

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

March 18, 2019 – 6:00pm

Attendance: Board members present included Larry Sebranek, Richard McKee and Donald Seep. Absent members included Mary Miller and Jeanetta Kirkpatrick. Staff present included Tom Rislow – administrator, Therese Deckert – administrative assistant, Ryan Elliott – Director of Social Services, and Jennifer Ewing – Social Worker.

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 Don Seep, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Don Seep and seconded by Larry Sebranek, to **approve the minutes** of the February 18, 2019, meeting, with the correction of adding Richard McKee's name to those in attendance. Motion passed.

Consideration of request for Pine Valley's two social workers to exchange positions without having to post or advertise their positions. Ryan and Jennifer (the two social workers) were present to validate the request and answer questions. Motion made by Larry Sebranek, and seconded by Richard McKee to approve the request. Motion passed.

Therese highlighted **cash receipts** for February (totaling \$498,671.47). Therese stated that this total was lower than usual due to Medicare receipts totaling \$106,498.99 not being received until March 1, 2019. She stated this left a **negative cash variance** for the month of February 2019 of \$109,836.15.

From the **Cash Disbursements Journal**, Therese highlighted check #6463 to Cardmember services for \$3,287.66 which included a diet nutrition manual, a microwave, an aquarium stand, corner guards, and webinar fees; Therese

highlighted check #6464 to Dex Media (yellow pages) for \$350.25 as being Pine Valley's final payment; Therese also highlighted check #6471 to Maxfield Research for \$1,900 (the down payment for them to conduct Market Research as approved at a recent Trustee meeting); Therese highlighted check #6490 to American Healthtech, Inc. for \$1,748.18 being a higher than usual monthly electronic health record software fee, due to one-time set up fees for the new products as approved at a recent Trustees meeting; Therese highlighted check #6496 to EZ Way for \$11,542.57 for the purchase of two new patient lifts, and accessories, as approved at a recent Trustees meeting; Therese also highlighted check #6501 to Idville for \$500.00 for ID badge software upgrade – that Pine Valley shares with Health and Human Services; Therese also highlighted check #6520 to Silva LLC for \$2,462.31 for walk-in freezer compressor repair; a portion of which \$1,030 will be returned to Pine Valley because of being covered under warranty. Question raised about use of credit cards. Therese ensured members that personal credit cards are not allowed to be used – per county policy. Comment made about check #6405 to Alliant Utilities for \$13,291.77, which is reflective of the large amount of electricity used to run the approximately 150 electric motors of the Geo Thermal system. Tom stated that this fact is brought forth in the document (to be reviewed later in meeting) that will be given to the county board tomorrow night. Motion made by Larry Sebranek and seconded by Don Seep to approve the vouchers as presented; motion passed.

Accounts Receivable Trend Analysis. Therese's report showed a small increase in days of revenue in receivables as compared to the previous month (increasing from 42.28 days up to 49.12 days), which Therese said should begin showing a gradual improvement over the months ahead. Therese also reminded the members that the Medicare receivable that arrived March 1 instead of in February is a big reason for the increase in days receivable.

Census. Tom reviewed the census report for January, highlighting the SNF census (averaged 76), the Medicare census (of 10) and the CBRF census (averaged 15).

Financial Report. Therese preceded her comments with reminding the members that these numbers reflect pre-audit. She said we should expect adjustments to the balance sheet once the audit is complete. Therese highlighted from the **balance sheet** the Medicare A receivables of \$236,879.56 being higher than usual due to the Medicare A payments arriving March 1st instead of during the month of

February. Therese also highlighted the operating cash balance of \$1,816,438.11 (and noted that with the anticipated transfer of \$300,000, to the county general fund, that this would leave a balance \$1,516,438.11 – a number which is still within the 2-3 months of operating expenses as recommended by the auditors). She also pointed out account #10041 of \$4,898.96, which was interest earned on the borrowed money account, and account #10043 of \$99,417.03, which was what remained of the borrowed money account, and that both accounts were transferred to the county by the county clerk earlier this month.

Therese then reviewed the **Statement of Operations**, which showed a net income for February (after backing out depreciation) of \$40,226. Year to date numbers showed a net income (after backing out depreciation) of \$41,820. She pointed out the overage in accounting was offset by the under budget numbers in administration – due to a transfer of consulting expenses to the correct department.

Consideration of contribution to Richland County Debt Service or Fund Balance for 2019. Tom and Therese both recommended, given the anticipated balance in the operating cash account after the \$300,000 transfer, to vote to not transfer any more cash at this time. There was unanimous agreement to this recommendation. Don commented that later in the year, if there are excess funds, that we need to be considering using them toward getting Pine Valley's wages more near the market.

Consideration of revised program agenda/food for county board program at Pine Valley on 3/19/2019. Program content was briefly discussed. Tom stated that attendees would include Fred Clary and his wife, as well as Representative Tony Kurst, from Wonewoc. There were positive comments about the program content.

Administrator's report. Tom stated that the contract with Trubridge was completed, per the Trustees decision recently to have them 'host' Pine Valley's Electronic Health Record instead of the County. Tom stated the new monthly charges would not begin until the upgrade is complete. Tom stated that two staff members represented Pine Valley at the March 6, 2019, career day held on the UW Plattville/Richland campus. There was plenty of interest, and several employment applications were taken. Tom reported that he attended the Day at

the Capitol on March 7, which was sponsored by Leading Age Wisconsin – and met with Senator Howard Marklein and Representative Tony Kurst. Larry asked if there were issues the legislators were surprised about – and Tom mentioned there was one. It was regarding lowering the State’s required number of training hours for a new C.N.A. to be more in line with the Federal requirement. Tom stated that he and Angie (Director of Nursing), both agree that such a recommendation would not be a good thing. Therese shared that Pine Valley’s annual financial audit was done March 13-15, 2019, and we should expect their report to the Trustees to be made most likely in the month of May.

Motion to adjourn by Larry Sebranek, and seconded by Don Seep; motion passed.

Next meeting to be on Monday, April 15, 2019, at 6:00pm.