

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, March 20, 2017 at 7:00 p.m. in the Pine Valley Community Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick, Dr. Richardson (arrived at 7:06), and Don Seep were in attendance. Chris Glasbrenner, Human Resources and Therese Deckert, Payroll Clerk attended the meeting and left after item #6. Joan Bailey, Business Office Manager attended and left after item #3. Visitor Alayne Hendricks attended the entire meeting.

The meeting was called to order at 7:01 p.m. by Fred Clary, chairperson. Richard McKee moved to approve the agenda and to verify the posting. Larry Sebranek seconded. Motion carried.

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

Therese Deckert provided a line by line update to the Pine Valley addendum to the Richland County Handbook. Changes were to clarify language, update the name change, or updates to comply with actual practice related to recent enactment of premium on-call rate.. One change to discontinue earning vacation and sick time for regular on-call staff was made, as well as moving the Veteran's Holiday to a personal holiday to save \$12k was also made. Jeanetta Kirkpatrick moved to accept these changes and to present them to the Finance/Personnel Committee. Richard McKee seconded. Motion carried.

Chris Glasbrenner requested an exception from the nepotism policy for a C.N. A. Discussion regarding the current nepotism policy and its exclusions followed. Chris Glasbrenner will check with the Highway Department regarding use of temporary employees.

Fred Clary clarified the requirements from Robert's Rules of Order regarding returning a topic to the County Board agenda that had been defeated. The Pine Valley shift differential can return to the board for consideration at the next meeting cycle which will be April. Some discussion followed regarding the pros and cons and timing of this action. An increase in shift differential (at minimum) was recommended by the consultants to be done immediately to address the open direct care positions at Pine Valley. The remainder of the wage implementation plan was to be implemented in June. Larry Sebranek

moved to place this back on the County Board agenda for consideration at the April meeting. Richard McKee seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$460.00 to BL signs for the resident directory, \$11,629.99 to Corcoran Enterprises for pharmacy services including resident immunizations, \$1,045.77 to Lange Medical for sensor pads, \$190.00 to the Motion Picture Licensing Corp. for license to show movies to the residents, \$5,373.68 to Richland Hospital for two months consultation and labs, and \$600.00 to Town of Richland for a fire call triggered by an accelerator valve. Don Seep moved to pay the bills as presented. Richard McKee seconded. Motion carried.

Census averaged 76 with 8 Medicare Part A for the month. CBRF census averaged 5.

Joan Bailey gave the financial report. Fred Clary explained that the Focus on Energy payment should be placed in a separate restricted account when received. Medicare revenue exceeded budget. The Medicaid rate increased for an additional \$24k. Medical supplies, purchased services and pharmacy expenses exceeded budget slightly for the month.

Joan Bailey reviewed aged account balances over 90 days. Some accounts continue to grow with liens in place. Family Care continues to piece meal payments. A number of Humana claims are being appealed.

Discussion moved to the marketing plan. K. Cianci presented a proposal from North of South Marketing to develop a marketing plan and assist with marketing. Don Seep stated that we have a marketing plan. K. Cianci stated that the work in this new proposal had already been done by Maribeth Conard; however it shows that this new firm agrees with the marketing proposed by Conard. Fred Clary felt ½-1/4 page ads in the shopping news should be done, including the Spring Green paper for three months, and that another direct mail piece in 4-6 weeks from the first mailing. Public radio ads for three months will also be added and to continue the current marketing efforts by the facility. Jeanetta Kirkpatrick moved to approve the plan as stated above. Larry Sebranek seconded. Motion carried.

K. Cianci presented a draft rent rebate proposal for recruitment to the Assisted Living. Additional clarification is needed regarding staff participation in a bonus.

K. Cianci reported on the deficiency free health survey with life safety code citations related to the new building design. Resident smoking preferences seems to be a new focus of the survey team and may require a reconsideration of the facility policy in the future. Statistics showing County Nursing homes as top care providers for quality, fewer citations and higher five star ratings than other not-for-profits or proprietary nursing homes, were shared.

Discussion followed regarding the possible use of the cottage now that the tenant has passed away. Once the cottage is vacated, the board will tour it to assess future uses.

Fred Clary raised the possibility of selling surrounding cropland as a revenue generator. Pros and cons were discussed, including sale and rental prices for cropland. Fred Clary will discuss this prospect with the current renter of some surrounding acres.

Don Seep mentioned he would like to tour the lift station as it appears in need of attention.

Dr. Richardson moved to adjourn at 9:13 p.m. Richard McKee seconded. Motion carried.

The next meeting will be April 17, 2017 at 7:00 p.m.

Respectfully submitted,  
Kathleen A. Cianci  
Administrator



