

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, July 20th, 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 attended for the consideration of medical records storage discussion and physician contracts. Chris Glasbrenner and Angie Alexander attended for the entire meeting. Visitor Alayne Hendricks and Anissa Laganieri attended the entire meeting except for the closed portion.

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. Virginia Wiedenfeld seconded. Motion carried.

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

Joan Bailey presented the vouchers with special notice of the following: \$4,915.54 reimbursed to residents family, \$135.00 to Specialized Medical Services for ICD 10 training, \$665.28 to WPS for insurance overpayment, \$650.40 to Calderon textiles for hand towels and wash clothes, \$ 855.00 to Community Home Medical for oxygen concentrator rental, \$1,113.09 to Dalco for housekeeping/cleaning supplies, \$324.00 to Fitzsimmons for Mattress Rental, \$35.70 to Godfrey and Kahn for Pine Valleys portion of attorney fee, \$737.31 to Harder Corporation for laundry supplies, \$1,100.00 to JT Associates for completion 2014 cost report, \$3,164.03 to KCI for wound vac supplies, \$7,963.85 to McKesson Medical supply for monthly medical supplies, \$1,501.50 to Richland Medical Center for medical director fee and \$60.21 to university hospital services for CPM machine rental. Jeannetta Kirkpatrick moved to recommend the vouchers for payment. Virginia Wiedenfeld seconded. Motion carried.

K. Cianci reported the census averaged 83 for the month with 10 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, estimated SP fund for 2015/2016 to be \$859,000.00.

K. Cianci reported that due to Wisconsin state statute HFS-132 that medical records cannot be scanned and the facility must keep a hard copy of each medical record for a period of 10 years. Space to be limited in the medical records room in the new facility; Melissa Ladika presented information on High density storage from Mayline to resolve the issue, total cost is: \$31,500.00 which includes \$4,000.00 for the installation fee. Discussion moved to refer this to subcommittee for review and to add it to the furniture cost for the new building. Don Seep moved to refer to subcommittee. Dr. Richardson seconded. Motion carried.

Chris Glasbrenner presented the need to reinstate a recruitment bonus with updates for CNAs and Nurses to help in the recruitment process when there is a greater need to hire new staff. A sign-on bonus of \$100 to be given to a current Pine Valley employee who recruits any new CNA or Nurse, and a sign-on bonus of up to \$500.00 that will be disbursed in 2 different increments to any new CNA or Nurse. Both the current employee that help recruit and the new employee will receive the bonus once specific conditions are met. This is to be implemented when the facility determines the need for it and may be cancelled at anytime. Discussion followed whether the amount was high enough. Discussion moved to refer this to Finance and Personnel for approval. Larry Sebranek moved to send to and Finance Personnel for approval. Don Seep seconded. Motion carried.

Discussion of cost of cost containment and revenue enhancement and looking at the option of outsourcing the housekeeping and laundry departments only with the upcoming retirement of the housekeeping supervisor and another full-time employee. Lengthy discussion followed regarding positive results of outsourcing in other county homes, the possibilities of waiting until the new building is built or hiring limited term employees for vacancies until the new building is built. Jeanetta Kirkpatrick made motion to look at previous option of combining the Housekeeping/Laundry supervisor position as a team leader with the department to be supervised by another department head. (This will result in a smaller savings). Virginia Wiedenfeld seconded. Motion carried.

Discussion took place on renewing physician's contracts with Dr. Balink, Dr. Bard, Dr. Butrick, Dr. Dickman, Dr. May, Dr. Myszkowski, Dr. Richards, Dr. Richardson, Dr. Whitney, and Dr. Smith. Motion made by Virginia Wiedenfeld for Fred Clary to sign contracts with listed physicians for renewal. Larry Sebranek seconded. Dr. Richardson abstained from voting. Motion carried.

Chris Glasbrenner discussed having Trustee members speak with employees regarding upcoming changes to benefits, the new building and to boost morale. Employees have

had good response to these meetings in the past. Larry Sebranek moved to have Fred and Jeanetta present information at this meeting with an outline provided, meeting to take place in mid-late August with the other trustee members to be in attendance. Jeanetta seconded. Motion carried.

K. Cianci reported on one retirement: Jennifer Wastlick in March of 2016. Jeanetta Kirkpatrick moved to accept this retirement. Don Seep seconded. Motion carried.

Virginia Wiedenfeld moved to go to closed door session and to include: Kathy Cianci, Angie Alexander and Chris Glasbrenner. Larry Sebranek seconded. Fred Clary- Aye, Jeanetta Kirkpatrick- Aye, Larry Sebranek- Aye, Don Seep- Aye, Virginia Wiedenfeld- Aye, Dr. Richardson- Aye. Motion carried by roll call vote.

Don Seep moved to return to open session. Larry Sebranek seconded. Motion carried

Motion made by Larry Sebranek to follow Pine valleys policies and accept the leave and appointments of Angie Alexander as acting administrator and Echo Bristol as acting Director of Nursing according to the handbook with pay increases as spelled out in the addendum. Virginia Wiedenfeld seconded. Motion carried.

Larry Sebranek moved to adjourn at 8:54 p.m.
Virginia Wiedenfeld seconded. Motion carried.

The next meeting will be August 17th, 2015 at 7:00 p.m.

Respectfully submitted,

Angie Alexander
Acting Administrator