

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, December 21, 2015 at 7:00 p.m. in the Pine Valley Conference Room. Fred Clary, Don Seep, Virginia Wiedenfeld, Larry Sebranek and Dr. Richardson started the meeting. Jeanetta Kirkpatrick arrived during the time clock discussion. Joan Bailey from Business Office attended to discuss financials, vouchers, mandatory payroll hours and census reporting, the Fogo account and aged accounts. Therese Deckert attended to present the time clock information. 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. Don Seep moved to approve the agenda and to verify the posting. Dr. Richardson seconded. Motion carried.

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

Therese Deckert of Business Office presented a request for a new time clock and payroll monitoring system. The current time clock is failing and the facility is currently using a loaner which is not functioning. The model is too old to be fixed or reconditioned. The current system was purchased in 1999. The new time clock will save payroll time and nurse scheduler time by allowing staff to check their schedule remotely and independently. It will directly transmit payroll to the courthouse for processing. Much discussion as to the location of the corporate office for the proposed new system, the cost, who and how the training would be accomplished, etc. Larry Sebranek moved to approve the purchase of Kronos time clock and payroll keeping system for \$7,513.00 plus a yearly support and insurance fee of \$8,097.00. Virginia Wiedenfeld seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$500.00 to Bristol photography for a picture which was reimbursed by a donation, \$434.26 to WI Department of Health and Family services for estate recovery, \$111.25 to Cardmember services for kitchen fan and laundry equipment, \$17.50 to Bindl tire for tractor tire repair, \$275.50 to the County of Richland for reimbursement of items sold from West Home, \$358.11 to Fillback Ford for repair of the van, \$130.73 to Grainer for repair of dietary equipment, \$40.65 to Kwik Trip for gas, \$900.00 to Otis elevator for category I testing, \$4,334.26 to Richland County Health and Human Services for flu

vaccines, \$626.29 to Richland Medical Center for Part A labs, and \$5,266.02 to WPS for refund on Family Care overpayment. Discussion regarding the monthly bed tax took place. Discussion followed regarding billing for the flu vaccine dependent upon who administers it. Jeanetta Kirkpatrick moved to pay the bills as presented. Larry Sebranek seconded. Motion carried.

Joan Bailey discussed the financials. Many departments continue to show good management of costs by under spending their budget. The final payment of SP funds is due in December and expected to be \$427,300.00. The facility is ahead of budget by \$41,000.00 year-to-date.

Census averaged 88 for the month with 10 Medicare part A.

Discussion of the Fogo account followed. Joan Bailey distributed the original resolution establishing the account. Larry Sebranek moved to request direction from Corporate Counsel regarding the ability to access the principal by county board direction. Don Seep seconded. Motion carried.

K. Cianci reported that Randy Olson would like to donate a 2003 Chevy Ventura lift van to the facility. Larry Sebranek reported it has 73,000 miles on it. The facility could use the van for some facility transports, but it is too early to tell whether or not this could replace the need for a new van. Clarification that the County does not provide a tax deduction for donated items. Larry Sebranek moved to accept the donation and present the request to the County Board, but to clarify the family's desire for tax deduction and provide an expression of appreciation for the donation. Dr. Richardson seconded. Motion carried.

K. Cianci discussed the bundling of payments for lower joint replacements starting in April of 2016. Several Madison hospitals that refer to Pine Valley will participate in this study. This could affect payments and admissions to the facility for lower extremity joint replacements as the hospital will act as the payer and assume the risk for the capped payment.

Joan Bailey explained about a requirement beginning next year to transmit staffing data based off payroll and census to the federal government. The new time clock will have the capability to automatically calculate and send this information for the facility.

K. Cianci reported that the pharmacy conversion to electronic records is half way done. It has gone well.

Dr. Richardson moved to adjourn at 8:01 p.m. Larry Sebranek seconded.
Motion carried.

The next meeting will be January 18, 2016 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci
Administrator

