

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

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

**May 20, 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. Auditors present from Johnson Block and Company, Inc. included Melanie Lendosky and Marissa Bahr.

**Minutes:** The meeting was called to order at 6:00pm by the chairperson, Jeanetta Kirkpatrick.

Motion made by Richard McKee and seconded by Larry Sebranek, 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 April 15, 2019, meeting; motion passed.

**Auditor's Report.** The auditors provided copies of 3 booklets to the Trustees and staff; the 'Report to the Board of Trustees' (which Marissa reviewed in detail); the 'Financial Statements with Independent Auditor's Reports' spiral bound, and the 'Required audit communications to the Board of Trustees'. Following a period of questions and answers, the board thanked the auditors, and then the auditors left the meeting – leaving behind several extra copies of the reports they had brought.

Therese highlighted **cash receipts** for April totaling \$677,711.26 (which she said included \$59,000 of Medicare Part A revenues from February and March of 2019). She stated the Health Insurance Deductible amount from the county of \$11,492.08 being much higher than the usual monthly amount. She stated this left a positive **cash variance** for the month of \$63,899.74.

From the **Cash Disbursements Journal**, Therese highlighted check #6540 to Country Telephone Directory, LLC, for \$628 being for the local phone book ad

annual renewal. She explained that this is a much lower amount than previous years' invoices as we eliminated our large nursing home yellow page display ad. Therese then highlighted check #6605 to ID Prompteu, for \$495.33 for promotional items for booth giveaways. She then highlighted check #6616 to the Aging and Disability Resource Center for \$1,710.79 for transportation. She then highlighted check #6619 to Atlas Bus Sales, Inc. for \$1,868.75 for the previously approved bus upgrades, title and license. Therese then highlighted check #6633 to JComp Technologies for \$644.20 for 5 laptop anti-virus/remote desktop renewal fees – so our consultants can access the electronic health record remotely. Therese then highlighted check #6634 to John Sterling Associates, LLC for \$2,200 for annual compliance screening of employees and vendors and volunteers. She then highlighted check #6638 to Maxfield Research for \$1,900 for the remaining fee for their market research. She then highlighted check #6649 to Phillips pharmacy for \$5,959.39 for IV charges for residents. Richard asked a question about check #6663 for the bed tax – which is paid every month to Wisconsin DHFS. Mary asked a question regarding resident trust fund accounts.

**Accounts Receivable Trend Analysis.** Therese's report showed days in accounts receivable for April as 42.39. March's number was 44.39. Tom stated the goal was to get under 40 days. Therese stated she is now using the audited average monthly revenue amount of \$20,879 for the calculation.

**Census.** Tom reviewed the census report for April, highlighting the SNF census (averaged 76), and the CBRF census (averaged 16). Medicare/Advantage averaged 11/day. Tom said May's averages so far are lower, and the Medicare #'s significantly lower as well.

**Financials.** Therese highlighted that the balance sheet reflects 'post audit' figures. She said account number #10039 Focus on Energy is the restricted account that the auditor said should be eliminated and the funds put somewhere else. Motion made by Larry Sebranek, and seconded by Richard McKee to combine accounts #10030, #10038, #10039, into account #10040, and call it 'Designated Capital Improvement Fund'; motion passed. Therese then pointed out the new accounts #19002, 19003, and 19005 regarding life insurance.

From the **operations statement**, Therese highlighted the revenues of \$644,901 for the month of May, and several additional expenses for the month which led to

the higher than usual expenditures for the month of \$757,484. The additional expenses included a manager's cash out of comp hours, abnormally high I.V. expenses/usage, higher than usual health insurance deductible charges from the county, the market research fee, the annual employee/volunteers/vendors compliance screening, a coding class fee, higher than usual therapy usage, and CBRF staff overtime due to a maternity leave and a sudden employee discharge.

Therese had been asked in the previous month about the maintenance department expenses year to date being over by about \$9,000. Therese explained this was due to a comp hours cash out by the supervisor, an annual purchase of filters, an annual contract fee for a safety vendor, igniters for hot water heaters, and an ice salt spreader purchased during our unusually snowy winter.

**Consideration of job reclassification – Medical Records.** Tom said he learned the process for requesting job reclassifications will need to go through the Carlson Dettman company for an opinion prior to being brought to this board – so he will need to do that.

**Consideration of architectural fees and bid process for project to relocate physician provider work station and medication room.** Tom said he put this on the agenda in case there was a decision to be made. However, at this time they are still attempting to find a reasonably priced source for preparing drawings. Ideas were discussed.

**Consideration of Pine Valley graphics for new bus.** Tom shared the cost of graphics for the new bus to be \$556, and would like approval from the Trustees to use BL Signs. Because of the dollar amount, the Trustees formal approval was not necessary, and the decision was left to Tom.

**Administrator's report. 1)** Tom shared the status of the new bus becoming operational, and how the bus will be used when it becomes operational, **2)** Tom shared an update about the status of the Tuition Program proposal, **3)** Tom shared the status of Heightened Scrutiny for the CBRF, **4)** Tom shared about the Pine Valley Foundation's commitment to paying for 40 phone sets, so that all resident rooms on the SNF side will be equally treated in regards to free local phone service, **5)** Tom spoke about the condition of the West Window and the

status of the plaque, **6)** Tom shared that Tenisha Irwin was this year's Token Hunt winner, **7)** Tom provided a brief summary of Pine Valley's Quality Assurance Process Improvement plan.

Motion made by Richard McKee and seconded by Larry Sebranek to go into **closed session** regarding an annual performance evaluation; motion passed.

Motion made by Richard McKee and seconded by Mary Miller to come out of closed session; motion passed.

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

**Next meeting** to be on Monday, June 17, 2019, at 6:00pm.