

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, July 19, 2016 at 7:00 p.m. in the Pine Valley Conference Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick, Don Seep and Mary Miller were in attendance. Mary Miller arrived during discussion of the dietary equipment. Visitor Alayne Hendricks attended the meeting and left at 8:25 p.m. Chris Glasbrenner, Pine Valley HR attended for items #1,2,8, 6 and 7. Ila Hagenston, dietary manager attended for items #1, 2, and 8. Joan Bailey, Financial Administrative Assistant attended for most of the meeting and left after discussion of agenda item # 10.

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. Richard McKee seconded. Motion carried.

Don Seep moved to approve the minutes. Richard McKee seconded. Motion carried.

Ila Hagenston presented a request for additional dietary supplies and equipment to furnish the country kitchens totaling \$20k. Discussion followed clarifying that this is in addition to current equipment that is still needed in the main kitchen and why a three compartment sink is needed for sanitization in addition to the dishwashers. Although this is new facility equipment, there was never any allowance for it in the construction budget. Jeanetta moved to purchase the items from the current operating budget. Richard McKee seconded. Discussion as to storage of the new equipment and whether or not it will arrive in time for the opening. Motion carried.

Chris Glasbrenner explained the CBRF Administrator's job description. K. Cianci will assume this role in addition to the nursing home administrator position. Jeanetta Kirkpatrick moved to approve the job description. Larry Sebranek seconded. Motion carried.

Chris Glasbrenner presented a request for a new position of Resident Assistant to supplement and relieve the work load on the C.N.A.'s as aides are becoming harder to recruit. The pay grade would be the same as a Personal Care Worker. Some of the assisted living PCW's may want to pick up hours in the SNF in this capacity. The position would perform non-direct care tasks such as making beds, passing ice water, passing trays and cleaning up the dining room, etc. This role permits 16 and 17 year olds to be hired, appealing to high school juniors and seniors who may wish to explore a career in health

care. The position would work independently from the C.N.A. providing non-direct care work. Discussion of the ACA requirements beginning in 2018 for full time staff and percentage of income spent on benefits which could result in penalties. Chris Glasbrenner reported on a joint meeting with the Highway Department where the Southwest Partner program was explored. Some of the drawbacks to the program include the cost, the need for an additional computer at highway to accommodate the trainee, and time to mentor them. The benefit would be an exposure to more candidates. Mary Miller stated that criteria for use of the RA may need to be developed. Larry Sebranek moved to approve the RA position and job description. Don Seep seconded. All voted aye with one nay by Jeanetta Kirkpatrick. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$1,816.56 to Cardmember services for a garbage disposal and van repair, \$540.00 to Actra Rehabilitation for supplies for a Medicaid resident, \$959.82 to CDW government for racks and a replacement monitor, \$172.41 to Patterson Medical for PT supplies, \$1,269.96 to Richland Hospital for dietary consultation and Medicare Part A labs, and \$829.57 to Bakalars for sausage. Don Seep moved to pay the bills as presented. Richard McKee seconded. Motion carried.

Aged accounts were discussed. Several liens are in place. Several accounts are growing. Corporation Counsel has been involved for advice on how to collect a difficult balance. Notice of Intent to discharge was discussed as an option-however alternate placement is difficult for nonpayment. The state ombudsperson has been involved in two of the cases where residents are not paying the patient liability. Potential write offs were discussed. This is done at the end of the year by the auditor.

Joan Bailey presented the financials for review. Don Seep asked about the restricted fund for water utility. Census met budget. Medicare A continues below budget. Part B is up. Revenue exceeded budget year-to-date by \$88k. Current month expense of the bonus put most departments over budget in wages. Don Seep inquired about the depreciation and if it was used to fund current operations.

Census averaged 87 with 8 Medicare Part A.

Use of the FOGO account was discussed. Fred Clary is looking for ideas to use it for something permanent for the new building that would remain in memory of the donor.

Pine Valley is scheduled to make a payment towards the loan both this October and every October for the next 20 years. Next year's payment is

\$652,016.00. The recent SP payment totaled \$216,000.00. This year's payment of \$358,000.00 has been set aside in a restricted cash account. Don Seep moved to transfer the SP payment into the restricted debt payment account to in preparation for next year's payment. Richard McKee seconded. Motion carried.

Joan Bailey asked what to expect for the county levy in order to begin working on the budget for 2017.

Joan Bailey discussed the results of an appraisal by Jay Walsh of the partial contents of abandoned property in the safe. Jeanetta Kirkpatrick moved to sell the jewelry to Jay Walsh and to deposit the proceeds into the Pine Valley debt payment account. Richard McKee seconded. Motion carried.

K. Cianci presented the cable t.v. bid from Genuine Telecom. It includes a three year contract for \$15.00 per resident room t.v. with an option for one year including installation fees of \$13,000.00. Larry Sebranek moved to approve the three year contract. Richard McKee seconded. Motion carried.

K. Cianci reported that the Bureau of Assisted has been contacted to check on the status of our application. They will not confirm licensure by the scheduled opening date. The facility received an email today specifying additional paperwork for the administrator to complete. The facility is looking for volunteers to assist residents with orientation to the new resident rooms on move day and perhaps help the resident to unpack their belongings. An informational meeting will be held this week and a newsletter will invite volunteers to a volunteer meeting in August.

Jeanetta Kirkpatrick moved to adjourn at 8:59 p.m. Richard McKee seconded. Motion carried.

The next meeting will be August 15, 2016 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci
Administrator