

Pine Valley Community Village Board of Trustees

Meeting Minutes

May 2018

There was a regular scheduled meeting of the Pine Valley Community Village Board of Trustees on Monday, May 21, 2018, at 7:00pm in the Pine Valley Community Room. Larry Sebranek, Jeanetta Kirkpatrick, Don Seep, Richard McKee and Mary Miller were in attendance. No one was absent.

The meeting was **called to order** at 7:00pm by Jeanetta Kirkpatrick, past vice chair.

Larry Sebranek moved to have Jeanetta be the **new chair**. Mary Miller seconded the motion. Motion carried. Larry Sebranek moved to have Richard McKee be the **new vice chair**. Don Seep seconded the motion. Motion carried.

Mary Miller moved to approve the agenda and to verify the posting. Larry Sebranek seconded. Motion carried.

Larry Sebranek moved to approve the minutes of the April 2018 meeting. Don Seep seconded. Motion carried.

Ben Delzer, CGSchmidt, then presented the 'Owner Change Order', and reviewed the contents; including the 'Continuation Sheet' which certified the final payment due to CGSchmidt; that final payment to be \$41,032.94. Don Seep asked how much would be remaining in the project funds account after the payment of this bill, and Therese Deckert, Office Manager, explained it would be just a little over \$100,000. Richard McKee moved to accept the Change Order, and to approve payment of the final bill. Larry Sebranek seconded the motion. Motion carried. Ben then gave the change order to Tom Rislow, administrator, for signing; with directions to email it to him after signing.

Steve Alexander, maintenance supervisor, then reviewed the **punch list (warranty log)**; item by item (item # 078, 081, 119, 137, 138, 139, 140, 142, 143, 144, 145, 149, and 150). Item #140 was completed, but all other items were 'open' under warranty. Larry Sebranek asked when the work will be completed. Ben answered that the majority of the work should be done prior to the next Trustees meeting in June. Jeanetta Kirkpatrick asked Steve to return to the June Trustees meeting with a status report on what was completed.

Melanie Lendosky, Johnson & Block, along with Marissa Bahr, presented the 'Report to the Board of Trustees', along with the 'Required Audit Communications', and the 'Financial Statements with Independent **Auditor's Reports**' – for the year ended December 31, 2017. Melanie walked through the 18-page report, page by page, highlighting certain items, and fielding questions from the Trustees. She also referenced specific issues or data identified in all three documents. Jeanetta, at the conclusion of the report, thanked Melanie on behalf of the Trustees.

Therese Deckert, Office Manager, presented the **Schedule of Vouchers**, and fielded questions. The Aegis therapies invoice was highlighted by Tom Rislow, Administrator, as one of the contracted services Pine Valley has that needs to be evaluated – and possibly reduced – as its rates are no longer competitive.

Richard McKee moved to approve the Schedule of Vouchers. Don Seep seconded the motion. Motion carried.

Tom Rislow, Administrator, presented the **census statistics** for the month of April, and year to date, commenting on how strong the census was – averaging 76 out of 80 for the skilled side, and 13 out of 16 for the CBRF side.

Therese Deckert, Office Manager, presented the **Financial Statements**, (balance sheet and statement of operations) for the period ending April 2018. She highlighted certain numbers, explaining that the April expenses included the Easter Holiday pay, as well as the sick and vacation hours pay-out to another retiree. Tom Rislow explained that the new wages are also reflected in the financials – and when compared to budget, Therese, had estimated that the new wages will add almost \$100,000 above the budgeted 2%, for the remainder of the year. It was reported that year to date, net positive cash flow was \$44,365. It was also explained that attention is being given to ensuring a good hand-off from the outgoing accounts receivable person to the new – with occasional training continuing through the month of June. It was also shared that a monthly meeting has recently been started where accounting and social services staff meet together to review all past due account receivables and decide on courses of action to take. Tom also announced that Irene Walmer, receptionist, had turned in her resignation – effective July 27, 2018, and that the plan was to not immediately replace her hours, but rotate other staff through coverage of the front desk.

Steve Alexander asked for guidance related to the **cottage on site**. Steve was directed to ask the fire department if they would be interested in using it for practice. Steve was also directed to ask Randy Olson if he would come and look and tell us what he could do with it. Jeanetta mentioned that previously the Trustees had ruled out rehabbing the cottage – because of the cost.

Steve Alexander asked how often the Trustees want **seal coating** done to the parking lot and drives. There was discussion about doing it all next year. Then Larry read a recommendation from someone he had contacted who said to wait a few years. Larry also knew of a different product that might last longer – and would get a name for Steve.

Tom Rislow, presented information in regards to the **food contract** with New Horizon Foods, and what savings may be achieved through an alteration or termination. The Trustees expressed support of either alteration or termination of same.

Tom Rislow, presented a request to add the job title of **'Lead Cook'** to the Pine Valley wage scale at level 'D'. It was explained this would be a cost saving measure – to utilize this new position instead of the Assistant Food Service Supervisor position. It was stated that if indeed the food vendor contract was eliminated, it would be important for Pine Valley to move ahead quickly with advertising for additional help needed – which is why this proposal was being brought forth now. Larry Sebranek moved to approve the request. Mary Miller seconded the motion. Motion carried.

Tom Rislow presented information related to getting the **Medication Aide job title** included on the Pine Valley wage scale. It was stated that this was discussed and approved at the May meeting of the county's Finance and Personnel committee. Don Seep moved to have the necessary information compiled for Ben Southwick for the purposes of getting this made into a resolution for the June meeting of the county board. Richard McKee seconded the motion. Motion carried.

Tom Rislow presented information related to a **proposal to amend Resolution 14-122** (which had already been amended through resolution 15-22) – and that this was necessary to clarify what the phrase “highest rate of pay for this position” meant. The proposal was to tie that phrase to distinct wage grade steps (step 4 for nurse technician (Medication aide) - step 4 for RNs - and step 6 for LPNs.). Richard McKee moved to approve the proposal. Don Seep seconded the motion. Motion carried.

Tom Rislow reported that the current proposal for saving the **West Window** and displaying it – involved placing it outside near the front entrance flag pole. Tom would be reaching out to a person recommended for antiques restoration.

Tom Rislow gave his report which included information and updates regarding the Pharmacy contract and services – and the Leading Choice Network contract and annual fees – the results of the last State Survey (only 2 low-level citations) – and National nursing home week activities.

There being no further business, a motion to adjourn at approximately 9:25pm was made by Richard McKee and seconded by Mary Miller. Motion carried.

Next meeting will be June 18, 2018.

Respectfully submitted, Tom Rislow, Administrator