

## Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, May 15, 2017 at 6:30 p.m. with a tour of the garage storage and the sewer plant. Jeanetta Kirkpatrick, Don Seep, Larry Sebranek, Richard McKee, Kathy Cianci, Steve Alexander (maintenance director) and Echo Bristol (RN manager) all attended the tours. The meeting continued at 7:12 p.m. in the Pine Valley Community Room. Fred Clary, Richard McKee, Larry Sebranek, Jeanetta Kirkpatrick, Mary Miller, Dr. Richardson and Don Seep were in attendance. Joan Bailey, Business Office Manager attended and left after the financial report. Visitor Alayne Hendricks arrived at 7:00p.m. and remained for the duration of the meeting. Melanie Lendosdky from Johnson Block attended and gave the auditor report and then left. Nursing staff: Angie Alexander, D.O.N., Rachel Johnson, RN Manager attended to give the nursing dept. report and then left. Echo Bristol, RN manager attended the entire meeting. Chris Glasbrenner, HR arrived at 7:25 p.m. and left after the dept. reports. Steve Alexander, Maintenance Director attended the entire meeting.

The meeting was called to order at 6:30 p.m. by Jeanetta Kirkpatrick, vice 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. Jeanetta Kirkpatrick seconded. Motion carried.

Melanie Lendosky from Johnson Block gave the 2016 audited financial report. Unclaimed funds have been published in the paper and any funds left will be sent to the general fund. The Wisconsin retirement is tracked as a pension fund liability of \$280k. Some discussion followed regarding depreciation and how it is affecting this year's financials from the old building. Net position is \$2.3M.

Chris Glasbrenner HR, reported on her job duties both official and unofficial and how she pitches in to help staff with beds, drawing labs, etc. It was clarified that facilities can no longer run their own C.N.A. training classes. Jeanetta Kirkpatrick thanked Chris for the insight into her job. Mary Miller stated that she feels the staff are underpaid for their hard work and that benefits plus an adequate wage are necessary, and that she hopes staff are given a raise. Mary Miller stated that she is happy to see the RN Managers

out on the floor. Angie Alexander discussed staff stressors and morale. She stated that it is not uncommon after a facility move to lose some staff. It was stressful and some staff decide the new building is just not a good fit for them. Mary Miller felt the recent newspaper articles by Jeanetta Kirkpatrick and Kathy Cianci were helpful to explain to the public that Pine Valley is almost completely self-supporting. K. Cianci explained that she cannot go to an internal department staff meeting lately without an employee asking if the facility will be sold. This is a source of stress to the staff that is beyond the facility control. Don Seep stated that he does not hear discussion about selling Pine Valley.

Echo Bristol explained the RN manager job. A discussion of comp time ensued. Several board members said that they hear good comments about the care received at Pine Valley and that the public is thankful that the new building was built.

Fred Clary reported that he and a contractor toured the cottage approximately two weeks ago for purposes of assessing the condition and to get an estimate for renovating it for occupancy or for storage. The contractor has not responded with an estimate yet. The basic structure is solid but does need some renovation and replacing. Some discussion followed regarding storage.

Fred Clary has not had a response from a farmer to see if he is interested in purchasing some of the land around Pine Valley. He stated that there is a restrictive covenant around Pine Valley that limits commercial construction.

Joan Bailey presented the vouchers with special notice of the following: An additional \$300.00 received from excess equipment sale from the old building, \$286.50 to an individual for reimbursement to a C.N.A. for taking the class, \$190.00 to ACP for final payment on therapy equipment rental, \$337.95 to EZ Way for a battery pack, \$1,584.90 to Hynek printing for brochures, postcards and mailings, and \$832.50 to Unitherm for a laundry marking machine. Richard McKee moved to pay the vouchers. Larry Sebranek seconded. Motion carried.

Census averaged 76 with 9 Medicare Part A for the month. CBRF census averaged 5.

Joan Bailey gave the financial report. Medicare Part A revenue exceeded budget. Family Care, Med Advantage and private were all under budget due

to census days. Total revenue exceeded budget by \$10k. Without the depreciation, expenses would be \$2k over budget. Utilities continue to run over budget.

K. Cianci reported the cost to retrofit CBRF resident room doors with locks is approximately \$7,600.00. Richard McKee moved to approve the locks. Jeanetta Kirkpatrick seconded. Motion carried.

Don Seep moved to adjourn at 9:34 p.m. Dr. Richardson seconded. Motion carried.

The next meeting will be June 19.

Respectfully submitted,  
Kathleen A. Cianci  
Administrator

