

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, January 15, 2018 at 7 p.m. in the Pine Valley Community Room. Larry Sebranek, Fred Clary, Jeanetta Kirkpatrick, Don Seep and Mary Miller were in attendance. Dr. Richardson and Richard McKee were absent.

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. Mary Miller seconded. Motion carried.

Jeanetta Kirkpatrick moved to approve the minutes of the last meeting. Don Seep seconded. Motion carried.

Therese Deckert presented the vouchers with special notice of the following: \$2,048.74 to Accredo Health Group for part A meds, \$392.50 to Esco for service pins, \$412.45 to Fire and Safety Equipment for semi-annual inspection, \$1,352.60 to JComp Technologies for Smartnet license, \$68.86 to Lange Medical for wireless transmitter for floor pads, \$4,530.86 to LW Allen for repair of lift station pump, \$37.50 to Ocooch Mountain Humane Society for portion of bulk mail permit, \$931.90 to Kim Pittsley for medical record consulting, \$27.50 to Vernon Memorial Healthcare for Med A knee xray, and \$1,294.44 to Walsh's Ace Hardware for heat pump filter annual replacement. Don Seep moved to pay the vouchers. Larry Sebranek seconded. Motion carried.

Larry Sebranek reported that the loading dock handrails are done and one will be installed soon. One will be installed when the ground thaws.

Resident room door locks were installed as a requirement of the Medicaid waiver program in the assisted living.

Therese Deckert reviewed aged accounts and write-off's. An agreement to make monthly payments has been signed. There were several accounts where all collection efforts have been exhausted and recommended for write-off totaling \$3,206.01. Don Seep moved to write-off these accounts. Larry Sebranek seconded. Motion carried.

Census averaged 76 for the month with 11 Medicare Part A and 12 CBRF.

Therese Deckert discussed the year-end financial reports. The accrued vacation and sick leave accounts have been updated. Vacation is up \$19k and retirement is down \$40k. Operating cash is \$857,376.74, up \$218k from last year. \$649,596.00 is set aside (3/4's of the 2019 loan payment due this October) in a restricted account towards the Pine Valley loan payment due in October 2018.

December Medicare Part A census is below planned census=\$40k loss of budgeted revenue, however, y-t-d Medicare revenue exceeded budget. Census mix variances were discussed. The Foundation donated nearly \$17k towards med cart purchase. Activities and other expense accounts were significantly under budget y-t-d. Expense accounts over budget were reviewed. Depreciation annual expense is \$1,057,355.

K. Cianci reported that there has been no response from the individual who had expressed interest in buying a piece of land, to the offer sent from Corporation Counsel. Fred Clary will follow up with Corporation Counsel.

K. Cianci requested discontinuing the current Use of Meeting Room policy. The Community Room and other space is available to community groups to use for meetings. Don Seep moved to rescind the policy. Mary Miller seconded. Motion carried.

K. Cianci distributed a draft copy of the Nursing Home Administrator's job description. Discussion followed. An updated draft will be presented at the next meeting.

Larry Sebranek moved to go to closed door session for purposes of discussing NHA candidates, and to permit Cianci and Glasbrenner to attend. Jeanetta Kirkpatrick seconded. Motion carried by roll call vote. Sebranek-aye, Clary-aye, Miller-aye, Seep-aye, Kirkpatrick-aye.

Larry Sebranek moved to return to open session. Jeanetta Kirkpatrick seconded. Motion carried.

Mary Miller moved to adjourn at 9:22 p.m. Larry Sebranek seconded. Motion carried.

Next meeting will be February 19, 2018.

Respectfully submitted,

Kathleen A. Cianci, Administrator