

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

December 16, 2019 – 6:00pm

Attendance: Board members present included Richard McKee, Donald Seep, Mary Miller, Larry Sebranek and Jeanetta Kirkpatrick. Staff present included Tom Rislow – administrator, Therese Deckert – administrative assistant, and Steve Alexander - Environmental Services supervisor, to present about the physician work area project. Community member present included Alayne Hendricks.

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 Mary Miller and seconded by Richard McKee, to **approve the minutes** of the November 18, 2019, Trustees meeting; motion passed.

Accounts Receivable Trend Analysis. Therese’s report showed days in accounts receivable for November of 45.33 (October had been 34.86). The goal is to be under 40. The month of November was affected by the new PDPM program and CMS’s issues with processing claims, Therese explained. The Medicare Part A & B payments of \$145,082 weren’t received until December 2, 2019. Also, Therese said the Family Care retro payments have been booked, but the cash hasn’t yet been received; that amounts to about \$28,000. Family Care is typically slow about this.

Therese highlighted **cash receipts** for November totaling \$591,485.36. She said this number is low due to the timing of the receipt of the Medicare payments, and not having received the family care retro payments yet; although she said the number does include the Medicaid retro payment of about \$69,000. Therese also explained that the \$8,459 audit fee is Pine Valley’s annual allocation of the county’s audit expenses. Also adding to the poor cash flow for the month of

November was the fact that there were 3 pay days. The ending cash variance for the month was a negative \$201,922.70.

From the **Cash Disbursements Journals for November**, Therese highlighted check #7070 for \$750.00 to SWTC for tuition for 5 Pine Valley staff to attend a 3-day leadership academy; check #7075 for \$3,188.13 to Pine Valley Employee fund which represents \$2,000 coming from the employee meal sales, and \$1,000 coming from vending machine sales – some of which was used for purchasing door prizes for the annual staff Christmas party; check #7087 for \$1,546.50 to Ahern for trouble shooting/clean grease line due to persistent strong odor on one of the households; check #7090 for \$1,510.24 to Jewells carpet cleaning; check #7093 for \$3,088.01 to Richland Pharmacy which is much lower than usual due to the timing of Pine Valley receiving their invoice; check #7108 for \$1,122.90 to Omni for call light & pager repairs. Larry asked about check #7106 to Northwest Respiratory regarding oxygen; asking why the amount appeared higher. Therese said it was higher due to a small amount that had been in contention that we had finally agreed to pay. Motion made by Larry Sebranek and seconded by Richard McKee to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for November, highlighting the SNF census average of 78, and the CBRF census average of 15. Discussion about the decision to back off spending so much on marketing and advertising.

Financials. Therese highlighted the current operating cash balance from the balance sheet of \$2,062,565.61, as well as the higher Accounts Receivable balance due to timing of payments highlighted previously in tonight's meeting.

From the **operations statements for November**, Therese highlighted the net revenues of \$797,288 and expenses of \$750,671 leaving a net positive for the month of \$46,617 (which is \$146,208 better than budget). Therese explained this is largely due to the booking of Medicaid and Family Care retro revenues, as well as a higher than budgeted census, and a higher than budgeted average per diem for Medicare residents. Higher than usual expenses, Therese said, were wages (because of the three pay days), and building repair/maintenance, and the financial audit allocation. Therese then highlighted the year to date numbers which show Pine Valley being better than budget year to date.

Consideration of Physician Work Area project bids. Steve Alexander, was present to discuss the bids received; came in higher than expected. Motion made by Larry Sebranek and seconded by Richard McKee to allow Steve and his staff to proceed with doing as much of the work they can in-house, with leaving hopefully only the doors, and related hardware, and dry walling to be provided by a contractor – not to exceed \$12,000. Motion passed.

Consideration of proposal to update resolutions related to pay for call-in positions in the nursing department. Motion made by Larry Sebranek and seconded by Richard McKee to approve the proposal as presented to send on to the County's Finance & Personnel Committee. Motion passed.

Administrator's report. 1) Tom gave an update on the most recent request from DHS related to Pine Valley's Heightened Scrutiny status for the CBRF – **2)** Tom gave a recap of staff Christmas party – **3)** Tom provided an update on the pharmacy provider transition – **4)** Tom gave an update of the Relias contract (staff on-line education tool) – **5)** Tom gave an update on nursing department staffing – **6)** Tom gave an update on the Medical Director contract

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

Next meeting to be on Monday, January 20, 2020, at 6:00pm. (Mary Miller said she would miss the January and February meetings. Don Seep said he would most likely miss the January meeting.)