

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

May 18, 2020 – 6:00pm

Attendance: Board members present included Richard McKee, Peg Kaul, Don Seep, Mary Miller and Marty Brewer. Staff present included Tom Rislow – administrator, and Therese Deckert – administrative assistant.

Minutes: The meeting was called to order at 6:00pm by the chairperson, Richard McKee.

Motion made by Marty Brewer and seconded by Mary Miller, to **approve the agenda and verify the posting**. Motion passed.

There being no changes or additions to the minutes, Richard McKee declared **the minutes** of the January 20, 2020, Trustee meeting, (the most recent regular Trustee meeting), **approved as written**.

Motion made by Don Seep and seconded by Mary Miller, to **approve the minutes** of the special Trustee meeting held May 8, 2020; motion passed. Tom commented on the subject matter of that meeting and follow up since then.

2019 Financial Audit report – Johnson Block & Company, Inc. Melanie Lendosky and Marissa Bahr presented the audit findings via conference call, and ‘walked’ board members through the written audit report provided. A time for discussion followed. Motion made by Don Seep and seconded by Marty Brewer to accept the report as presented. Motion passed.

2019 Report to the County Board. Tom shared a copy of the written report that was provided to the county administrator and to the county clerk for inclusion on a future county board meeting agenda.

Accounts Receivable Trend Analysis. Therese’s report showed days in accounts receivable for April of 31.82 (March had been 36.32). The goal is to be under 40.

Therese highlighted **cash receipts** for April totaling \$873,535.48. Therese said the reason for higher receipts was the receipt of Medicare program stimulus funds of \$152,819, a small portion of which will need to be disbursed yet to the County HHS and EMS departments. Therese commented that the payroll expenditures amounted to \$468,393.67, and vouchers amounted to \$187,408.80. The cash variance for the month totaled a positive \$205,137.26.

From the **Cash Disbursements Journals for April**, Therese highlighted check #7340 to Sears for \$2,519.98 for two new refrigerators. She highlighted check #7394 to Ardor Health for agency nurse charges of \$6,537.70. She highlighted check #7395 to Ariel Rooney for a nursing scholarship of \$1,000. She highlighted check #7396 for our credit card purchases of \$612.53, and highlighted the main items of those purchases, namely \$300 for nursing supplies, and \$105 for a refrigerator repair. She highlighted check #7400 to Premier Medical for agency nurse charges of \$3,575. Don Seep asked about #7411 to CallCare for \$94.52, and Therese explained those charges are for replacement parts for resident room call light button cords. Therese also highlighted check #7415 to Dalco for \$4,511.82, which is much higher due to Covid cleaning supplies and items on backorder that finally arrived. She highlighted check #7420 to Grainger for \$2,273.64 for covid air scrubbers. She highlighted check #7427 to KD Glass for \$1,573.00 for covid room window work. She highlighted check #7430 to LWAllen, Inc. for \$1,316.81 for the submersible transducer for the well. She also highlighted check #7442 to Phillips pharmacy for \$11,109.83. She highlighted check #7445 to Richland Hospital for \$27,954.03 for diagnostic fees, many of which relate to unique fees that for months we hoped would be covered separately by Medicare, but recently learned Pine Valley is responsible. Motion made by Don Seep and seconded by Peg Kaul to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for April, highlighting the SNF census average of 69, and the CBRF census average of 16. Discussion about the covid effect on health care in general and referrals to Pine Valley.

Financials. Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$2,988,964.40. She reminded all that the auditors recommended that the equivalent of 2-3 months of operational expenses be held in savings, and that our current balance equates to 3.8 months. From the **operations statements for April**, Therese highlighted the net revenues of \$815,018 included the Medicare stimulus funds of \$152,819. She said the

expenses of \$810,373 reflected those high diagnostic fees paid to the hospital, as well as higher nursing wages (due to the resolution passed last December), and some covid related extra expenses leaving a net positive for the month of \$4,645. Therese then highlighted the year to date numbers which show Pine Valley ahead of budget by \$219,880.

Financial forecast 2020. Therese and Tom showed a forecast of revenues and expenses for the remainder of 2020, given the effect of the pandemic.

Report on Covid-19. Tom highlighted efforts of the staff to keep the virus at bay.

Administrator's report. 1) Tom gave an update on Heightened Scrutiny status for the CBRF – **2)** Tom gave an update on the Market Analysis that was done earlier this year.

Motion made by Mary Miller and seconded by Peg Kaul **to adjourn**; motion passed.

Next meeting to be on Monday, June 15, 2020, at 6:00pm.