

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, May 18, 2015 at 7:00 p.m. in the Pine Valley Activity Room. Jeanetta Kirkpatrick, Virginia Wiedenfeld, Larry Sebranek , Don Seep, Fred Clary and Dr. Richardson were in attendance. Joan Bailey from Business Office attended to discuss financials, vouchers and the audit report. Melanie Lendosky from Johnson and Block gave the audit report and left. Visitor Alayne Hendricks attended the entire meeting.

The meeting was called to order at 7:04 p.m. by Fred Clary, chairperson. Virginia Wiedenfeld moved to approve the agenda and to verify the posting. Jeanetta Kirkpatrick seconded. Motion carried.

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

Melanie Lendosky, financial auditor from Johnson and Block, gave the 2014 audit report. Everything was found to be in order with no concerns. Discussion followed regarding SP funds coming directly to the facility instead of the County and then being transferred back to the facility. The majority of county nursing homes receive the funds directly. Ms. Lendosky reported that it would make bookkeeping easier at the County level. This change will take place as soon as possible.

Joan Bailey discussed the financials. 10% of the receivables are over 90 days. Balances in the restricted accounts were reviewed, including the amount of the loan balance. The recent SP payment was received during May and will be reflected on those financials.

K. Cianci reported that census averaged 85 for the month with 13 Medicare residents.

Joan Bailey presented the vouchers for payment with special notice of the following: \$140.00 to Wisconsin Medical Director's Association for annual membership, \$175.00 to APIC for an infection control seminar, \$288.65 to Cardmember services for a locking bulletin board, \$160.80 to Cardmember services for website domain, \$53.17 to WPS for refund on overpayment, \$691.13 to Harder Corporation for laundry chemicals which replaced the prior, more expensive vendor, \$1,806.13 to KCI for wound care treatment for two residents, \$172.00 to Richland Hospital and \$916.59 to Richland Medical

Center for Medicare Part A resident services, \$177.06 to Simpson's tractor for repair, and \$162.00 to Unlimited Advacare for specialty chair rental for Part A resident. Jeanetta Kirkpatrick moved to approve the vouchers for payment. Larry Sebranek seconded. Motion carried.

K. Cianci reported that with the new Director of Information Systems, there is a need to receive periodic consultation and on-going training. The facility is looking for an individual to provide these services. Don Seep moved to approve up to \$5k for the remainder of the year and annually for this purpose. Virginia Wiedenfeld seconded. Motion carried.

K. Cianci reported that the current housekeeping/laundry supervisor has given notice of retirement in October. Larry Sebranek moved to reluctantly accept this retirement. Virginia Wiedenfeld seconded. Motion carried.

Dr. Richardson moved to adjourn at 7:54 p.m. Virginia Wiedenfeld seconded. Motion carried.

The next meeting will be June 15, 2015 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci
Administrator

