

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

April 15, 2019 – 6:00pm

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

Motion made by Richard McKee and seconded by Don Seep, to **approve the agenda and verify the posting**. Motion passed.

Motion made by Larry Sebranek and seconded by Richard McKee, to **approve the minutes** of the March 18, 2019, meeting, with the correction to the census section where it references ‘January’ census, should say ‘February’. Motion passed.

Therese highlighted **cash receipts** for March totaling \$767,308.26. She stated cash receipts included the large Medicare payment expected in February, that wasn’t received until March 1. She stated, with taking cash expenses for the month into account, including the \$300,000 transfer from PV operating cash to the county general fund, that this left a negative **cash variance** for the month of - \$139,612.68

From the **Cash Disbursements Journal**, Therese highlighted check #6475 to A. Salisbury for \$286.50 for reimbursement for a portion of her C.N.A. training as Pine Valley was her first place of employment as a C.N.A.; Therese said that \$286.50 represents the amount Pine Valley received through the Medicaid program for A.s’ training; Therese pointed out that the Trustees will see other C.N.A. reimbursements in this batch of vouchers; Jeanetta asked if this has been our common practice. Therese said yes. Tom stated this is common for all nursing homes. Therese then highlighted check #6482 to Sears for \$1,044.99 for a

new clothes washing machine; Therese also highlighted check #6534 to cardmember services (our credit card) for \$842.35 which included purchases for corner guards (\$240), a battery tester (\$400), and dryer lint screens (\$150); Therese highlighted check #6537 to Melissa Burke, for \$990.50 for dietician consulting (Therese pointed this out because of the timing of receipt of invoices, there are two separate checks in this voucher batch for Melissa); Therese highlighted check #6563 to Leo Orsbure for \$225.00 for a control board for a clothes washing machine; there were several questions about the clothes washing machines, about the machines being residential and not commercial sized; Tom acknowledged they will need to monitor repairs and replacement costs over the years ahead versus utilizing the old large commercial machines in the basement. Questions were asked about the data shredding services. Therese and Tom thought the charges for March were a little smaller than usual. Motion made by Mary Miller and seconded by Don Seep to approve the vouchers as presented; motion passed.

Financials. Therese prefaced her remarks to say that these numbers still reflect pre-audit numbers, and that we should expect adjustments to be made, particularly to the balance sheet once the audit is complete. Therese pointed out the operating cash balance of \$1,676,796.02 (which reflects the \$300,000 transfer to the county general fund, as well as the positive cash flow for the month of \$160,387). Therese also pointed out the elimination of the two accounts related to the new construction; the 'borrowed money' fund and the 'interest' on those monies – both accounts were closed after the county clerk transferred out those monies back to the county.

From the operations statement, Therese said the 'other revenue' being way above budget at \$4,290 was largely due to two things, the once a year recording of the Fogo fund interest (\$644), and the payments received from the Pine Valley Foundation (\$3,124) to cover the cost of recently purchased equipment. Therese pointed out the nursing department being over budget due to the payout of sick and vacation to a retiree. She also pointed out a small overage to maintenance due to hot water igniter purchases and filter purchases. She also pointed out the overage in the CBRF due to staffing. She also noted the month of March expenses include the entry of the \$300,000 transfer to the county's general fund. Therese noted that the year to date numbers, adding back in the \$300,000 and accounting for the depreciation numbers year to date, leave a net income of \$52,234.

Jeanetta asked about the maintenance department year to date overages, and Therese and Tom knew that the pay out of Steve's comp time, and at least one annual service contractor fee, and the purchase of filters and igniters (as previously mentioned), were four factors. They would research and report back at the next Trustee meeting as to the other factors.

Accounts Receivables Aging review. Therese reviewed the accounts and highlighted those for which she would later be requesting for write off. There was a pattern involving Humana, the V.A., and a few related to staff turnover.

Accounts Receivable Trend Analysis. Therese's report showed days in accounts receivable for March trending downward to 44.39. February's number was 49.12. Tom stated the goal was to get under 40 days. Larry asked why the Allowance for Doubtful accounts on the balance sheet was slightly different for March, and Therese explained it was from a small write off done by our billing consultant, Mary Petersen. Therese also explained that if the write offs get approved, the Allowance account will be reduced by the amount approved.

Consideration of write offs of Accounts Receivable. Therese prefaced her remarks by saying there were no write offs done in 2018. Therese then reviewed the accounts she is bringing forward for write off this evening. Motion made by Richard McKee and seconded by Larry Sebranek to approve the write off of 15 accounts, totaling \$28,641.37. Motion passed.

Census. Tom reviewed the census report for March, highlighting the SNF census (averaged 75), and the CBRF census (averaged 15). Tom stated that April's skilled census is down, but that Assisted Living is full again.

Consideration of Woodland for Sale. Motion made by Richard McKee and seconded by Mary Miller for Larry Sebranek to list the swamp/woodland through realtor, Rhonda Rott, with contract to be signed by Tom Rislow. Motion passed.

Consideration of paying for ICD-10 coding certification class. Tom presented the written request. The Trustees concluded this request did not need their approval, and put it back in Tom's hands, while voicing support of paying for 100% of the fees incurred by the staff member taking the course on their own time, if that is what administration chooses to do. Tom stated there might be a couple nursing

staff members seeking wound care certification later in the year that he would also consider covering class fees for – and again the Trustees voiced support if that's what administration decides to do. Jeanetta asked administration to be sure to have consistent parameters so staff are treated fairly. All Trustees voiced support of increasing the training budget for 2020 as compared to 2019 if necessary.

Consideration of job reclassification – Medical Records. Jeanetta recommended Tom take this up at the County Department Head meeting on April 30.

Consideration of project to relocate physician provider work station and medication room. Tom presented the remodeling proposal. Motion made by Larry Sebranek and seconded by Richard McKee to authorize administration to proceed with paying someone to prepare drawings to submit to the State DHS engineer – and if approval is obtained from the State, to proceed with getting bids from at least two other contractors besides CGSchmidt. Motion passed.

Consideration of Preliminary Market Demand Analysis. The Trustees appreciated the information – which showed only a small increase in need over the next 5 years. They decided that to proceed with the remainder of the analysis for a complete feasibility analysis and full market study was unnecessary at this time.

Administrator's report. 1) Tom provided a written summary from Ben from CGSchmidt regarding the walk through of the old section (remodeled) of Pine Valley, whose warranty just ran out. He explained that the floor drainage issue will be raised from informational only, to an 'action' item. **2)** Tom gave an update on the Tuition assistance program development, including discussions with Ben Southwick. **3)** Tom gave an update on the Heightened Scrutiny process regarding the CBRF. **4)** Tom provided a financial analysis estimate in regards to the county jail food program, as well as challenges that would be needed to overcome. **5)** Tom reported that Jamie Ludwig and Chris Glasbrenner had represented Pine Valley at this year's Youth Apprenticeship Day held at the Richland Campus – and interviewed several high school students interested in knowing more about Pine Valley. **6)** Tom shared that he would be attending the Leading Age Spring Conference in Lacrosse, May 1-3; planning to travel from home each day. **7)** Tom

reminded everyone of Pine Valley's annual Token Hunt which begins the day after Mother's Day.

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

Next meeting to be on Monday, May 20, 2019, at 6:00pm.