

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, October 19, 2015 at 7:00 p.m. in the Pine Valley Conference Room. Jeanetta Kirkpatrick, Virginia Wiedenfeld, Larry Sebranek and Fred Clary started the meeting. Don Seep and Dr. Richardson arrived shortly after the meeting began. Joan Bailey from Business Office attended to discuss financials, vouchers and aged accounts. Visitors Alayne Hendricks and Anissa Laganieri attended the entire meeting.

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.

All Trustees voted aye to approve the September minutes.. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$561.64 to Medicare part A for repayment due to a RAC audit, \$720.00 to LeadingAgeWi for three staff to attend two conferences, \$94.77 to Richland County H&HS for overpayment, \$80.00 to Toni Rochon to reimburse room fee for Activity Director attendance at a conference, \$748.00 to Richland County Ambulance for Med A transport, \$2,288.67 to CDW Government for five cart mounts for laptops to the med carts, \$324.00 to Fitzsimmons for Medicare part A bed rental, \$1,012.81 to Harder Corp. for laundry supplies, \$9,216.28 to McKesson for monthly supplies, \$899.66 to Phoenix Textiles for sheets, pillows and pillow cases, and \$619.23 to Walsh's for various supplies. Larry Sebranek moved to recommend the vouchers for payment. Don Seep seconded. Motion carried. Joan Bailey explained that the government has contracted with independent companies to review post payment Medicare claims. This occasionally results in a recoument by Medicare.

Joan Bailey reported on aged accounts. The balance is lower than the prior quarter.

Joan Bailey discussed the financials. Many departments continue to show good management of costs by under spending their budget.

K. Cianci reported that census had been down this past year and in September for several reasons. It has picked up in October with referrals from new areas. Census averaged 85 for the month with 9 Medicare Part A.

K. Cianci reported that the workload of the new building project in addition to the usual operating workload for the Administrator, Director of Nursing and Maintenance Director has grown substantially. Some tasks are being delegated if possible without resulting in overtime.

Discussion moved to a request initially raised at the Building Subcommittee. In addition to the new 25 HP submersible well pump which is part of the garage renovation of the new building project, a line-of-sight control system to automatically keep the reservoir full to a preset level that would aide in fire fighting, is requested. The new system would cost approximately \$12,000.00. The well is due to be inspected this year for a cost of \$10,000.00. With this new system, no inspection would be required this year. Jeanetta Kirkpatrick explained that since this would have to be done regardless of the new building project, that it should be paid for from the Pine Valley budget. Larry Sebranek moved to install the new automated system. Don Seep seconded. Motion carried.

The Director of Nursing has a few days of unused vacation that will technically lapse January 4, 2016. She had been unable to schedule all of this vacation to be used prior to this date. It would be used in the month of January. Virginia Wiedenfeld moved to approve the use of the remainder of vacation in the month of January subject to the Finance/Personnel Committee approval. Don Seep seconded. Motion carried.

Tom Crofton, county board supervisor and subcommittee member has volunteered to grill food for a meal to serve to the construction crew and staff. This will allow the staff to meet the construction crew face to face. Jeanetta Kirkpatrick moved to approve a meal now and in the spring to include the staff. Virginia Wiedenfeld seconded. Motion carried.

Dr. Richardson moved to adjourn at 7:48 p.m.
Larry Sebranek seconded. Motion carried.

The next meeting will be November 16, 2015 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci
Administrator

