

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, June 16, 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 a contract. Melissa Ladika from Medical Records and Barb Scott from central IT attended for the computer Phase II discussion. Visitor Alayne Hendricks attended the entire meeting.

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

Jeanetta Kirkpatrick moved to approve the minutes of the May meeting. Don Seep seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$286.50 reimbursed to several new C.N.A. students, \$129.83 to Humitech for a dietary cooler gasket, \$873.62 to Cardmember services for a seminar on coding and hotel stay, \$758.00 to National Government Services for a refund on flu vaccines from the cost report, \$61.50 to Added Touch, (\$31.50 to be paid by the Foundation), \$1,200.00 to JT Associates for processing of the Medicare cost report, \$6,641.41 to LeadingAgeWI for annual dues, \$1,500.00 to Brian Schoeneck for processing the Medicaid cost report, \$180.32 to Simpson Tractor for new parts and blade, and \$1,019.50 to Trane for laundry room blower assembly for the air conditioner. Jeannetta Kirkpatrick moved to recommend the vouchers for payment. Larry Sebranek seconded. Motion carried.

The aged account balance has increased due to a guardian's late Medicaid renewal and several property liens. Humana is delaying payment for some items due to audits and requests for information.

K. Cianci reported the census averaged 86 for the month with 13 Medicare part A.

Joan Bailey discussed the financials. Cash on hand has increased. The facility loss is less than budgeted. Many departments continue to show good management of costs.

K. Cianci reported that an Alliance of area non-profit employers is requesting a contract to provide services to their insured. Corporation Counsel made recommendations to change the contract and most of them were adopted. Larry Sebranek moved to enter into this contract. Don Seep seconded. Motion carried.

Barb Scott presented the need for hardware to implement the pharmacy portion of the software package that was purchased recently. There were some software glitches to iron out prior to implementing this phase that have been taken care of and the facility is ready for training and to implement laptops on the med carts. The total cost is: \$6,841.00. This is a little less than projected in the past. Don Seep moved to approve this cost and purchase the equipment. Virginia Wiedenfeld seconded. Motion carried.

K. Cianci reported that the facility had received a request for records and when informed of the cost, nothing more was heard.

Discussion moved to the liquidation of the contents of West Home. Very few items of value remain. The County policy for disposition of excess equipment was reviewed. Two offerings of items to county staff and facility staff have already taken place. It was decided to save the sign on the building and try to reuse the arched window at the main entrance in the new structure somewhere. The suggestion was made to place a scooter on the lawn during the picnic with a price on it. Oak trim and handrails will try to be salvaged. Virginia Wiedenfeld moved to approve the cost of dumpsters to dispose of the remainder of items of no value or use. Don Seep seconded. Motion carried.

Kathy Cianci reported that the time clock is not functioning properly and will need to be replaced within the next year. Barb Scott from IT has been consulted to advise on the time clock purchase. The facility would like to convert to scheduling software and the clock would need to be able to talk to both payroll and scheduling if this is done. Jeanetta Kirkpatrick moved to replace the time clock if it fails. Larry Sebranek seconded. Motion carried.

K. Cianci reported on four retirements: Nancy Clary, Susie Wallace, Vivian McCauley, Elaine Nockerts and their effective dates. Fred Clary explained that the congratulatory county board resolutions should be done in the month following the effective date of retirement. Jeanetta Kirkpatrick moved to accept these retirements. Virginia Wiedenfeld seconded. Motion carried.

Dr. Richardson moved to adjourn at 8:06 p.m.  
Fred Clary seconded. Motion carried.

The next meeting will be July 20, 2015 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci  
Administrator