

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, August 17th, 2015 at 7:00 p.m. in the Pine Valley Activity Room. Jeanetta Kirkpatrick, Virginia Wiedenfeld, Larry Sebranek, Don Seep and Fred Clary were in attendance. Ila Hagenston from Dietary attended for the consideration of elimination of a dietary classification, Steve Alexander in attendance for consideration of restructuring of housekeeping and laundry, Chris Glasbrenner, Joan Bailey and Angie Alexander attended for the entire meeting. Visitors Alayne Hendricks and Anissa Laganieri were also in attendance.

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 July 2105 meeting. Fred Clary seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$3,583.32 to WE Energies(2 billing cycles), \$7,617.68 to Alliant Utilities(2 billing cycles), \$100.00 to Leading Age Wisconsin for 1 year membership fee, \$200.00 to St. Aloysius & Jerome Parishes for New Website Address, \$ 194.00 to Barnett Electrical LLC for food cart repair, \$290.00 to Best Medical Services for Safety check on PT/OT equipment, \$336.25 to Dex Media for Frontier Yellow Pages and Super Pages, \$6,975.00 to Edward Don & Company for 5 dietary carts (Foundation to reimburse), \$902.00 to JComp Technologies for 1 yr renewal for Sisco Smartnet. \$332.05 to Kwik Trip for gasoline, \$500.88 to Network Services Company for copy paper and paper supplies, \$420.00 to Pauquette Center, \$4,020.73 to Richland Hospital for 2 months of dietary consulting, \$285.40 to Silva LLC for repair to therapy air conditioner, \$708.88 to Simpson Tractor for tractor mower repair and \$151.00 to Wil-Kil Pest Control. Don Seep moved to recommend the vouchers for payment. Virginia Wiedenfeld seconded. Motion carried.

Chris Glasbrenner and Ila Hagenston presented information on eliminating the Dietary job classification of Cook II and filling that position as a Cook I. Discussion took place regarding the job duties for that position and cost savings of approximately \$2,000.00 annually. Larry Sebranek moved to send to the Finance Personnel for approval. Don Seep seconded. Motion carried.

Chris Glasbrenner reported on one retirement: Laura Whiteaker on November 30th 2015. Virginia Wiedenfeld moved to accept this retirement. Larry Sebranek seconded. Motion carried.

Chris Glasbrenner presented a proposal for the need to restructure the Housekeeping and Laundry Department due to the upcoming retirement of the current Housekeeping and Laundry Supervisor and the current building project. Proposal and new job descriptions presented to combine this position with the current Maintenance Supervisor position and create a Lead Housekeeper. Lead Housekeeper would be placed at Grade 11 and Facility Operations Manager would be placed at Grade 22, combined positions will bring savings of approximately \$50,000.00 annually. Lengthy discussion followed regarding universal workers and duties of new positions. Discussion moved to refer this to Finance and Personnel for approval as a part of the 2016 budget. Virginia Wiedenfeld moved to send to the Finance Personnel for approval. Don Seep seconded. Motion carried.

Alayne Hendricks and Anissa Laganier left the meeting at this time.

Joan reported the census averaged 85 for the month with 12 Medicare part A. Discussed the financials. Cash on hand has increased, received S/P of \$420,851 in July, but did not receive usual Medicare payment of \$115,441 which increased the A/R balances. Received this amount early in August. 78% total fees have been paid to EUA. Information provided regarding CMI and JT Associates report on the predictions for the case mix index in 2016 and recap of the Medicare cost report.

Joan Bailey discussed the change of rates for 2016. Discussion took place about the increase rate for Private pay by 5.75% and the projection for 2016. Proposal to set the 2016 daily rate at \$242.00. Discussion of budget preparations for 2016 discussed. Joan advised board of using WIPFLI projections for budget prep for 2016 and trying to come close to their projection of a \$720,000 operating profit for 2016, but issues are arising in that WIPFLI used a move in date of July 2016, board felt October 1, 2016 would be a more realistic date to use. Fred Clary advised to use the 2015 tax levy Pine Valley received of \$243,689 as other revenue for 2016 and also use projection from Brian Schoeneck of \$859,040 as S/P revenue. Jeanetta Kirkpatrick made motion to approve the new rate of \$242.00 starting in 2016 Larry Sebranek seconded. Motion carried.

Angie Alexander presented a new contract for approval; discussion took place regarding Care Wisconsin Contract which is a managed care company. Motion made by Jeanetta Kirkpatrick to sign the Care Wisconsin Contract. Don Seep seconded. Motion carried.

Angie Alexander presented information on Rebate Agreement with McKesson to be signed. Discussion took place regarding agreement. Motion made by Jeanetta Kirkpatrick to sign Rebate Agreement with McKesson. Virginia Wiedenfeld seconded. Motion carried.

Don Seep moved to adjourn at 8:34 p.m.
Virginia Wiedenfeld seconded. Motion carried.

The next meeting will be September 21st, 2015 at 7:00 p.m.

Respectfully submitted,

Angie Alexander
Acting Administrator