

## Minutes of Meeting

There was a regular meeting of the Pine Valley Board of Trustees on Monday, July 17, 2017 at 7 p.m. in the Pine Valley Community Room. The meeting was called to order by Fred Clary, chair person at 7 p.m.

Fred Clary, Richard McKee, Don Seep, Dr. Thomas Richardson, Jeanetta Kirkpatrick and Larry Sebranek were in attendance. Visitors for all or part of the meeting included: Joan Bailey, Chris Glasbrenner, Patrick Metz, Steve Alexander, Angie Alexander, Candi Johnson, Echo Bristol, Mike Beckwith, Jon Mielke, Matt Preston and Alayne Hendricks.

Richard McKee moved to approve the agenda and verify the posting. Larry Sebranek seconded. Motion carried.

Richard McKee moved to approve the minutes of the June meeting. Jeanetta Kirkpatrick seconded. Motion carried.

Patrick Metz, Director of Richland County HHS reported that after considering the cottage for use as a behavior Adult Family Home, it does not appear financially feasible. Fred Clary reminded the group that a secure unit in the nursing home had been explored early in the planning stages for the new nursing home but that it was not pursued due to insufficient census.

Discussion moved to a new direction for the activity program. It would incorporate more wellness mixed in with traditional social activities. Angie Alexander, Director of Nursing stated that she sees the need to build restorative activities into the activity program to assist residents to meet their highest rehab potential. The program would be budget neutral, and improve falls and injuries, etc.

K. Cianci and Chris Glasbrenner discussed the new federal regulation that will take effect November 2017 requiring certain qualifications for the Dietary Manager and the results of advertising for that position. Almost no applicants were received that meet the criteria. In order to meet the requirement, two dietary management companies were researched-Morrison and New Horizons. Pros and cons of each company and their proposals were discussed. Larry Sebranek moved to approve New Horizons and to forward the request to the County Board. Richard McKee seconded. Motion carried.

Chris Glasbrenner showed a sample video from Channel 3000. It is a two minute video that Channel 3000 will film and produce for the facility to use as they see fit. Staff has selected the CBRF to be featured in the video. Larry Sebranek moved to approve the video for \$2,500.00. Richard McKee seconded. Motion carried.

K. Cianci explained that the current Foundation president, Diane Worrel has agreed to care for the plantings in the courtyard. Steve Alexander said that there is still a lot of retained water in the soil in the courtyards. Steve Alexander presented a request for Tru Green to fertilize and provide weed control to the grass. The annual service calls for three treatments, but due to the time of year, only two may be done. Larry Sebranek moved to approve Tru Green for an annual contract for \$2,199.69. Richard McKee seconded. Motion carried.

Steve Alexander presented an estimate to plant some trees in front of the lift station to obstruct the view from the road. Some discussion followed with the decision not to pursue this. Steve Alexander reported that the current pumps in the lift station are operating at approximately 50% of their past function. One pump had quit pumping but function was restored by back flushing it. They were installed in 1992. An option to rebuild vs. an option to replace the pumps was discussed. LW Allen feels that the impellers are worn away. Don Seep moved to explore rebuilding one pump, however, if the cost to repair exceeds \$8k, the pump should be replaced. Larry Sebranek seconded. Motion carried.

Steve Alexander presented the new bid for landscape and snow removal equipment and compared this with the two bids from last month's meeting. Simpson, St. Joseph and Homesteader's bids for a new tractor including any rebate on the current tractor were considered. Much discussion followed regarding the cost effectiveness of purchasing snow removal and mowing services versus providing this with current staff. Don Seep moved to approve the purchase of a tractor without a cab for up to \$19K from Simpson's. Richard seconded. Motion carried. McKee, Seep, Clary and Richardson voted aye. Sebranek, and Kirkpatrick voted nay.

Cianci reported that the facility is in need of a new transportation van, and requested permission to apply for the 5310 grant and approve the matching 20%.

The facility will have to write their own grant. Jeanetta Kirkpatrick moved to approve. Richard McKee seconded. Motion carried.

K. Cianci presented the census figures. The CBRF is starting to see some admissions and more inquiries. The CBRF census assumptions may have been a little too optimistic compared to actual fill rates in the industry. Census averaged 4 CBRF, (will be six this week). Medicare part A averaged 9 for June.

Joan Bailey presented the financials. There were three payrolls in June which accounts for overages in wages for departments. Revenue for the month was down \$88K due to mix. Expenses (including \$54,700 in depreciation expense) were over by \$84K. The June SP payment was received and booked to cash. The next SP payment is due in December. Some discussion took place regarding depreciation expense needing to be verified as it appears excessive. Don Seep suggested the auditor be contacted.

Joan Bailey requested an increase in the self-pay room rates for SNF and CBRF effective 1/1/18. Larry Sebranek moved to approve a 6% rate increase. Richard McKee seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: Alliant Utilities will refund a portion that was double-billed last month, current amount is \$9,939.56, Lakes Gas Co. for \$103.10, \$19,130.07 to National Government Services has already been paid but needs to be booked to the vouchers, \$6,064.19 to LeadingAgeWi for annual dues, \$178.25 to Redi Ride for transportation that will be billed to the Medicaid program, \$1,850.00 to Soltis Restoration for window cleaning, and \$329.99 to the Voice for an ad. Don Seep moved to approve the vouchers for payment. Richard McKee seconded. Motion carried.

Aged accounts were discussed. The overall amount has grown. There are liens on houses and collection is being pursued as well as involuntary discharge of an individual who refuses to pay. The facility will implement the ability to pay by credit card and utilize the state collection agency in attempts to get balances collected.

Dr. Richardson moved to adjourn at 10:20 p.m. Richard McKee seconded. Motion carried.

Next meeting will be August 21, 2017 at 7 p.m.

Respectfully submitted,

Kathy Cianci

Administrator