

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, February 20, 2017 at 7:00 p.m. in the Pine Valley Community Room. Fred Clary, Richard McKee, Larry Sebranek, Mary Miller, Jeanetta Kirkpatrick, Dr. Richardson, and Don Seep were in attendance. Ben Southwick, Corporation Counsel arrived at 7:55 p.m. and left shortly after going to closed session. Maribeth Conard, of Conard Creative Group presented the marketing plan and then left. Ila Hagenston left the meeting following agenda item #10. Steve Alexander left the meeting when it went to closed door. Chris Glasbrenner arrived at 7:40 p.m. and left when it went to closed door session. Visitor Alayne Hendricks left the meeting when it went into closed door session.

The meeting was called to order at 7:00 p.m. by Fred Clary, chairperson. Richard McKee moved to approve the agenda and to verify the posting. Larry Sebranek seconded. Motion carried.

Richard McKee moved to approve the minutes of the last meeting. Dr. Richardson seconded. Motion carried.

Discussion moved to the Marketing Plan presented by Maribeth Conard of Conard Creative Group to discuss questions from the last meeting regarding cost, and market audiences. Much discussion followed regarding the effectiveness of various media, the amount of time to accomplish each approach, cost and how much can be done in-house. Maribeth will send statistics on the audience for WOLX and public radio. No decision on continuing with the marketing plan. Current ads expire at the end of the month.

K. Cianci presented some approaches that have been taken in the past to control costs and some that are current for 2017. Several supply and contract services are being priced again. Cost cutting approaches continue to be examined. Moving the Veteran's holiday to a personal day would save the facility approximately \$12k. This will be presented to the Finance Committee to change the handbook addendum. A discussion followed regarding outsourcing and savings. It was felt that outsourcing will not be pursued at this time. Steve Alexander, Housekeeping, Maintenance and Laundry Supervisor commented that perhaps other departments besides housekeeping and laundry should be looked at for outsourcing such as business office or

nursing. It was explained that per diem nurses are not only difficult to find but are extremely expensive and it would not provide a cost savings.

Fred Clary explained that the wage implementation plan had been turned down by the County Board, but that the Trustee Board understands how important it is and they still support it. Question by Jeanetta Kirkpatrick of Corporation Counsel on the procedure for reconsideration by the County Board of the Pine Valley wage implementation plan that was recommended by the consultant and passed by both the Trustees and Finance Committee. Corporation Counsel will research and respond.

K. Cianci clarified with Corporation Counsel the proper structuring of a CBRF recruitment bonus.

Don Seep will check with V.A. regarding whether or not veterans can receive outpatient therapy at Pine Valley.

K. Cianci presented the vouchers with special notice of the following: \$172.50 to Capitol Lakes transportation for a part A resident, \$190.00 to WAMD for annual facility membership for three staff and the medical director, \$1,109.95 to Sears for freezers, \$2,700.00 to Swenson Doors for two garage doors for the storage garage, \$250.00 to Ahern for quarterly sprinkler inspection, \$2,883.53 to the Do It Center for glass tops for facility tables (to be paid by the Foundation), \$652.75 to Lange Medical for bed and chair sensors, \$1,772.50 to Otis elevator for service for move day, \$799.08 to Shopping News for ads, and \$838.49 to Walsh's for salt. Richard McKee moved to pay the bills as presented. Larry Sebranek seconded. Motion carried.

Census averaged 78 with 8 Medicare Part A for the month. CBRF census averaged 3.6.

K. Cianci gave the financial report. Expenses include \$192,647.67 of unbudgeted expense to fund Pine Valley's portion of the County HRA account. This accounted for the overage in benefits. Sick leave payout was approximately \$26k for the facility which accounts for most departments being over in expenses. Both the accrued vacation and sick leave accounts have decreased. There were three retirements paid out in January totaling \$12k.

Discussion of aged accounts and agenda item #8 were deferred until a later time.

Don Seep moved to go to closed door session. Dr. Richardson seconded. Roll call vote-Seep aye, Clary aye, McKee aye, Dr. Richardson aye, Miller aye, Sebranek aye, Kirkpatrick aye. Motion carried.

Adjourned in closed session.

The next meeting will be March 20, 2017 at 7:00 p.m.

Respectfully submitted,
Kathleen A. Cianci
Administrator

