

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, November 16, 2015 at 7:00 p.m. in the Pine Valley Conference Room. Jeanetta Kirkpatrick, Virginia Wiedenfeld, Larry Sebranek and Dr. Richardson started the meeting. Fred Clary arrived at approximately 7:30 p.m. at the end of the financial discussion. Joan Bailey from Business Office attended to discuss financials, vouchers and aged accounts. Visitor Alayne Hendricks attended the entire meeting.

The meeting was called to order at 7:02 p.m. by Jeanetta Kirkpatrick, vice chairperson. Larry Sebranek moved to approve the agenda and to verify the posting. Virginia Wiedenfeld seconded. Motion carried.

Virginia Wiedenfeld moved to approve the minutes of the October meeting as written. Larry Sebranek seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$428.60 to cardmember services for dietary and housekeeping supplies and washer part, \$486.20 to Sears for a replacement refrigerator for second floor and washer lock assembly, \$408.00 to Simplex Grinnell for annual fire alarm monitoring, \$2,118.65 to American Health Tech for training for pharmacy portion of EMR and monthly maintenance fee, \$314.19 to Marshall and Stevens for mandated building appraisal, \$283.86 to Richland Medical Center for Part A labs, and \$58.00 to Time Trak for postage for loaner time clock. Jeanetta Kirkpatrick asked if Kwik Trip charged tax on the facility gas. Virginia Wiedenfeld moved to pay the bills as presented. Larry Sebranek seconded. Motion carried.

Two different census forms were distributed. A new format showing percentage of mix by payer type as well as discharge totals was discussed as a possible alternative. Some of the additional information was felt to be helpful. K. Cianci reported that census has been declining over the past 10-12 years. Some of this was predicted to happen; to be followed by a rapid increase due to the aging of the population. Pine Valley census showed one of the largest drops in census in the recent past. This was felt to be due to other forces as well as population changes.

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

payouts totaled approximately \$29k for the month. Discussion of the Fogo account and other cash accounts followed.

K. Cianci reported on two dietary retirements.

Clarification that the Administrator may increase hours of an employee up to 40 hours per week without need for further approval.

Discussion of the aging van and the need to explore other options for non-emergent medical transport for Pine Valley residents. The TCC is focusing on community transports as opposed to facility transportation needs and advised the facility purchase or lease a van. K. Cianci presented two used vans for examples of cost. More information including the cost of a new van will be discussed at a later date.

K. Cianci presented the renewal for personal injury and liability insurance. Fred Clary moved to approve the renewal for a total premium of \$35,696.00. Larry Sebranek seconded. Motion carried.

Larry Sebranek moved to adjourn at 7:48 p.m.  
Virginia Wiedenfeld seconded. Motion carried.

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

Respectfully submitted,

Kathleen A. Cianci  
Administrator



