

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

August 20, 2018 – 6:00pm

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, and a visitor from Iowa County, Jim Griffith

Minutes: The meeting was called to order at 6:00pm by chairperson, Jeanetta Kirkpatrick.

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

Motion made by Larry Sebranek; seconded by Richard McKee, to **approve the minutes** of the July 23, 2018, meeting. Motion passed.

Vouchers reviewed. Therese reviewed the cash receipts and expenses. She noted the Health Insurance deductible charges of \$5,076.27. She also reported (as did Jeanetta) that the Trustees Mileage/per diems – that had been questioned last month - were in fact actual numbers and not estimates. Therese reported a positive net cash variance for the month of \$53,509.09.

From the Cash Disbursements Journal, Therese highlighted check # 5993 to Frontier, and check #6053 to Strang Electric as both being related to the secure-test phone line for the sewer (lift station). Therese also highlighted check #6007 to the American Do It Center for materials for cork boards – (made by Pine Valley’s maintenance staff) to serve as message and communication boards for staff. Also highlighted was check #6010 to Campbell Window Cleaning, and check #6039 to Pine River Leasing for rental of a brush hog. There was a question regarding check #6055 to Trane U.S. Inc, and if the expense should have been covered under warranty. Therese and Tom will follow up.

Census. Tom reviewed the census report for July, highlighting the SNF census (averaged 78), and the CBRF census (averaged 15), and the Medicare/Medicare Advantage mix, averaged 10. Tom stated that the CBRF had reached full capacity of 16 for a couple of weeks. He stated the month of August has been a slower month in regards to Medicare/Medicare Advantage numbers.

Therese highlighted from the **balance sheet** account #'s 10041 and 10043 (borrowed money fund, and borrowed money investment account), and said the two amounts together totaled \$103,357.00

Jeanetta asked about the 'total cash' amount of \$2,486,053.70 and how it compared to the year 2012. Therese will research and let Jeanetta know.

Therese then reviewed the **Statement of Operations**; she commented on recent wage increases from those whose 'appeal' was approved by the county board – and the retro dollars having been included in this statement – which is cause for some of the overages. Tom commented as he has in previous months that it should be expected to see nursing department wages over, due partially to the fact of the wage increase for C.N.A.s having averaged almost 15%; well above what had been budgeted. Therese commented that payouts from employees having retired is also a partial reason for department numbers being over budget. Net income year to date was reported at \$512,995 (\$507,400 being from supplemental fund payment).

Wisconsin Counties Tax Levy. This report from 2018 was shared for informational purposes with the board to show support levels by taxpayers for every county home in Wisconsin. Last month the board was shown the report for 2017.

Consideration of **where to place Supplemental payment funds.** The amount received in June of 2018 was \$507,400. Motion made by Don Seep, and seconded by Richard McKee, to move all the S/P funds to account 10042, Debt Service Fund. Motion passed.

2019 Budget Preparation status. Therese and Tom reviewed preparations thus far in regards to forecasting census, revenues and expenses. The plan is to have a draft ready for review for the September 2018 Trustees meeting. Therese confirmed that she is using 10% as an increase percentage for Health Insurance,

until she hears differently. Tom stated that Pharmacy services has been put out as a request for proposal to several different companies, including the two local pharmacies, which should give us a clear understanding of where to budget these expenses for 2019. Larry asked if the meeting with the hospital billing department that had been discussed last month, had taken place. Therese and Tom reported that it had, and that it was a productive meeting. Tom stated he and Therese had brought the regulations from the CMS website in regards to what should and shouldn't be billed to nursing homes for residents on a Medicare Part A stay – and the hospital staff was appreciative to receive the information, and said they would educate their staff about the information. As a result, invoices to Pine Valley from the hospital are being adjusted, going back 12 months. Refunds, however, will only occur when/if the hospital receives payment from CMS after sending in the bills.

Consideration of physician contracts. Annual documents signed by several doctors who see residents at Pine Valley – regarding their responsibilities – were presented by Tom Rislow to Jeanetta Kirkpatrick, for her signature. Motion made by Larry Sebranek, and seconded by Richard McKee to accept the signed contracts on behalf of Pine Valley. Motion passed.

Consideration of Proposal to replace three facility copiers. Therese presented the options and the numbers. New copiers will be much more economical than the current copiers. Leasing or purchasing would save Pine Valley money. Motion made by Don Seep, and seconded by Richard McKee, to purchase the new copiers – since the return on investment would be only 34 months, and save over \$5,000 in interest. Motion passed.

Administrator's Report. Tom reviewed the building warranty log which shows the outstanding remaining list of items to be fixed, getting smaller. Tom reviewed that the light pole fire incident from last month did not require an insurance claim as the pole and equipment belonged to the utility company and was their responsibility. Tom reviewed recent marketing activities, including a visit to the Richland Visitor's Center, where the volunteer on duty was the former county librarian. Jeanetta asked if the library is bringing, rotating out books to Pine Valley regularly. Tom and Therese said they would follow up. Tom explained that the CBRF nurse manager is now in that position full time – instead of having her time divided between the SNF and the CBRF. This has been good for both the SNF

and the CBRF. Tom stated, though, that around the time this went into effect, over the course of about ten days, 4 different full time nurses from the SNF announced their departure – two to retire, one to move out of town, and one to take another job. Tom shared that Pine Valley has since hired 1 full time and 1 part time nurse. Richard asked if Pine Valley's wages were competitive, as did Mary Miller. Jeanetta shared that environmental service wages were. Tom shared that C.N.A. wages were, and that nursing wages were 'not-so-much'. Tom shared the Pine Valley Mission Statement; which is essentially made up of language directly from regulations – and that there may be a work group in the near future working on updating the Statement. Tom shared of a CBRF resident not being able to use their first choice for phone service (Frontier) since Pine Valley is not equipped with Fiber Optics.

Motion to adjourn made by Richard McKee; seconded by Larry Sebranek. Motion passed.

Next meeting of Pine Valley Trustees to be September 17, 2018, at 6:00pm.