

Pine Valley Community Village Board of Trustees

Meeting Minutes

April 2018

There was a regular scheduled meeting of the Pine Valley Community Village Board of Trustees on Monday, April 16, 2018, at 7:00pm in the Pine Valley Community Room. Larry Sebranek, Fred Clary, Jeanetta Kirkpatrick, Don Seep, and Richard McKee were in attendance. Dr. Richardson and Mary Miller were absent.

The meeting was called to order at 7:00pm by Fred Clary. 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 March 2018 meeting. Richard McKee seconded. Motion carried.

Fred Clary veered from the agenda order, momentarily, so to officially welcome the new administrator, Tom Rislw.

Therese Deckert presented the vouchers with special notice of the following: CAPSA Healthcare \$654.99 for med-cart accessories (PV Foundation to reimburse); CLIA Laboratory Program \$300.00 for 2-year lab processing fee for SNF and CBRF; Cardmember services \$810.59 for CBRF staged room items and criminal background check; Pinnacle Innovative Healthcare Solutions \$740.00 travel/lodging for nurse consultant during February 2018 visits; 4 Imprint, Inc. \$804.17 for marketing items for use at Senior Expo; aegis therapies \$40,712.69 for March 2018 therapies, and first full month of ENER program; Best Medical Services \$300.00 to calibrate and do safety check of new PT equipment; Humana Health Care \$2,259.38 to refund 'over payment' as determined by Humana; McKesson Medical supply \$11,643.26, (of which \$3,500.00 was for 2 beds, and \$359.00 for a thermoscan – such items to be reimbursed by the PV Foundation); Reinhart \$127.50 for legal consultation regarding a collection issue; Richland Hospital \$615.08 for dietician consulting services and diagnostic fees; Richland Medical Center \$1,222.14 for Medical Director (1st quarter of 2018) and diagnostic fees; Southwest Wisconsin Workforce Development Board \$1,378.74 for temporary marketing person; Wolter Power Systems \$439.69 for back-up parts for emergency generator. The sewage lift station was discussed, and Fred Clary encouraged the board for the future to think about attempting to turn it over to the city. Richard McKee moved to pay the vouchers and Larry Sebranek seconded. Motion carried.

Tom Rislw, administrator, reported on the census, having averaged 73 for March in the SNF, with Medicare averaging only 6; with the CBRF census averaging 14. Tom also reported that month-to-date in April census in the SNF has increased to an average of 76 (78 today), and much improved in Medicare (up to 12 today).

The CBRF was at 13 today. Fred Clary asked if the Saline shortage had anything to do with the drop in Medicare census, and whether the shortage was over. Tom Rislw said he did not know.

Therese Deckert discussed the financials. She pointed out that the allowance for doubtful accounts has been adjusted/increased by the auditor – and the cash-borrowed money investment account was adjusted/increased by almost \$8,000 due to interest income. Fred Clary said the borrowed money account will need to be closed in the fall of 2018. He said whatever is left after all building project bills

have been paid will have to go toward debt repayment. Don Seep asked what would 'trigger' the closing of this account. Fred said when the punch list has been completed. Discussion was then held regarding the status of the finalization of the building project punch list. Fred requested that Tom Rislow have Steve Alexander, building and grounds supervisor, make a report at the May 2018 board meeting on the punch list status. Richard McKee suggested when the punch list is complete to ask for a letter from the contractor verifying same. Fred reminded everyone that the 2-year warranty period would be up this coming November. Fred mentioned also that there may additionally be a little outside landscaping yet to complete. Jeanetta Kirkpatrick commented that there may be interested individuals in providing a tree.

Therese said the auditor will attend the May meeting.

Therese further explained the financials – the lower census having been reflected in the lower revenues. She commented on wage accruals, and also on increased expenses from vacation and sick time payouts due to retirements. She also explained that Pine Valley has paid \$1,700 in recruiting bonuses as well. Don Seep asked if the call in pay and new differential pay rates put in place a while ago have had an impact in reducing overtime, and Therese responded saying she thought those steps had made a positive impact in reducing overtime. Total loss from operations through March was \$334,155. With the tax levy having been recorded of \$126,631, the loss from operations through March was reduced to \$207,524. After adding back depreciation of \$264,339, the resulting net income through March was \$56,815.

Therese then reviewed the accounts receivable past due accounts – all 53 of them, totaling \$133,924.63. \$64,034.30 represents the amounts for which Pine Valley has a lien on the person's property. Another \$32,826.98 represents retro active billings to Family Care over updated RUG rates – billings for which Family Care knows they are responsible and will pay. Details were shared with regards to each of the past due accounts.

Tom Rislow then reported that the Optum contract negotiations are not moving forward yet – as he is still waiting to receive information on rates from his contact at Optum. Tom added that the concern expressed by the board at its March 2018 meeting to add a 60 day 'out' clause, wasn't as important as it might be with other contracts – as Pine Valley can simply choose to stop admitting referrals with that plan – if Pine Valley had signed and were then unhappy with it. Tom stated that according to the Social workers at Pine Valley, there have been very few referrals with this insurance coverage in the past several months.

Fred Clary and Tom Rislow then signed off on Tom's NHA job description.

Richard McKee moved to approve. Jeanetta Kirkpatrick seconded. Motion carried.

Consideration of the Pine Valley West window was then discussed. Tom Rislow was directed to form a small group to determine where to display the window. Should an acceptable location not be possible or found, it was suggested the board determine a way to 'part' with it.

Woodland for sale update; Tom distributed a copy of a letter from Benjamin Southwick sent to Randall Holtz, on behalf of the Pine Valley Board of Trustees – in which it is indicated that the County will not vary its offer to sell Tax Parcel # 022-3522-2000 for \$45,750.00. Richard McKee asked where the funds would go if/when the Parcel ever did sell. Fred Clary said the funds would have to go into the 'general' fund.

Tom Rislow reported on his activities over the course of his first week on the job – which included meeting various people in the community – beginning to sort through and review some of Pine Valley’s contracts – and working with Therese on developing financial monitoring systems, as well as considering process changes to create efficiencies.

There being no further business, a motion to adjourn at approximately 8:25pm was made by Larry Sebranek, and seconded by Richard McKee. Motion carried.

Next meeting will be May 21, 2018.

Respectfully submitted, Tom Rislow, Administrator