

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, June 19, 2017 at 7 p.m. Jeanetta Kirkpatrick, Don Seep, Larry Sebranek, Fred Clary, Dr. Richardson, Richard McKee and Don Seep were in attendance. Joan Bailey Business Office Manager attended and left after #12 was discussed. Steve Alexander, Environmental Director attended and left following item#11. Chris Glasbrenner, HR Director left after#8. Echo Bristol, RN manager attended the entire meeting as did visitor Alayne Hendricks.

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. Jeanetta Kirkpatrick seconded. Motion carried.

Steve Alexander presented two bids for landscape and snow removal equipment. The current tractor is 17 years old and used for both mowing and snow removal . The blade is too wide to clear the new walk ways and additional equipment is needed to clear the additional lots. Both bids include trade-in for the old tractor. Simpson's bid \$19,993.00 with \$2,650.00 trade-in. Homesteader's bid \$29,697.28 with trade-in of \$3,900.00. Much discussion followed. Don Seep moved to get an additional bid from St. Joseph's on similar equipment to be considered at the next meeting. Larry Sebranek seconded. Motion carried.

Fred Clary explained that the cottage has very strong basic structure and that he has not heard back from the contractor regarding cost of renovations, nor from the farmer regarding purchase of cropland.

K. Cianci reported that Richland County HHS requested Pine Valley to take chapter 55 residents. Pine Valley is not equipped to take these residents. There is no support in the county including a psychiatrist or acute hospital to admit to should Pine Valley need to discharge there. This was explored prior to designing the new facility and it was felt there was no need at that time. The cottage was discussed for HHS to license and run as an AFH to care for these clients.

Impressions of the lift station were shared. Discussion included whether or not the city would assume management of the station, and what part is vital to repair at this time. Estimates will be obtained to replace the roof and plant trees in front of the structure along the road.

Larry Sebranek mentioned the condition of plants in the courtyards and upkeep of the area. Some plants from the original landscaping did not survive and need to be replaced. Trimming, fertilizing and weeding is needed on the grounds. Discussion of hiring a gardener followed. K. Cianci to approach the Foundation to see if they would volunteer their time to keep up the plants in the courtyards. Don Seep will contact a master gardener for same. Ben Delzer, construction manager will discuss the plant replacement with Niesen the original landscape firm. Jeanetta Kirkpatrick moved to seek advice for plants from Oak Shade Nursery to replace the dead plants with plants suited to the location and conditions. Larry Sebranek seconded. Motion carried.

Chris Glasbrenner shared the results of the recent staff satisfaction survey. Pine Valley has surveyed the staff for many years and uses the results to teach and train department heads, answer questions in the newsletter and make policy changes based on feedback. This has been helpful in the past. The original survey was a template from a reputable source. Additional questions have been added. Don Seep moved to be given a copy of the survey results. Larry Sebranek seconded. Motion carried.

K. Cianci reported that the Dietary Manager position has been identified by Carlson Dettman as needing a raise as the pay is below market. The facility has had a difficult time recruiting for the position. The new federal Megarule requires that position to have a CDM certificate. This qualification requires a higher salary. Cianci stated that there are other positions coming open that this applies to and requested direction on what salary to offer. Fred Clary stated the timeline Richland County has to address the wage study findings. Decisions will be made at a later date on how to proceed with the pay for these open or soon to be open positions.

K. Cianci presented a request to omit Labor Day this year from the Pine Valley list of paid holiday benefits as a cost cutting measure. This is considered in light of the recent Finance Committee's urging to cut costs. This is one of the only ways to affect all staff equally. Furlough days tend to only affect the office staff as the facility needs direct care staff for cares. Some discussion followed. Richard McKee moved to present this request to the Finance Committee. Larry Sebranek seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$15,667.72 to Alliant Energy (this is down from previous months), \$58.34 to AARP for overpayment, \$1,598.00 to Medicare for overpayment for flu vaccines, \$2,016.00 to Echo Marketing for radio ads, \$2,200.00 to Sterling for annual staff compliance screening, \$5,148.80 to Leading Choice network for annual membership fee (this has decreased), \$443.34 to Performance Health (formerly Patterson Medical) for therapy supplies, and \$1,600.00 to Brian Schoeneck for preparation of the Medicaid cost report. Richard McKee moved to pay the vouchers. Dr. Richardson seconded. Motion carried.

The census averaged 78 for the month, with 9 Medicare part A and 5 CBRF.

Joan Bailey discussed the financial reports. Medicare part A census and resultant revenues are up. Other purchased service is up due to therapy costs to treat Part A residents. No Medicare Advantage census. Overall revenue was down and expenses exceeded budget slightly.

Fred Clary clarified that only employees who are vested in the State Retirement system need to have retirement resolutions presented at the County Board meeting. Joan Bailey announced her retirement effective late September of this year.

K. Cianci presented a request for three more months of marketing as the current ads expire this month. Don Seep moved to approve \$18,800.00 for the next three months. Richard McKee seconded. Motion carried.

Richard McKee moved to adjourn at 9:20 p.m. Dr. Richardson seconded. Motion carried.

Next meeting will be July 17, 2017.

Respectfully submitted,

Kathleen A. Cianci
Administrator

