

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, September 21st, 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. Therese Deckert attended for 2016 budget presentation, vouchers and financial report, Chris Glasbrenner and Angie Alexander attended for the entire meeting. Visitors Alayne Hendricks and Anissa Laganiere were also in attendance.

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. Jeanetta Kirkpatrick seconded. Motion carried.

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

Therese Deckert presented the vouchers with special notice of the following: \$62.73 to Melissa Ladika for mileage reimbursement, \$308.58 to Cardmember services (credit card) for a life safety code book and Dietary Manager Certificate Fee. \$214,676.00 to Richland county clerk for property, liability and workers comp insurance payment, \$9.92 to Suzanne Repsumer for resident refund to family, \$185.00 to WRAP (Wisconsin Rep. Activity Prof.) for 2 day conference for Activity Director, \$34.69 to Dean Health Systems for resident diagnostic fee, \$349.99 to JComp Technologies for server room battery, \$195.80 to National Elevator Inspection Services for annual fee for routine inspection, \$4,332.10 to Otis Elevator Company for annual maintenance fee, \$945.50 to Kim Pittsley for Medical record consultant fee, \$100.0 to Sate of Wisconsin Dept. of Safety and Professional Services for 2 elevator permits. Jeanetta Kirkpatrick moved to recommend the vouchers for payment. Virginia Wiedenfeld seconded. Motion carried.

Therese reported the census averaged 82 for the month with 8 Medicare part A. Discussed the financials. Accounts receivable down \$7,000.00 from July, Medicare payment received will be on next month's financials. Discussion took place regarding Medicare payments occasionally arriving late. Statement of operations- Medicare days are down with a loss of \$52,599.00. \$13,500.00 was paid out this month in retirement. Monthly expenses were decreased \$29,751 over budget with management of spending.

Angie presented the budget for 2016. Virginia Wiedenfeld moved to submit the draft 2016 budget to the Finance/Personnel Committee for approval. 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 restructuring departments with the current building project. Proposal presented to combine this position with the current Maintenance Supervisor position and the creation of a lead housekeeper. Discussion followed regarding the duties of new positions. Recommendations made that Maintenance Supervisor would be placed at Grade 21 with both positions to be paid at the after probation rate. Discussion moved to refer this to Finance and Personnel for approval as a part of the 2016 budget. Larry Sebranek moved to send to the Finance Personnel for approval. Don Seep seconded. Motion carried.

Don Seep moved to adjourn at 8:17 p.m.
Virginia Wiedenfeld seconded. Motion carried.

The next meeting will be October 19th, 2015 at 7:00 p.m.

Respectfully submitted,

Kathy Cianci
Administrator