

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

November 19, 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.

Minutes: The meeting was called to order at 6:00pm 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 Don Seep, to **approve the minutes** of the October 15, 2018, meeting. Motion passed.

Vouchers reviewed. Therese stated the cash receipts of \$530,550.16 are low due to the large check from Medicare having come just after the close of the month. She said other items in the summary are routine. The negative cash variance for the month of \$61,744.39 also is a result of the Medicare payment coming late. Therese also reminded the Trustees of the transfer from the debt service fund to the cash account of \$902,000, per their direction from the October 2018 meeting. The question was asked if the payment from the V.Comar past due account was received yet from the parcel sale, and Jeanetta reminded everyone the resolution to make that happen still needs to go to the full county board – which meets in December.

From the Cash Disbursements Journal, Therese highlighted check #6221 for \$1,546.64 to Grainger, for replacement electrodes for a humidifier. Therese said there are five (5) of these. This is the first to go and needing replacement. It's unfortunate they are not a warranty item. We can expect to have to replace the others soon. Therese then highlighted check #6227 for \$2,350 to Marathon Woodworks, LLC, for restoration of the West Window. She then highlighted

check #6229 for \$195.32 to Motion Picture Licensing Corp., for the rights for the activity department to show movies on the big screen in the community room. Therese then highlighted check #6243 for \$843.75 to Specialized Medical Services for the assistance they are giving Pine Valley in managing accounts receivable. Jeanetta asked about why Martin Brothers (food vendor) received two checks, and Therese explained it had to do with how their invoices arrive, and that we pay them every two weeks instead of just once monthly. Therese said the report also shows two payments to Richland Hospital; one was for current charges, and one was for charges from previous months. Larry asked about check #6192 for \$644.08 for grilles. Tom said these were a fix to the issue of cheaper counter top electric grilles wearing out from frequent use. The new grilles are not electric; they function by being placed over the stove burners.

Census. Tom reviewed the census report for October, highlighting the SNF census (averaged 76), and the CBRF census (averaged 16). Tom also highlighted the number of CBRF admissions year to date (16), and discharges (11).

Financial Report. Therese highlighted from the **balance sheet** the census on the cover sheet which had already been reviewed. On page one she highlighted the operating cash balance of \$1,419,613.03; being higher due to the transfer from the debt service fund. On page two she stated, per Victor, that the amounts from the money investment account and borrowed money fund, equaling currently \$99,417.03 and \$4,483.14 respectively, won't be transferred to the county until next March, when the next bond loan payment will be made. Therese also highlighted the debt service fund of \$254,996.24 being much lower due to the transfer to the operating cash account. There was discussion about the merits of combining some of the restricted cash accounts, as well as to leave them as is; no decision made. Discussion then turned to accounts receivable, and the balance of Family Care, \$145,726.43. Therese stated this was because Family Care only accepts charges after they have been occurred, so the balance sheet will always reflect Family Care charges in arrears. Don questioned the overall balance of accounts receivable of \$1,180,476. Tom noted that accounts receivable management continues to be an issue, which is why they have enlisted the services of Specialized Medical Services. Don asked what an acceptable amount of receivables would be. Tom stated that 'days of accounts receivable' in well managed situations would range from 25-30. He stated that Pine Valley's was much higher than that right now, but was hopeful with training from the

Specialized Medical Services person, that our 'days' will improve. Therese added that significant retro payments will be coming from Medicaid and Family Care due to a rate increase retro to July of over \$4.00 per day, and a Case Mix Index rating retro to October which will likely bring more than an \$8.00 per day increase to rates.

Therese then reviewed the **Statement of Operations**, which showed a net income year to date, with S/P funds included of \$552,880. Therese gave the reason for the Medicare Advantage revenue adjustment, and highlighted the extra expense of the flu vaccinations. Jeanetta again reminded all that the S/P funds are not guaranteed for the future.

Annual Medicare Fraud, Waste and Abuse Training. Therese referenced the document that the Trustees had received in advance and asked if there were any questions, and there were none.

Tom highlighted his activity since being hired in April of 2018 with regards to contracts between vendors and Pine Valley. Jeanetta asked about hospice contracts, and Tom stated his reason for signing with two additional hospice providers was for the chance of potential referrals.

Consideration of allowing payroll deduction for employee meal charges. The Trustees unanimously supported implementing this, and didn't view it as an item that needed to go through the county committee process.

Consideration of plaque expense for the restored West Window. The one bid from Greeley signs was reviewed. Direction was given to Tom to seek more inexpensive options, and to add Fred Clary to the acknowledgments in the plaque wording.

Consideration of add-on expenses to the Standard Medium Bus awarded through the D.O.T. grant. Motion made by Don Seep, and seconded by Richard McKee, to approve the \$1,730 additional expenditures for a 3rd wheelchair position, and an additional fold down seat, and to use monies from the Restricted capital improvements fund; motion passed.

Administrator's report: Tom reviewed that the October 27th, Safe Trick or Treat event drew anywhere from 300 to 400 children from the community and surrounding area.

Tom reviewed a summary of the final walk through conducted of the building on 11-2-18, along with a letter in regards to the heat detector loop attic issue. Tom stated, except for items as mentioned in the summary, the 2 year warranty on the new facility has passed. He said the warranty on the remodeled portion of the facility will expire on 3-19-19. Jeanetta asked Tom to request of CGSchmidt a 'final' report by category of how the building funds were used.

Tom stated that a contract addendum was completed with Richland Family Prescription Center per the Trustees' direction at the October 2018 meeting. He stated that the new contract with Phillips pharmacy from Mauston for IV supplies and services was also finalized per the Trustees' direction.

Tom said a new dietician consultant has been found, but is waiting to get licensed prior to a contract being able to be finalized.

Tom said an extension of our Staff education software contract has been finalized as well; as stated earlier in the contracts update report.

Tom said additional advertising dollars are being spent for licensed nurses since multiple positions remain open with few applicants. He also stated that a new RN was starting today.

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

Next meeting to be on Monday, December 17, 2018, at 6:00pm.