

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

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

**August 19, 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 Mary Miller, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Don Seep and seconded by Richard McKee, to **approve the minutes** of the July 15, 2019, meeting; motion passed.

**Accounts Receivable Trend Analysis.** Therese’s report showed days in accounts receivable for July at 35.46. Therese said it’s been a “team effort”.

Therese highlighted **cash receipts** for July totaling \$860,053.29. She said ‘cash’ includes the Medicare revenue from the month of June, which arrived the first of July. As to expenses paid, Therese said the Health Ins. Deductible number was lower; more of a normal amount. She said payroll expenses of \$466,619.54 included one holiday. Vouchers were much higher than usual, at \$336,217.27, due to the annual insurance bill from the county of \$174,854.00 arriving early. This still left a positive cash balance for the month of \$50,389.47.

From the **Cash Disbursements Journals for July**, Therese highlighted check #6792 to Richland County Clerk for \$174,854.00 for insurances (property, liability, workers comp, professional, auto, etc.); and check #6798 to Alliant Energy for \$10,518.36 (Tom used this as a moment to share what he had learned thus far about solar energy – as a possible partial solution to our desire to reduce our monthly electric bill); check #6799 to Cardmember services (for the charge card)

for \$812.53 (the largest portion of \$410 being for ice machine filters); check #6800 to Leading Age Wisconsin for \$7,628.31 for annual dues; check #6815 to American Health Tech for \$2,344.68 (clinical software monthly fee; Tom used this as a moment to share that he was unsuccessful in getting a reduction to the monthly fee, but did obtain a \$1,362.00 credit which will show up in the August billings); check #6817 to Best Medical Services for \$300 for annual calibration of therapy diagnostic equipment; check #6819 to Chitwood Electric for \$783.52 for heat pump motors; check #6823 to Deckert Excavating for \$700 for the filling in of what is assumed to have been a dry well; check #6830 to Hobart Service for \$1,600.04 for repair work related to both the main kitchen dishwasher and to the 500 household kitchen dishwasher; check #6833 to Jewell & Associates for \$2,455.00 for initial architectural work related to the physician work area project (Tom shared the status of that project); check #6855 to Silva LLC for \$720.45 for heat pump repair over the oxygen room and the 200/300 spa room; check #6858 to Trane U.S. Inc. for \$826 for repair of a roof top heat pump above the main kitchen stove canopy. Motion made by Richard McKee and seconded by Larry Sebranek to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for July, highlighting the SNF census average, which he said, says 75, but because of a last second correction to census, should actually be rounded to 74, and the CBRF census average of 15. Medicare/Advantage daily census averaged 10. Tom stated that the CBRF census this month had been at 16 since Aug. 7, and that the Skilled census started out very low, but has grown to 78 as of today.

**Financials.** Therese highlighted the current operating cash balance from the balance sheet of \$2,119,996.36. Tom said that a year ago this number was \$1,056,000. Therese reviewed the designated and restricted fund accounts.

From the **operations statements for July**, Therese highlighted net revenues of \$665,005, and expenses of \$765,549, leaving a net loss for the month of \$100,544.

She reviewed reasons for line item variances; several of which had already been explained during the review of check vouchers.

She then highlighted the year to date numbers which despite the lower than anticipated S/P fund payment, show PV is still doing slightly better than budget, with a 'net' positive through July of \$415,081.

### **Consideration of proposed Pine Valley Employee Handbook Addendum changes**

Tom shared that addendum changes being proposed will include adding of the night shift differential, a change to the T.B. screening process, a reference to the county's bereavement policy, a change to sick leave language (thanks to something Tammy pointed out), a reference to e-cigarettes, and a change in the front door locking time. Tom said we're going to wait with presenting these until the September meeting, so as to include any changes that might need to also be made due to the subjects being covered in tomorrow night's county board meeting. Agenda item tabled until September.

**Consideration of proposal to increase resident telephone capacity** – Tom showed a proposal from Strang for the required equipment necessary to complete the project of making free telephone service available for all PV residents, instead of for only 50% of the residents, as is currently the case. This expense was not anticipated by the County I.T. department. The PV Foundation has already purchased the additional phone sets, totaling almost \$2,000. Motion made by Larry Sebranek; seconded by Richard McKee to authorize the expenditure of \$5,893.00. Motion passed.

**Consideration of annual physician contracts** – Tom stated that Jeanetta had already signed off on all 12 contracts as presented. Motion made by Don Seep; seconded by Richard McKee to accept the contracts. Motion passed.

**Consideration of contribution to general fund** – with county department budgets for 2020 being scrutinized over the next month, if a short fall is predicted, would PV be willing to budget for a contribution to the general fund, is the question. This question was discussed. No action taken.

**Administrator's report. 1)** Tom gave an update of the AHT contract negotiations earlier during the review of check vouchers, **2)** Tom stated that Heightened Scrutiny status for the CBRF is still being reviewed, **3)** Tom gave an update of the physician work area project during the check vouchers review earlier, **4)** Tom shared that Aerial Photography stopped by Pine Valley on August 1, with a color framed picture of our campus – which Tom declined to buy, **5)** Tom stated that Pine Valley, along with the Foundation, will have a booth at the County Fair.

Tom also mentioned that the West Window out front had been sanded and repainted. He also said that the U.S. Flay flying on the flag pole is a new one, which was given to us.

Motion made by Richard McKee and seconded by Mary Miller **to adjourn**; motion passed.

**Next meeting** to be on Monday, September 16 2019, at 6:00pm.