

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

July 23, 2018 – 7:00pm

Attendance: Board members present included Jeanetta Kirkpatrick, Richard McKee, Larry Sebranek, Donald Seep, and Mary Miller. Staff present included Tom Rislow – administrator, and Therese Deckert – administrative assistant. Community member present included Alayne Hendricks

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

Motion made by Richard McKee; seconded by Larry Sebranek, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Richard McKee; seconded by Mary Miller, to **approve the minutes** of the June 18, 2018, meeting. Motion passed.

Vouchers reviewed. Therese explained the cash receipts of \$1,279,385.32 included S.P. funds of \$507,400 as well as receipts expected in May that didn't arrive until June for April Medicare, Medicaid, and Family Care charges. The civil compliance audit charges of \$1,710.54 are for an audit that is only done once every three years. The Health Insurance deductible charges from the county were for June and amounted to \$6,989.05. From the Cash Disbursements Journal, Therese highlighted annual dues payments for Leading Choice Network (\$4,300) and Leading Age Wisconsin (\$7,538.32). She also pointed out two months of charges from Ability Network (\$546), who Pine Valley uses as an intermediary for processing of Medicare claims. She also pointed out the (\$23.78) from Meriter Hospital, Inc. Motion made by Larry Sebranek; seconded by Richard McKee, to accept the Vouchers report. Motion passed.

Census. Tom reviewed the census report for June, highlighting the SNF census being strong (averaging 77), as well as the CBRF census (averaging 14), and the Medicare/Medicare Advantage mix as averaging 13. Tom also pointed out that the CBRF just had another admission and is now at 15 (out of 16 apartments).

Therese highlighted from the **balance sheet** account #'s 10041 and 10042 (borrowed money fund, and borrowed money investment account), and said she would be adding interest earned of \$558.31, so these two accounts together will equal \$103,186.17. Therese commented that the S.P. funds from last December were placed into the Debt service fund. (Following a brief discussion, Jeanetta asked that an agenda item be added for the August 2018 Trustees meeting to consider where to place the S.P. funds received in June of 2018.)

Therese then reviewed the **Statement of Operations**; highlighting strong revenue numbers (that correlated with the strong census numbers). Expense overages were attributed to the vacation/sick payouts – mostly due to retirements – which have equaled almost \$100,000 year to date. Tom also mentioned that expenses reflect that actual wage increases overall were much higher than the two percent that was budgeted. Additionally Tom stated that with the three wage appeals that were approved by the county board last week, an additional nearly \$20,000 of annualized expense will now be added to Pine Valley's bottom line. There was much discussion about the amounts of mileage and per diems expense appearing on the 'governing board' line on the statements; seeming to be clearly reflecting an 'allocation' from the county, and not a direct reflection of actual expenses for Pine Valley. Jeanetta will follow up with the county. Don Seep stated it would be good to sometime be able to have a good enough bottom line that Pine Valley would be able to start contributing toward a fund for future capital needs – by funding depreciation.

Therese reported that the Total Income year to date was a \$660,840 loss; but with adding back the tax levy of \$126,631... and depreciation of \$528,678 (a non cash expense)... and the S.P. funds received in June of \$507,400 – the positive cash flow for the month was \$501,869.

Wisconsin Counties Tax Levy. This report from 2017 was shared for informational purposes with the board to show support levels by taxpayers for every county home in Wisconsin. Tom stated that the 2018 report might be available by the August board meeting.

Accounts Receivable Aging Report. Therese reviewed the report which was for claims 90 days old or older. She highlighted item #'s 4,5,9,15,29,30,33,35, and 41 and what was happening in regards to each one. The report total was

\$126,633.13. Tom reported that Pine Valley will no longer be accepting referrals who have Humana Medicare Advantage insurance.

Employee Satisfaction Survey Report. Tom reviewed the report. 50 employees had filled it out, which accounts for about a third of the entire staff. Results, along with comments will be shared at all staff meetings to be held tomorrow. Final results were put in percentage format so to make it easier to compare results from year to year. Overall the results were pretty positive. The number one areas needing improvement include communication and teamwork.

Consideration of **Proposal to address nursing department staffing** needs. Tom presented the proposal which will increase noc shift differentials from \$1.50/hour to \$3.00/hour, and provide scholarships to applicants wanting to become C.N.A.s. Following discussion, a motion was made by Richard McKee; seconded by Larry Sebranek, to approve the proposal and send it on to Personnel and Finance. Motion passed.

Consideration of West Window Restoration proposal. Motion made by Richard McKee; seconded by Mary Miller to accept the proposal from Marathon Woodworks LLC for \$2,350. Motion passed.

Consideration of changing Trustees regular monthly meeting time. Following discussion, motion made by Donald Seep; seconded by Larry Sebranek, to change the regular monthly meeting starting time, beginning in August 2018, to 6:00pm. Motion passed.

Administrator's Report. Tom reported that a 30-day public comment period regarding Heightened Scrutiny for our CBRF will end 7/31/18. Tom read a letter of support that a resident's family had emailed in. Tom also reported on the building warranty (punch list) log, and progress made. All items have not been completed yet. Tom stated that the previous evening a lightening arrestor on a pole near the lift station had caught fire; power at Pine Valley went out, but the generator came on. The question was asked whether Pine Valley will be responsible for repairs, and if an insurance claim will need to be filled out, and Tom will follow up. Tom reported that staff donated items to create a gift basket that was given to WRCO to support the cancer walk. Tom reported that Ryan Elliot attended a meeting at Richland Hospital about improving the transition

process of information flow upon discharges from the hospital to area nursing homes. Tom gave information about the 'Town Hall' meeting to be held August 15, 2018, in Deforest, for all interested providers of elderly care – hosted by our National Leading Age Association. Board members are invited to attend. Tom stated he and Therese would be having a meeting on Wednesday, July 25, at Richland Hospital regarding issues with their billings/charges to Pine Valley. Tom stated that he visited Thrifty White and introduced himself to Bruce. Tom stated that preparations continue toward eventually seeking bids for pharmacy services to Pine Valley. Tom stated that the current provider would certainly be given the opportunity to bid as well.

Motion to adjourn made by Larry Sebranek; seconded by Mary Miller. Motion passed.

Next meeting of Pine Valley Trustees to be August 20, 2018, at 6:00pm.