

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

November 18, 2019 – 6:00pm

Attendance: Board members present included Richard McKee, Donald Seep, Mary Miller, and Jeanetta Kirkpatrick. Larry Sebranek was absent. 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 Mary Miller and seconded by Richard McKee, to **approve the minutes** of the October 21, 2019, Trustees meeting; motion passed.

Accounts Receivable Trend Analysis. Therese’s report showed days in accounts receivable for October of 34.86 (September had been 33.59). The goal is to be under 40.

Therese highlighted **cash receipts** for October totaling \$664,092.65. She said this number does not yet include revenues from the increased Medicaid rate – which if included would have provided an additional \$47,000. Vouchers were a little higher than usual. The ending cash variance for the month was a positive \$51,493.38.

From the **Cash Disbursements Journals for October**, Therese highlighted check #7000 for \$2,540.28 for our credit card purchases for the month, which included Focus conference fees for three staff (\$585), a lift battery (\$150), dietary small wares and other miscellaneous items; check #7001 to Moe Dray for \$625.82 for safe trick or treat and office supplies; check #7019 to AHT for \$1,213.40 (which is about 50% below normal due to our taking the long awaited credit from them); check #7023 to CDW Government for \$2,355.01 for Windows 10 upgrade and 7

larger computer monitors; check #7034 to Grantland Safety Inspections for \$1,096.72 for annual fire safety inservice where all extinguishers get recharged; check #7037 to JCOMP technologies for \$6,172.00 for 7 new desk top computers and 1 new laptop; check #7038 to Jewell & Associates, Inc., for \$3,491.30 for fees related to construction drawings; (Richard asked if work had begun; Tom stated no, that the bids were still being accepted until early December); check #7042 to McKesson for \$17,702.32 which included flu vaccines for residents and employees, mattresses, and wheelchairs, amongst other usual medical supplies; check #7047 to Northwest Respiratory for \$1,170.76 which covers two months of oxygen invoices. Motion made by Richard McKee and seconded by Mary Miller to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for October, highlighting the SNF census average of 77, and the CBRF census average of 15.

Financials. Therese highlighted the current operating cash balance from the balance sheet of \$2,264,488.31.

From the **operations statements for October**, Therese highlighted the net revenues of \$684,130 and expenses of \$736,062 leaving a net loss for the month of \$51,932 (which is \$39,300 better than budget). Unusual expenses include flu vaccines, and a humidifier electrode replacement, as well as higher pharmacy charges related to Medicare A residents; housekeeping expenses being higher was related to the timing of invoices, and maintenance expenses continue to show a need for certain items to be replaced because of all the 'moving parts' as Jeanetta likes to describe it.

Therese then highlighted the year to date numbers which show Pine Valley being just slightly better than budget year to date.

Consideration of proposed Pine Valley Employee Handbook Addendum changes

Changes to the Handbook Addendum were presented. Motion by Richard McKee and seconded by Don Seep to approve the changes to be moved onto the next step – which is for review by the Finance and Personnel Committee. Motion passed.

Consideration of request to Pharmaceutical Services Provider

Reasons for this request were presented. Motion made by Don Seep and seconded by Richard McKee to authorize Tom to give notice of contract

termination to the Richland Pharmacy, so last day of services would be January 22, 2020 – and to have Phillips Pharmacy, out of Mauston, Wisconsin, who currently is under contract with Pine Valley for the provision of IVs, to be the new pharmaceutical provider, effective January 23, 2020. Motion passed.

Consideration of request to have Carlson Dettman review proposal for multiple market based wage reclassifications, and facility wide application of weekend differential pay

Proposal presented to have this request be reviewed by Carlson Dettman (cost of \$2,400 (Tom's estimate)), and to have their review be received back to Tom by December 2, 2019, so this proposal can be taken directly to the Finance and Personnel Committee's next meeting on December 3, 2019, to be evaluated. Motion made by Richard McKee, and seconded by Mary Miller to approve the request. Motion passed.

Consideration of liability insurance endorsement

The endorsement was presented as it came; just under a 12% increase. Motion made by Richard McKee and seconded by Mary Miller to approve. Motion passed.

Administrator's report. 1) Tom reported that there was still no news on Heightened Scrutiny approval for the CBRF – **2)** solar update, Tom meant this agenda item to say 'geo thermal' update (not solar), and he reported on a conversation with an expert who had done a cursory review of key indicators at Pine Valley, and that the expert did not think there were any obvious problems with our geo thermal system – **3)** recap of Safe trick or treat event – Tom reported over 375 kids had attended – **4)** Tom reported that next month Pine Valley expects to begin offering psychiatric services, via telehealth.

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

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