

Minutes of Meeting

There was a regular scheduled meeting of the Pine Valley Trustees on Monday, February 19, 2018 at 7 p.m. in the Pine Valley Community Room. Larry Sebranek, Fred Clary, Jeanetta Kirkpatrick, Don Seep and Mary Miller, and Richard McKee were in attendance. Dr. Richardson was absent.

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.

Don Seep moved to approve the minutes of the last meeting. Richard McKee seconded. Motion carried.

K.Cianci presented the vouchers with special notice of the following: \$250.00 to JF Ahern for quarterly sprinkler inspection, \$71.50 to Atis Elevator Inspections for annual elevator inspection, \$8,275.70 to Corcoran Healthcare for monthly Medicare part A meds, contingency med supply and \$1,800.00 of Tamiflu, \$91.40 to Hartig Drug for hydrocortisone gel, \$208.66 to LW Allen for annual lift station flow meter calibration, \$13,965.77 to McKesson for supplies and \$3,300.00 for two beds to be reimbursed by the Foundation, \$1,825.14 to Otis elevator for annual service contract, \$4,641.13 to Richland Hospital including \$1,900.00 for dietary consultant, \$1,472.52 to R.C. Municipal Utilities for cleaning and vacuuming of lift station-recommended annually, and \$72.19 to UW Health Physicians for Part A diagnostics. Don Seep moved to pay the vouchers. Richard McKee seconded. Motion carried.

Larry Sebranek reported that he encouraged the business office to stay in contact with Ron Kind's office to ensure facility reimbursement from the Veteran's Choice program.

Census averaged 76 for the month with 7 Medicare Part A and 11 CBRF. Nationally SNF census is averaging 81%. The flu and IV shortages have contributed to the drop in nursing home census.

K. Cianci discussed the financial reports. January sick leave payout was \$18,035.00. Three main things affected financials: drop in census, payroll accruals and holiday pay. The annual county appropriation has not been booked to Pine Valley yet.

K. Cianci presented the final draft of the Nursing Home Administrator's job description. The new wage scale job class will be added. Jeanetta Kirkpatrick moved to forward the job description to Finance and Personnel Committee for approval. Richard McKee seconded. Motion carried.

K. Cianci requested additional language be added to the C.N.A. referral bonus to accommodate participation in the Wiscaregiver program. For those C.N.A.'s the bonus would be a retention bonus paid out in accordance with the program requirements and they would not be eligible for the other referral bonus. Jeanetta Kirkpatrick moved to approve and forward to Finance and Personnel for approval. Larry Sebranek seconded. Motion carried.

Staff are requesting the ability to donate sick days from the long term "bank" of sick days and not the current year which figures into the annual payout total. Jeanetta Kirkpatrick moved to approve this but to clarify that the donated days are not to be used for retirement benefit payout and to check prior language decided by the Finance Committee. Larry Sebranek seconded. Motion carried.

Discussion regarding the RN supervisor position and comp time. This position serves both as a charge nurse in the SNF and 2-3 days per week as the CBRF RN manager. Comp time would add flexibility in their schedule. Jeanetta Kirkpatrick moved to consult the labor attorney as to whether or not due to the split role, the position can be treated differently than other charge nurses in the SNF when she fills that role. Richard McKee seconded. Motion carried.

The facility has been approached by United Healthcare to sign a contract to provide care. Corporation Counsel has made recommendations concerning the contract language. Larry Sebranek moved to request addition to the contract language that would provide for a 60 day "out" clause by either party and then present the contract to the Finance Committee. Don Seep seconded. Motion carried.

Don Seep moved to remove agenda item #9 from discussion due to lack of specificity. Jeanetta Kirkpatrick seconded. Motion carried.

K. Cianci reported on projects in-progress that will need follow up once she retires.

Fred Clary stated the legal requirements with timeframes for filling vacant nursing home administrator positions. Angie Alexander RN, Director of Nursing will be the Acting Administrator from 3/1/18-4/2/18. Echo Bristol, RN Manager will be the acting Director of Nursing for the same time period. Don Seep moved to approve these appointments. Richard McKee seconded. Motion carried.

Fred Clary announced the hiring of Tom Rislow to be the new Administrator effective 4/3/18. Larry Sebranek moved to approve this appointment. Richard McKee seconded. Motion carried.

Fred Clary reported that Mr. Holtz declined the county offer for sale of wood land. Richard McKee moved to list the property for sale with a realtor. Don Seep seconded. Motion carried.

Richard McKee moved to adjourn at 8:35 p.m. Larry Sebranek seconded. Motion carried.

Next meeting will be March 19, 2018.

Respectfully submitted,

Kathleen A. Cianci, Administrator