

## **Pine Valley Board of Trustees – Meeting Minutes**

**Held at Pine Valley Community Village, in the community room**

**February 18, 2019 – 6:00pm**

**Attendance:** Board members present included, Larry Sebranek, Donald Seep, and Mary Miller. Absent was Jeanetta Kirkpatrick. 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 the vice chairperson, Richard McKee.

Motion made by Larry Sebranek and seconded by Mary Miller, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Mary Miller and seconded by Don Seep, to **approve the minutes** of the January 21, 2019, meeting. Motion passed.

Therese highlighted **cash receipts** for January (totaling \$811,593.95). Therese highlighted reasons for the payroll number (\$492,476.12) being higher than usual. She also pointed out the other expenses which then left a **positive cash variance** for the month of January 2019 of \$137,606.85.

From the **Cash Disbursements Journal**, Therese highlighted check #6334 to Relias Learning for \$9,480.94, which represents the annual fee for the on-line inservice Training tool for our staff; Therese also highlighted check #6398 to Cardmember services for \$1,307.02 which included ice machine filters and four mini refrigerators(to be reimbursed by the Foundation); Therese highlighted check #6402 to Pinnacle Innovative Solutions for \$3,200.00, which represents our paying 40 hours of nurse consulting in advance in order to receive a \$5/hour discount; Therese highlighted check #6421 to Corcoran Healthcare for \$10,601.01 for pharmacy – which represents higher costs for medications under a cost plus arrangement rather than a per diem one, and consulting costs based more on market wages and census; Therese also highlighted check #6424 to Fitzsimmons hospital services for mattress rentals for \$1,505.00, which we are going to

eliminate soon (the renting) by purchasing our own specialty mattresses; Therese then highlighted check #6433 to Jcomp technologies for \$1,284.60 for antivirus and license fees; Therese then highlighted check #6434 to KCI for \$4,448.86 for wound care device rentals and supplies for two residents; Therese then highlighted check #6439 to Melissa Burke for \$1,250.00, saying Melissa was Pine Valley's new consultant dietician; Therese also highlighted check #6444 to Omni Technologies for \$4,975.00 for annual fire systems inspection; Therese also highlighted check #6454 to Specialized Medical for \$3,427.50 for billing assistance; and finally Therese highlighted check #6457 to Trane for \$1,528.08 for heat pump trouble shooting and a thermostat replacement. Motion made by Larry Sebranek and seconded by Mary Miller to approve the vouchers as presented; motion passed.

**Accounts Receivable Trend Analysis.** Therese's report showed an improvement from the previous month of 'days revenue in accounts receivable' of 47.19, to the month of January being down to 42.28. Therese, however, reminded all that there has been a change in who holds the position in accounts receivable in her office. The new person started only a month ago. Therefore, Therese and Tom, stated that the receivables will likely increase again for the short term while training occurs.

**Census.** Tom reviewed the census report for January, highlighting the SNF census (averaged 76), the Medicare census (of 12) and the CBRF census (averaged 16). Tom mentioned that he had emailed congressman Ron Kind in regards to a Heightened Scrutiny decision still awaiting.

**Financial Report.** Therese highlighted from the **balance sheet** the operating cash balance of \$1,922,119.93. She also pointed out account #10041 of \$4,483.14, which is interest earned on the borrowed money account. She also pointed out account #10043 of \$99,417.03, which is what remains of the borrowed money account. Both of those accounts combined are \$103,900.17 and will be returned to the county to go toward debt service when the county clerk makes the request.

Therese then reviewed the **Statement of Operations**, which showed a net income for January (after backing out depreciation) of \$1,594. It was mentioned that revenues were up due to census and favorable payor mix, while expenses were up due to two holidays being included on the first pay day in January, the annual

sick time pay out, advance payments for the year to our nurse consultant, the timing of nursing supply invoices, the Relias on-line staff inservice system, plus the annual fire systems inspection fee.

**Consideration of bids for doing market demand study for CBRF and SNF beds.**

Tom presented the proposals from WIPFLI, Maxfield Research and Consulting, and Essential Decisions, Inc. Motion made by Larry Sebranek and seconded by Mary Miller to accept the bid from Maxfield Research and Consulting for \$3,800. Motion passed.

**Consideration of contribution to Richland County Debt Service or Fund Balance**

**for 2019.** Motion made by Don Seep and seconded by Larry Sebranek to pay \$300,000.00 to the county general fund, (understanding that soon the \$103,900.17 borrowed money funds will be going to the county soon for debt service). It was also noted that Jeanetta Kirkpatrick (absent today) may have desired more to be transferred to the general fund. Therefore the Trustees requested this agenda item be repeated in the March 2019 meeting agenda. Motion passed to pay \$300,000 to the county general fund.

**Consideration of program agenda/food for county board program at Pine Valley**

**on 3/19/2019.** The Trustees accepted the proposed schedule for the program with the county supervisors on March 19, 2019; such program included tours beginning at 4:30pm, dinner beginning at 5:00pm, program at 5:30pm and adjournment at 6:00pm. Program content was briefly discussed. A request was made to invite Fred Cleary for all he had done to make the new building a reality.

**Administrator's report.** Tom gave an update on contracts activity – the contracts related to the AHT upgrade and hosting topic from the January 2019 Trustees meeting, have been completed – except for an addendum to clarify how data retrieval would take place if/when Pine Valley ever ended its relationship with AHT; updates were also provided to Leading Choice Network for contract renewals they did on Pine Valley's behalf for Anthem BC/BS, WEA, and Health Traditions; the contract with Richland Medical Center for Medical director was also finalized. Tom also stated that Pine Valley is paying out the comp hours this spring of certain supervisors so as to get in compliance with the County handbook and Pine Valley addendum. Tom said due to feedback from the County's finance and personnel committee, he has sent the proposed tuition assistance/loan

forgiveness program onto Ben Southwick for his review and opinion. Tom has also sought feedback from the Pine Valley auditor as well. Tom stated that the proposal to get premium pay for charge nurses was withdrawn because of being unable to figure out how to do it. He stated they are hopeful they will have it figured out soon and can include it on the March Finance and Personnel committee agenda. Tom stated that the Leading Age (Association) member nursing homes – administrators – will be descending on the capitol March 7, 2019, to meet with legislators. Tom and Therese stated that Pine Valley's annual Financial Audit was rescheduled from February 20-22, 2019, to March 13-15, 2019.

**Motion to adjourn** by Larry Sebranek, and seconded by Mary Miller; motion passed.

**Next meeting** to be on Monday, March 18, 2019, at 6:00pm.