

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

December 17, 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 Mary Miller, 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 November 19, 2018, meeting. Motion passed.

Vouchers reviewed. Therese highlighted that there were three pay days in November, and a holiday, which accounted for the high payroll amount, which was largely the cause of the negative cash variance for the month of \$109,406.42.

From the Cash Disbursements Journal, Therese highlighted check #6280 to Esco, Inc. for \$334.00, for 'years-of-service' pins (Tom noted that they plan to solicit feedback from employees as to whether to stay with this tradition or go to a different form of longevity recognition); Therese also highlighted check #6283 to Fillback Ford for \$504.42, for ½ the truck service fee for new brakes and rotors; Therese also highlighted check #6299 to Richland Hospital for \$5474.51, which included charges for a nuclear stress test for a resident; Therese also highlighted check #6302 to Specialized Medical Services for \$4,218.75, which is for the consulting assistance with accounts receivable management. Larry asked about check #6313 to Wolter Power Systems for \$1,514.50, for generator maintenance; Therese explained this was for the required annual inspection. Motion made by Richard McKee, and seconded by Larry Sebranek to approve the voucher requests as presented. Motion passed.

Accounts Receivable Trend Analysis. Therese shared a trend report she had prepared for the year 2018, month by month, showing the accounts receivable balance and the 'days-revenue-in-accounts-receivable'. Tom noted the additional document which shows national account receivable 'days-revenue-in-accounts-receivable' median as well as what would be an achievable goal. Richard asked if Pine Valley had received the funds from the VC property sale yet, and Therese said no. Larry asked about the 'patient liability' line, and Therese explained what made up the majority of that figure.

Census. Tom reviewed the census report for November, highlighting the SNF census (averaged 75), the Medicare census (of 6.4) and the CBRF census (averaged 16). He stated that there continues to be one or two people every month expressing interest in the CBRF.

Don asked if it was too early to begin planning for the next step. Jeanetta reported that she and Tom had had a conference call with WIPFLI a few weeks ago regarding this very issue. They told Jeanetta and Tom that it was not too early to plan, because as Jeanetta explained, it's already been at least five years since their last market analysis. Tom said WIPFLI would be sending a written summary of that discussion soon. Tom shared that CGSchmidt will also be stopping by in early January of 2019 to meet with him.

Financial Report. Therese highlighted from the **balance sheet** on page one the accounts receivable total of \$1,178,351.48 which had already been highlighted in the trend report. She highlighted on page two, as she had the previous month, the borrowed money investment account and borrowed money fund, equaling \$99,417.03 and \$4,483.14 respectively, which won't be transferred to the county until next March, when the next bond loan payment will be made. Therese highlighted on page three the account #10011 amount of \$8,438.00 which is there in error and which should be fixed by next month's report.

Therese then reviewed the **Statement of Operations**, which showed a net income year to date, with S/P funds included of \$591,609. Therese highlighted reasons for overages in specific expense accounts – citing the holiday pay – staff recruitment bonuses – replacement staff wages while full time staff are on medical leave – and accounts receivable consultant fees. Therese's comment about staff recruitment bonuses led to a question and discussion about tuition assistance for

staff wishing to become a licensed nurse. It was decided to put this topic on as an agenda item for the January 2019 Trustees meeting. Therese then shared the increase in Medicaid rates, which will also increase the family care rates. She stated the Medicaid rates have changed as follows:

4/1/18 \$190.69

7/1/18 \$194.84

10/1/18 \$203.06

Therese stated that retro adjustments have been completed for Medicaid, but she is still working with Family Care to finalize their retro amounts. Tom noted that the S/P funds expected before the end of December 2018 will be \$380,100.

Consideration of request to authorize corporate legal counsel to place lien on K.A. property. Motion made by Larry Sebranek and seconded by Don Seep to instruct corporate legal counsel to place a lien on the K.A. property, as well as to propose a payment plan of \$2,000/month, or whatever amount is agreed upon between Pine Valley administration and K.A, until the past due amount is paid in full, at which time the lien could be removed. Motion passed.

Consideration of property & liability insurance endorsements. Motion made by Don Seep, and seconded by Richard McKee to approve the Nursing Home Liability Endorsement for 2019 from Mutual Insurance for \$25,587 and the Personal Injury Extension Endorsement for 2019 from Mutual Insurance for \$8,153. Motion passed.

Consideration of plaque expense bids for the restored West Window. Motion made by Richard McKee and seconded by Larry Sebranek to accept the bid of \$822.80 from Greeley Signs; mainly due to their bid coming with a lifetime warranty. Motion passed.

Administrator's report. Tom gave an update on contracts activity – he explained that Pine Valley was unable to do a payroll deduction for employee meal charges, and has had to figure something else out – he shared that the electronic health record system Pine Valley uses has been upgraded, and to support the new system will require an additional investment; just what that investment amount will be is still being determined – Tom shared highlights from the employee Christmas program and potluck – he also shared that they had 78 employees do the County Wellness survey – and he commented that the Southwest Tech

nursing class recently completed their clinicals at Pine Valley and gave a good report about their time at Pine Valley; Tom stated a Southwest Tech C.N.A. class will be doing clinicals at Pine Valley beginning in January of 2019 – he also shared that Walsh’s Hardware had just delivered today many totes full of Christmas gifts for the residents.

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

Next meeting to be on Monday, January 21, 2018, at 6:00pm.