

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, April 17, 2017 at 6:30 p.m. with a tour of the cottage. The meeting continued at 7:00 p.m. in the Pine Valley Community Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick, Mary Miller and Don Seep were in attendance. Joan Bailey, Business Office Manager attended and left after item #11. Visitor Alayne Hendricks arrived at 7:11p.m. and remained for the duration of the meeting.

The meeting was called to order at 6:30 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. Mary Miller seconded. Motion carried.

Much discussion followed regarding the condition of the cottage and potential future use. The potential use would dictate to what extent, if any, the place needs to be remodeled. If occupancy is the goal, carpeting, windows, new furnace with air conditioning, detectors, kitchen cupboards and countertops, bathroom sink and floor, new front entrance and cosmetics would be needed. If used as storage, somewhat less than that would be needed. Options discussed for the cottage were: tear it down, use as a hotel room for family members, lease it, or give it away to someone who would move it. There is a stand pipe in the front lawn. A faucet is leaking water. The electricity and water will be shut off. Larry Sebranek moved to get an estimate to renovate it for occupancy. Richard McKee seconded. Motion carried. Richard McKee moved to return the security deposit to the family. Don Seep seconded. Motion carried.

Fred Clary reported on the possible sale of cropland. He contacted a family that is currently leasing part of the field and has not had a response back yet. Some discussion followed.

Joan Bailey presented the vouchers with special notice of the following: Boerner Consulting for \$11,186.25 for assistance with medicare claims, \$150.00 to LeadingAge for webinar series on the Megarule, \$3,680.00 to Echo Media for radio ads, \$6,641.71 to the County of Richland for proceeds from the sale of excess items from the old building, \$1,884.08 to Genuine

Telecom for cable for a month, \$400.00 to Fairway Outdoor for billboard fees for one month, and \$15,909.54 to TruMedical Solutions for therapy GEM equipment. Some discussion followed regarding individual invoices-dietary seems high for the month due to 5 deliveries that month. Five weather radios are needed; one for each kitchen area as the caregiver rooms are often unattended. Jeanetta Kirkpatrick moved to pay the bills as presented. Richard McKee seconded. Motion carried.

Census averaged 76 with 8 Medicare Part A for the month. CBRF census averaged 5.

Joan Bailey gave the financial report. The auditor has made some changes that will affect the financials this year. The allowance for doubtful accounts was increased. Some accounts were moved to fixed assets and depreciation has been booked on portions of the old building that had not fully depreciated. The unanticipated \$192,000.00 deduction to fund a portion of the insurance reimbursement account will continue as a loss, as it was unbudgeted. Medicare Part A exceeded revenue projections. Family Care, self-pay and Med Advantage were all under revenue due to census. Total operating expenses exceeded budget by \$165,391.00 which included an excess depreciation amount of \$173,848.00 over anticipated.

Discussion moved to the oxygen contract. Joan Bailey explained that costs to the facility and subsequently to the resident, will be less under this new contract. The new provider has the ability to bill the Medicaid program as well. Richard McKee moved to contract with Northwest Respiratory. Larry Sebranek seconded. Motion carried.

The Assisted Living draft rent rebate proposal was discussed. Advice against having staff eligible to participate was reviewed. Richard McKee moved to approve the rent rebate as proposed and to implement it. Mary Miller seconded. Motion carried.

K. Cianci requested to run two billboard ads for three months and additional radio advertising for three months. Richard McKee moved to approve the billboards and three months of radio advertising at \$6k. Don Seep seconded. Motion carried.

K. Cianci requested a designation for the use of Focus on Energy funds once they are received. The decision will be made how to use the funds after they are received. Don Seep moved to deposit the funds into a restricted account. Richard McKee seconded. Motion carried.

Discussion moved to the application process for Medicaid waiver in the assisted living. The requirements, timeframes and process for approval were reviewed. State Representative Ed Brooks' office was helpful in getting a state representative to answer questions regarding the process. New policies must be written. Locks are needed on resident room doors. An on-site visit will take place to determine the level of compliance. If the State is satisfied with the application, it will be forwarded to CMS for final review and determination.

Discussion followed regarding the potential need to extend a temporary fill-in position beyond limits stated in the handbook. Secondly, the wage was identified by Carlson Dettman as below market. If recruitment is necessary to fill the position, this will need adjustment.

Larry Sebranek would like to plant wildflowers in the fall to attract butterflies once the building demolition is complete and parking lots are in.

Larry Sebranek moved to adjourn at 9:06 p.m. Richard McKee seconded. Motion carried.

The next meeting will be May 15 and will start with tours at 6:30 p.m. followed by the meeting.

Respectfully submitted,  
Kathleen A. Cianci  
Administrator

