

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

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

**July 15, 2019 – 6:00pm**

**Attendance:** Board members present included Larry Sebranek, Richard McKee, Donald Seep, Mary Miller, and Jeanetta Kirkpatrick. Staff present included Tom Risløw – administrator, and Therese Deckert – administrative assistant.

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

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

Motion made by Richard McKee and seconded by Don Seep, to **approve the minutes** of the May 20, 2019, meeting; motion passed.

**Accounts Receivable Agings Review.** Therese reviewed the report and answered questions.

**Accounts Receivable Trend Analysis.** Therese's report showed days in accounts receivable for May was at 39.97 (the lowest number since we started tracking and trending this number, and just under our goal of 40). June's number of 44.83 being a little higher was largely due to 2 factors; Medicare's payment arriving late (on July 1) and a particular resident temporarily losing Medicaid coverage.

Therese highlighted **cash receipts** for May totaling \$716,169.95. She stated the Health Insurance Deductible amount from the county of \$11,021.73 still being much higher than the usual monthly amount, and there being three payrolls left a negative **cash variance** for the month of \$90,468.09. Therese then highlighted **cash receipts** for June totaling \$584,763.25, which were lower than expected due to the timing of the Medicare payment (arrived July 1); she said coupled with payroll being a little higher due to the Memorial Day Holiday would have left a negative cash balance for the month of June of \$38,804.20. However, she said a

receipt of S/P funds of \$388,903.18 left a positive cash balance for the month of June of \$350,098.98.

From the **Cash Disbursements Journals for June**, Therese highlighted check #6746 to J.F. Ahern Company for \$1,680.80 for booster pump valves. She then highlighted check #6749 to American Do It Center for \$197.98 for 2 Blue Spruce Trees which she said would be reimbursed by the Foundation. She then highlighted check #6755 to Direct Supply for \$1,496.17 which included the purchase of a new bench for the front – paid for by the AFSCME Local 20-85, which is disbursing its funds as they move toward disbanding entirely. Therese then highlighted check #6762 to JT & Associates for \$1,125, which she stated was the 2<sup>nd</sup> of two invoices for their doing Pine Valley's Medicare cost report. She then highlighted check #6791 to Wolter Power Systems for \$2,646.51 for generator maintenance and battery replacement. Motion made by Don Seep and seconded by Richard McKee to approve of the vouchers. Motion passed.

**Census.** Tom reviewed the census report for May and June, highlighting the SNF census (averaged 75 & 77), and the CBRF census (averaged 15 & 15). Medicare/Advantage averaged daily (7 & 12)

**Financials.** Therese highlighted the current operating cash balance from the balance sheet of \$2,069,544.54, which includes the S/P funds received in June. She pointed out where the capital accounts had been joined together into the one account (#10040). Jeanetta asked about account #10042. Therese said it was a designated fund for debt service, and she added being it is not restricted, the Trustees could change its purpose at any time. She said the only restricted Fund was the Fogo Donation.

From the **operations statements for June**, Therese highlighted net revenues of \$682,547, and expenses of \$747,171, leaving a net loss for the month of \$64,624. She reviewed reasons for variances, including holiday pay and various maintenance related expenses. She then highlighted the year to date numbers which despite the lower than anticipated S/P fund payment, show PV is doing slightly better than budget, with a 'net' positive through June of \$433,881.

**Consideration of job reclassification – Manager of Health Information Services –**

Tom reported the feedback from Patrick Glynn. Motion made by Richard McKee and seconded by Larry Sebranek to approve sending this position re-classification recommendation to the County Finance and Personnel Committee. Motion passed.

**Consideration of revised tuition assistance program proposal –**

Motion made by Don Seep and seconded by Richard McKee to approve sending this proposal onto the County Finance and Personnel Committee. Motion passed.

**Consideration of Electronic Health Record system upgrade in light of new**

**information** – Tom reported on the revised cost figures – in comparison to what was reported at the January 2019 Trustees meeting, and the reasons for the different costs. He stated that he, with Barb Scott’s assistance, is in negotiations with AHT with the goal of reaching some kind of compromise and reduction in contract expense or contract term. No action necessary at this time. Tom will give status report at next Trustee meeting.

**Consideration of Operating budget proposal for 2020, including new private pay**

**rates.** Therese and Tom reviewed the proposed room rates. Motion made by Richard McKee and seconded by Mary Miller to accept the room rates as proposed. Motion passed. Therese and Tom reviewed the proposed operating budget. Motion made by Richard McKee and seconded by Mary Miller to approve of the operating budget as presented. Motion passed.

**Consideration of Capital Expenditures forecast.**

Tom stated that this forecast was still a work in progress; that several figures still needed to be determined. He stated it was not a wish list, but a needs list. He stated that there also had been no estimate given as to what the PV Foundation would pay for each year. No action needed at this time.

**Administrator’s report. 1)** Tom shared that eight staff will get trained on July 19, and that this will finally make it possible for PV to begin using its grant vehicle. **2)** Tom shared that the Heightened Scrutiny issue for the CBRF is still bogged down in bureaucracy, **3)** Tom shared that the West Window re-painting has yet to be

done; he did place a reminder call to the person responsible, **4)** Tom gave a status report of the physician work area project, saying the architect has been chosen **5)** Tom shared that the underground cavern discovered near the S.W. corner of the Pine Valley campus will be filled in soon, **6)** Tom shared the results of the employee satisfaction survey, **7)** Tom shared the results of the annual State DHS survey (1 cite) and life safety code inspection (only 4-5 small easily correctible cites).

Motion made by Richard McKee and seconded by Don Seep **to adjourn**; motion passed.

**Next meeting** to be on Monday, August 19 2019, at 6:00pm.