

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

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

**October 21, 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.

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

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

Motion made by Richard McKee and seconded by Larry Sebranek, to **approve the minutes** of the August 19, 2019, regular meeting; motion passed.

Motion made by Don Seep and seconded by Mary Miller, to **approve the minutes** of the September 18, 2019, special meeting; motion passed.

**Accounts Receivable Agings Review.** Therese highlighted the 43 items listed, giving attention to the issues with Anthem commercial insurance, with Quartz insurance, and with the V.A. She also discussed the level of care denial issue that is relatively new with regards to Medicaid. Therese requested permission to turn item #40 over to county attorney, Ben Southwick. Motion made by Larry Sebranek and seconded by Don Seep to do so. Motion passed.

**Accounts Receivable Trend Analysis.** Therese's report showed days in accounts receivable for August and September of 37.12 and 33.59 respectively.

Therese highlighted **cash receipts** for September totaling \$706,708.83. Payroll expenses included the Labor Day Holiday. The ending cash variance for the month was a positive \$66,622.49.

From the **Cash Disbursements Journals for September**, Therese highlighted check #6876 to JComp Technologies, Inc. for \$6,372 for access point switches... and check #6941 to Cardmember services for \$1,586.19 for the following items: social service seminar fees, administrator's fall conference fees, dishwasher parts... and check #6942 to DHS for \$1,193 for the biennial license fee for the Assisted Living... and check #6946 to Jasmine Schaller for \$500 for LPN scholarship... and check #6969 to Jewel & Associates, Inc. for \$2,420 for more of their fees related to the physician work area project... and check #6984 to Richland Hospital for \$12,966.65 for diagnostic charges over a period of time... and check #6990 to Strange Heating and Electric for \$5,893 for the resident phone system project... and check #6992 to Trugreen for \$955 for lawn service and fall aeration and seeding... Jeanetta asked about check #6994 to Walsh's Hardware for items including copy paper, for \$516.87. Therese explained that Walsh's do indeed provide copy paper to Pine Valley; less expensive than our previous supplier, and the boxes come in better condition, and Walsh's places them directly on our storage shelves.

Motion made by Richard McKee and seconded by Don Seep to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for September, highlighting the SNF census average of 78, and the CBRF census average of 15. Medicare/Advantage daily census averaged 9. Had much discussion about the CBRF being only private pay at this time, and whether adding Family Care would be a good thing or right thing to do.

**Financials.** Therese highlighted the current operating cash balance from the balance sheet of \$2,212.994.90.

From the **operations statements for September**, Therese highlighted the net revenues of \$630,379 and expenses of \$748,553 leaving a net loss for the month of \$118,174. She reviewed reasons for revenue line item variances including 1) an ICF private pay resident changing to SNF level of care, and from expenses 1) payrolls were high as they included the labor day holiday pay, 2) the diagnostic fees were high in the 'other purchased services' due to the long period of time they covered, 3) maintenance's water leak repairs, and 4) general and admin due to the JComp Smartnet fees. Therese and Tom also pointed out that the Medicaid rate being paid is still the rate effective from last April. They expect the new

Medicaid rate to come out shortly and will be effective July 1, and likely will be close to a 6% increase.

Therese then highlighted the year to date numbers which despite the lower than anticipated S/P fund payment, show PV is practically right on budget, with a 'net' positive through September of \$397,701 (not including the \$300,000 transfer to the general fund).

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

Tom requested that this item be 'tabled' until the November Trustees meeting. Motion made by Don Seep and seconded by Richard McKee to approve tabling this item until November. Motion passed.

**Consideration of Proposal to replace 7 computers and 1 laptop.** Total comes to \$6,909.31. Motion made by Larry Sebranek and seconded by Richard McKee to approve the purchase. Motion passed.

**Administrator's report.** **1)** Heightened Scrutiny status for the CBRF – still not approved, **2)** update of the physician work area project – received preliminary approval from State – have blue prints – plan to put out to bid, **3)** solar update – are waiting to hear back from a company that analyzes Geo Thermal settings and efficiency – also waiting to hear from an investment group about funding opportunities – received one analysis that it would be too costly for Pine Valley to build a solar farm so large so as to provide 100% of Pine Valley's power needs – even a smaller farm providing a portion of the power needs would likely cost from 400K to 500K, **4)** Heat Pump motors update – have 160 heat pump motors – 11 have been replaced so far, **5)** Tuition assistance program and applicant numbers – one employee applied so far, **6)** Leading Age Wage Study – shows that Pine Valley's nursing wages are in the lower quartile for all facilities – Pine Valley has need for licensed nurses currently **7)** CBRF 'Gold' Status – Pine Valley's assisted living facility does have 'Gold' Status – mainly because of its active participation in the quality program for assisted living facilities called WCCEAL, **8)** 5 Star Status for SNF – has been downgraded to a 4 star status – hopefully only temporarily, **9)** Vet to Vet program is going well – thanks to Karen at the Veterans Services office, **10)** Health Fair hosted at Pine Valley – showed wonderful teamwork between public health nursing and Pine Valley, **11)** Staff Christmas Planning – includes using some of new funds from new employee meal program, **12)** PDPM – new Medicare payment system – Pine Valley staff to make presentation to physicians at the

Medical Center October 28, 2019, **13**) Walsh's Hardware – will again be doing a giving tree, **14**) this Saturday, Pine Valley's biggest event – Safe trick or treat - will be happening – many local businesses have supported with a donation.

Motion made by Larry Sebranek and seconded by Mary Miller **to adjourn**; motion passed.

**Next meeting** to be on Monday, November 18, 2019, at 6:00pm.