

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

January 20, 2020 – 6:00pm

Attendance: Board members present included Richard McKee, Larry Sebranek, Don Seep, and Jeanetta Kirkpatrick. Board member absent was Mary Miller. Staff present included Tom Rislow – administrator, Therese Deckert – administrative assistant, and Angie Alexander – Director of Nursing, to discuss nurse staffing and traveling nurse contract. 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 Larry Sebranek, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Larry Sebranek and seconded by Richard McKee, to **approve the minutes** of the December 16, 2019, Trustees meeting; motion passed.

Consideration of traveling nurse contract – Tom and Angie explained current and projected staffing needs, and their reasons for seeking permission for trying to obtain one or two temporary traveling nurses. Proposals discussed. Any of the proposals would require Pine Valley to spend above budget at least \$10,000/month for 3 months. Motion made by Larry Sebranek and seconded by Don Seep to allow Pine Valley administration to enter into an agreement with a staffing agency to cover two expected full time RN position vacancies for 13 weeks each. Motion passed.

Accounts Receivable Agings Review – Therese reviewed the agings report as provided which included \$176,150.10 of accounts past due.

Consideration of Accounts Receivable Write-offs – Therese presented write-offs totaling \$36,563.40. She said more than \$46,000 had been set aside for potential write-offs. Motion made by Don Seep and seconded by Richard McKee to approve the write-offs as presented totaling \$36,563.40. Motion passed.

Accounts Receivable Trend Analysis. Therese's report showed days in accounts receivable for December of 36.20 (November had been 45.33). The goal is to be under 40.

Therese highlighted **cash receipts** for December totaling \$1,293,912.98. Therese said the reasons for higher receipts including the S/P payment of \$378,550, and the Medicare receipts for November that had come late and missed last month's receipts, and the retro payment due to rate adjustment from Family Care.

Therese said the payroll expenses of \$481,221.59 included the Thanksgiving holiday. The cash variance for the month totaled a positive \$639,412.10.

From the **Cash Disbursements Journals for December**, Therese highlighted check #7134 for credit purchases of \$1,619.30 which included a new sewer auger to replace the old one that wore out; a new set of knives for the main kitchen; a new pan for the CBRF kitchen, and various other minor items; Richard McKee asked about check #7139 to WPS, and Therese explained that this was a correction for the error made with check #7137 to Inclusa; Therese went on to highlight check #7160 to Carlson Dettmann for \$2,700 for the Market wage/job review; check #7163 to Corcoran Healthcare for \$16,930.62 which included invoices for the past TWO months; check #7185 to Omni Technologies for \$5,183.26 for the annual inspection of the fire alarm system; check #7198 to Trane for \$1,942.50 for the annual maintenance contract. Larry Sebranek asked questions about the Trane contract which Tom will research and report back on at the February Trustee meeting. Motion made by Larry Sebranek and seconded by Richard McKee to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for December, highlighting the SNF census average of 76, and the CBRF census average of 15. Discussion about drop in census on the skilled side during the last week of December and the first weeks of January – caused by 9 deaths (an unusually high number) and 6 discharges home. Admission activity has really picked up in the last week, but Tom and Therese said to expect the financials to not look near as good the next two months due to this drop in census, and due to there being all the wage increases, and the payrolls paid in January having included two holidays.

Financials. Therese highlighted numbers from the balance sheet; while emphasizing that this is PRE-AUDIT. She pointed out year-end adjustments to

certain accounts such as inventory, as well as adjustments to accrued vacation and sick time. The current operating cash balance is \$2,704,015.56, which she said is where the S/P payment was placed. She reminded all that the auditors recommended that the equivalent of 2-3 months of operational expenses be held in savings, and Therese said if \$800,000 was the number used for monthly expenses, then \$2,400,000 would cover 3 months. She also said that with the anticipated/budgeted transfer to the County this month of \$200,000, along with the lower census, that we can expect our operating cash balance by our next report to drop closer to the 3-month level.

From the **operations statements for December**, Therese highlighted the net revenues of \$708,771 included the FC retro payment, and reflected a good census for the month. She said the expenses of \$807,597 reflected the adjustments to balance sheet accounts, as well as the Fire alarm annual testing and Trane annual maintenance contract, the market wage/job reviews by Carlson Dettmann, the two-months-worth of invoices from our pharmacy provider, and the final payment to the previous Pine Valley accounting supervisor, leaving a net negative for the month of \$98,826. Therese then highlighted the year end numbers which show Pine Valley finishing better than budget by \$82,963.

Administrator's report. 1) Tom gave an update on Heightened Scrutiny status for the CBRF – **2)** Tom provided an update on the pharmacy provider transition, **3)** Tom provided a written report of Pine Valley accomplishments and highlights for 2019.

Motion made by Richard McKee and seconded by Larry Sebranek **to adjourn;** motion passed.

Next meeting to be on Monday, February 17, 2020, at 6:00pm.