

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, March 21, 2016 at 7:00 p.m. in the Pine Valley Conference Room. Fred Clary, Don Seep, Virginia Wiedenfeld, Larry Sebranek, Dr. Richardson and Jeanetta Kirkpatrick were in attendance. Joan Bailey from Business Office attended to discuss financials, vouchers, census and the Pine Valley equity requirement. Chris Glasbrenner, HR attended the meeting in full. Visitor Anissa Laganieri attended the open door portion of the meeting.

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.

All members voted aye to approve the minutes.

Joan Bailey presented the vouchers with special notice of the following: \$21,519.10 to Alliant Energy for January and February invoices, \$1,257.20 to Cardmember Services for a mixing valve, \$6,904.55 to Kronos for time clock, software and training, \$232.24 to Associated Podiatrists for a resident which will be billed to Part B Medicare, \$535.60 to Fitzsimmons for mattress rental, \$2,868.31 to General Parts for steamer repairs, \$297.00 to Monitor Productions for ad at Senior Center, \$218.00 to USA Blue Book for well house part, and \$1,000.00 to Xerox for software upgrade for interface with courthouse for new time clock. Discussion of the dietary steamer repair following an unscheduled power outage. Fred Clary recommended we file this under the county boiler and equipment policy. Larry Sebranek moved to pay the bills as presented. Jeanetta Kirkpatrick seconded. Motion carried.

Census averaged 87 for the month with 10 Medicare Part A.

Joan Bailey discussed the financials. Medicare Part A revenue exceeded budget. Total revenue exceeded budget for the month by \$62k. Expenses exceeded budget by \$16.5k. The sewer plant bill doubled. Maintenance will discuss this with the city to see if the meter is working properly. Don Seep requested clarification of the flex fees and phone that is listed on the cover page of the vouchers. Discussion followed regarding the county 125 accounts available to all staff and the level of participation among the staff.

Discussion followed regarding the equity requirement for the facility's loan payment in October and the account that has been established for this purpose. Don Seep moved to transfer \$92k from the restricted cash account for water quality to the restricted cash account for debt service. Jeanetta Kirkpatrick seconded. Motion carried. Joan Bailey reported that the auditor will contact the county clerk to clarify recording of the project loan debt service.

Dr. Richardson arrived at this point at 7:21 p.m.

Discussion moved to the proposed CBRF admission agreement. Virginia Wiedenfeld requested clarification regarding the possible charge for room changes. Jeanetta Kirkpatrick made suggestions to clarify wording or correct typos in a number of places. The overnight guest policy was discussed. Kirkpatrick asked if there was a limit on bed hold days, and recommended that abbreviations and acronyms be spelled out in the document. The provision of phones was discussed. Kirkpatrick recommended that the name of the facility be consistent throughout the documents.

The proposed program statement was reviewed and the intended audience was clarified. Wiedenfeld questioned if the Developmentally Delayed population would be included in the population that would be served. Discussion followed regarding the minimum age. The assessment was explained with timeframes when it will be conducted. The house rules and the house rules policy were reviewed. The policy is an internal document for staff use. Cianci discussed that the rates are based on the pro forma and consistent with the fees in the area. Kirkpatrick moved to accept the documents with the suggested changes. Wiedenfeld seconded. Motion carried.

Cianci reported on the CBRF application process and some of the information that is required to be included.

Items #7 and #8 on the agenda will be discussed at a future meeting.

Wiedenfeld moved to go to closed session and allow Cianci and Glasbrenner to attend. Kirkpatrick seconded. Roll call vote was taken. Seep-aye, Sebranek-aye, Wiedenfeld-aye, Clary-aye, Richardson-aye, Kirkpatrick-aye. Motion carried.

Sebranek moved to return to open session. Wiedenfeld seconded. Motion carried.

Seep moved to adjourn at 8:41 p.m. Richardson seconded. Motion carried.

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

Respectfully submitted,

Kathleen A. Cianci
Administrator

