

## **Pine Valley Community Village Board of Trustees**

### **Meeting Minutes**

#### **June 2018**

There was a regular scheduled meeting of the Pine Valley Community Village Board of Trustees on Monday, June 18, 2018, at 7:00pm in the Pine Valley Community Room.

**Trustees attendance:** Larry Sebranek, Jeanetta Kirkpatrick, Don Seep, Richard McKee and Mary Miller.

**Pine Valley Staff attendance:** Tom Rislow, administrator – Therese Deckert, Office manager – Steve Alexander, maintenance supervisor, Angie Alexander, Director of Nursing

**Guests/Visitors in attendance:** Alaina Hendricks, citizen

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

There was unanimous agreement to approve the agenda and to verify the posting.

Larry Sebranek moved to approve the minutes of the May 2018 meeting; Richard McKee seconded. Motion carried.

Steve Alexander, then reviewed the **punch list (warranty log)**; items either entirely or partially open include items # 078, 119, 137, 138, 139, 142, 144, 145, 149, 150, and a non-numbered item – recently added – where a fire door is missing a 5<sup>th</sup> screw. Items entirely closed include items # 081, 140, and 143.

Steve Alexander, gave an **update on cottage removal**. Steve had called Randy Olson and talked with him – and has left two additional messages – but Randy has not yet come out. Steve also had talked with the fire chief, who also has not come out yet. Steve did receive an offer today from Paul Deckert, to demo the cottage; place all building materials into dumpsters; bury concrete blocks in basement; cover with fill dirt, and top off with black dirt. Price to be \$5,920. Discussion concluded with receiving confirmation from Paul that the offer includes providing the dumpsters and having them hauled away. Work would be done by 11-1-2018. Motion by Larry Sebranek to accept the offer; Richard McKee seconded the motion. Motion carried.

Steve Alexander, gave an **update on the old Pine Valley wheelchair van**. The van is a 2001. It has had many issues, and has been used less and less. The most recent issue involved the lift not working. When driving the van for repairs, the brakes went out. When at the shop it was discovered the frame was badly rusted out in two separate places. Steve and Tom decided it was no longer safe to use the van, and have taken it out of commission; parking it behind the cottage. Steve has been in touch with the ADRC office, and learned that since it is part of their fleet, we need to wait for their direction as to what to do with it. Steve learned that before anything is done with it, an inspection is required. The ADRC will line this up. As for getting by in the meantime, Pine Valley has a donated personal van – as well as possible help from the city taxi, and/or another ADRC van – with proper advance notice. As to the grant for a new van, Tom explained that the grant was approved, and Pine Valley is expected to have delivery of the van later this year, or early next year. Tom said the Pine Valley 2018 budget does include the 20% cost share.

Tom Rislow and Angie Alexander gave a brief report on the status of **night shift staffing** which has caused significant challenges, including overtime estimated to exceed \$20,000 by year end. Tom shared

that there are three full time C.N.A. openings and two part time C.N.A. openings just on the noc shift, and coverage is being pieced together by either working with fewer staff, or having day shift staff come early, or pm shift staff stay later. Angie and Tom shared ideas being discussed to address this which included

Analyzing shift differentials... whether to set hiring wages based on experience... putting testimonials on facebook... offering scholarships... offering our own C.N.A. training class... partnering with CESA as well as the Careers Cooperative group in Richland Center... and other ideas. Following discussion Tom stated that a proposal would be brought to the July Trustees meeting with priorities identified.

Therese Deckert, presented the **Schedule of Vouchers**, and fielded questions.

Therese explained the cash receipts were down for the month due to the timing of bills going out, which was due to the changeover to new staff; she said payroll was up because there were three pay dates (she said this happens twice each year), and that there was also a holiday; she also pointed out the new 'health insurance deduction' showing the HRA expenses from January through May. Therese pointed out on the cash disbursements journal the following check numbers: #5866 to National Government Services, Inc. for overpayment of flu vaccines - #5870 to Aljan Co. for an ortho brace for a particular resident at Pine Valley on a Medicare Part A stay - #5887 to John Sterling Associates for annual OIG Compliance verification - #5888 to JT & Associates for doing Pine Valley's 2017 Medicare Cost Report – and #5905 to Brian Schoeneck for doing Pine Valley's 2017 Medicaid cost report.

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

Tom Rislow, presented the **census statistics** for the month of May, and year to date, highlighting census on the skilled side averaged 77 for the month, and of that the combined Medicare/Medicare Advantage census averaged 13 for the month.

Therese Deckert, presented the **Financial Statements**, (balance sheet and statement of operations) for the period ending May 2018. Therese pointed out the accounts receivables showing an increase due to the timing of bills going out. She also highlighted the prepaid insurance account. Additionally Therese highlighted the cash – borrowed money investment account which reflects having made the final payment to CGSchmidt. Therese then reviewed the Statement of Operations – showing the increased revenues due to the strong census – and the increased expenses in two departments which reflect vacation and sick time pay outs for recent retirees. Tom also clarified the percentage increase effect of the wage increases to actual numbers versus the budget. Therese pointed out the employee benefits overage reflects the health insurance HRA expenses catch up from January through May. While the numbers for cash flow for the month are tight, Tom brought up changes being made to contracts to save money (namely aegis therapies, New Horizon Foods, and Medical Records consulting), as well as the tightening of expenditures spent on marketing and advertising.

#### **Administrator's report:**

CBRF (assisted living) Heightened Scrutiny... Tom reported that this process is taking much longer than expected for all CBRF's in Wisconsin, involved in this process, who are awaiting approval. Tom stated that not until Pine Valley 'passes' Heightened Scrutiny, will we have the opportunity to contract with family care. Meanwhile, we continue to only be able to take private pay referrals for our assisted living.

Employee Satisfaction Survey... these have just begun to be made available for our staff. We plan to make a report to the Trustees after responses are collected and tabulated.

New Horizon Foods... The contract will end 8/31/2018. The chef has already departed; and our monthly management fee was reduced effective 6/11/2018. We are currently evaluating two different possible food suppliers.

Newsletter... A Pine Valley newsletter is expected back from the printer any day.

Family Picnic... this Sunday is the annual Family Picnic. It would be nice to see Trustee members there.

Marketing... Tom reviewed his community activities which included the touring of 'Our House' with its manager, Tina, and attending their open house. He also toured Harvest Guest Home with one of its supervisors, Marcia. He spoke at the local Rotary club luncheon meeting on June 13. Later that day he toured the hospital with CEO, Bruce Roessler. He also had separate meetings with Becky Dahl from Career Cooperative, and with two representatives from CESA.

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

Next meeting will be July 16, 2018.

Respectfully submitted, Tom Rislow, Administrator