

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, September 18, 2017 at 7 p.m. in the Pine Valley Community Room. Larry Sebranek, Fred Clary, Dr. Richardson, Richard McKee and Don Seep were in attendance.

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

Richard McKee moved to approve the minutes of the last meeting. Larry Sebranek seconded. Motion carried.

Joan Bailey presented the budget. K. Cianci pointed out the census assumptions for the 2018 budget. The assisted living Medicaid waiver has still not been approved. The Medicaid rate has not been finalized so assumptions have been made. Depreciation was originally based on 50 years in the pro forma. The Leading Age financial director recommended using 35 years, so this was changed which has increased the depreciation expense. The Medicaid rate increased recently due to the Case Mix Index (acuity) increasing. This resulted in a \$17.00/per patient per day increase for Medicaid. The property portion of the Medicaid rate will increase as well due to the new building, but it is unclear how much. Expenses include the 9% insurance premium projected increase and a 2% wage increase as instructed, as well as the 7% reduction in levy. Larry Sebranek moved to forward the budget to the Finance/Personnel committee. Richard McKee seconded. Motion carried.

K.Cianci presented the wage implementation plan to increase all staff's wages to step three effective 1/1/18 and an additional increase for the nursing department 7/1/18 to step four. Then the nursing department to market effective 1/1/19. The first two increases will cost \$272,000.00. The 2018 budget nets \$153,228.00. Adding the additional \$76,000.00 already budgeted for the 2% will total \$230k. A savings in expenses may be realized if insurance premiums do not increase the full 9% projected. Because Pine Valley's wages are so far behind market, it is imperative that wages be increased to ensure appropriate staffing levels to care for residents. Don Seep recused himself from this discussion.

Discussion moved to the sale of land. It is listed as parcel 35 across HWY.O. Larry Sebranek moved that if the Trustees are allowed to determine the fate of this property, to offer it for sale. Dr. Richardson seconded. Motion carried.

Joan Bailey presented the vouchers with special notice of the following: \$1,904.75 to RC utilities, \$1,908.52 to Genuine Telecom, \$1,193.00 to Department of Health Services for the CBRF license, \$255.00 to Godfrey and Kahn for Pine Valley's portion of labor questions, \$18,064.98 to Martin brothers for food (five delivery dates in the month), \$1,387.00 to SHI for a laptop which a family donated funds for, and \$3,900.00 to WPS for refund for overpayment. Don Seep moved to pay the vouchers. Richard McKee seconded. Motion carried.

The census averaged 75 for the month, with 9 Medicare part A and 10 CBRF.

Joan Bailey discussed the financial reports. Cash increased. Receivables decreased. Assisted Living census is at budget. Depreciation is over budget due, in part, to the accelerated schedule being used.

Steve Alexander distributed the bid received for the tractor with implements. Richard McKee moved to spend \$18,670.00 for a tractor with implements. Don Seep seconded. Motion carried.

Fred Clary reported on the landscaping proposal for a cost of \$8,550.00 to come from the project funds. It will fill, smooth and seed the area between the parking lots. Don Seep moved to accept this proposal and authorize Fred Clary to get proposals for additional areas and to present those proposals at the next subcommittee. Larry Sebranek seconded. Motion carried.

K. Cianci presented the final draft of the New Horizons contract for approval. Larry Sebranek moved to approve the contract. Don Seep seconded. Motion carried.

Discussion moved to the RFP for the cottage. Richard McKee will contact NHS to see if they would be interested in renovating it.

Larry Sebranek moved to adjourn at 8:57 p.m. Richard McKee seconded. Motion carried.

Next meeting will be October 16, 2017.

Respectfully submitted,

Kathleen A. Cianci
Administrator