

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, November 21, 2016 at 7:00 p.m. in the Pine Valley Conference Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick and Don Seep were in attendance. Joan Bailey, Financial Administrative Assistant attended the meeting and left after discussion of agenda item #4. Visitor Alayne Hendricks attended the entire meeting. Facility staff Ila Hagenston and Chris Glasbrenner attended the meeting and left after item #5 was discussed.

The meeting was called to order at 7:04 p.m. by Fred Clary, chairperson. Larry Sebranek moved to approve the agenda and to verify the posting. Don Seep seconded. Motion carried.

Jeanetta Kirkpatrick moved to approve the minutes of the last meeting and the October special meeting. Richard McKee seconded. Motion carried.

Charles Carlson presented the results of the nursing home wage analysis. Five total options were presented. He recommends immediate adoption of option #1 to implement a shift differential of \$1.50 per hour for pms and nocs and an additional \$1.50 per hour for weekend shift differential. The second item (pay matrix) has four options-100% of market with staff at the nearest step that provides an increase, 100% of market and pay for years of service, 90% of market at the nearest step to provide an increase, and 90% of market and reflecting years of service. Cost estimates were provided. Much discussion followed including whether or not longevity pay is common in health care, the use of the pay step system because it is predictive particularly when staff are hired below market, what other local providers are paying, etc. Pine Valley will need to fund the \$180,000.00 employee deductible fund for health insurance. Much discussion on which wage plan is affordable but also what amount will do the job to hire and retain quality staff. Jeanetta Kirkpatrick urged that it is time to treat employees the way they should be treated. Fred Clary said that the board feels that the shift differential and paying 100% of market by placing staff on the nearest step with an increase is the right thing to do, but need to find a way to pay for it. Some discussion followed on ways to fund the increase. Jeanetta Kirkpatrick moved to approve the shift differential and the 100% of market and place staff on the step that provides an increase. Staff that are currently at or above market will not get an increase. Richard McKee seconded. More discussion regarding sign-on bonuses, the date to present it to the board and effective date. Motion carried.

Ben Southwick, corporation counsel, discussed the lien process as it relates to a recent case. The State of Wisconsin filed a lien two months prior to the County filing. Since they are first in line, Pine Valley will have to write-off this balance. Discussion about family/resident assistance with the lien process. Some discussion regarding if there is a way to improve the collection process. Fred Clary stated that the County has an obligation to collect what is owed. Richard McKee moved to look at the admissions and collection policies at the next meeting. Jeanetta Kirkpatrick seconded. Motion carried.

K. Cianci presented the WEA contract for approval. Ben Southwick reviewed his concerns with the language of the contract. Don Seep moved to make changes and send it back to WEA for comment. Richard McKee seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$2,250.00 to Advantage music for the new radio jingle, \$31.62 to an employee for mileage to review a potential CBRF admission, \$1,160.49 to Aufderworld for final satellite tv payment, \$813.10 to General Parts for steamer repair, \$795.00 to Omni Technologies for nurse call pagers, \$4,202.43 to Richland H&HS for flu vaccines which may be partially reimbursed by Medicare, and \$13,770.00 to Wi Dept of Family Services for bed tax that is now reduced. Richard McKee moved to pay the bills as presented. Larry Sebranek seconded. Motion carried.

Census averaged 79 with 2 Medicare Part A for the month.

Joan Bailey presented the financial reports. The \$358k has been paid to debt service. Revenue for the month is off by \$148k due to hold on admissions and low medicare census, as well as delayed opening of the new facility. Expenses were under by \$22k for the month.

K. Cianci requested \$12k for additional advertising for the next three months. Much discussion followed regarding public radio, reaching the proper demographic, and referral bonus for the assisted living. Jeanetta Kirkpatrick moved to approve the \$12k as identified and to explore public radio spots at the administrator's discretion. Don Seep seconded. Motion carried.

K. Cianci reported on a visitor injury on October 23, 2016 during the open house.

Agenda item #10 was tabled for now.

K. Cianci reported on facility operations since the move. Some additional staff and training was provided after the move to assist with the transition. Overtime will be up due to this, however, many hours were also worked that resulted in comp. time and by salaried staff not earning comp. time.

Richard McKee moved to adjourn at 9:42 p.m. Larry Sebranek seconded. Motion carried.

The next meeting will be December 19, 2016 at 7:00 p.m.

Respectfully submitted,

Kathleen A. Cianci

Administrator