

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

June 15, 2020 – 6:00pm

Attendance: Board members present included Richard McKee, Peg Kaul (arrived 6:18pm), Don Seep, and Mary Miller. Absent was Marty Brewer. Staff present included Tom Rislow – administrator, Therese Deckert – administrative assistant – and Steve Alexander, Environmental Services Supervisor.

Minutes: The meeting was called to order at 6:02pm by the chairperson, Richard McKee.

Motion made by Don Seep 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 May 18, 2020, Trustee meeting, **approved as written**.

Professional & Liability **Insurance information** was presented by Bill Evans, Roberson Ryan & Associates.

Accounts Receivable Trend Analysis. Therese's report showed days in accounts receivable for May of 31.43 (April had been 31.82). The goal is to be under 40.

Therese highlighted **cash receipts** for May totaling \$1,196,779.99. Therese said the reason for higher receipts was the receipt of more Medicare program stimulus funds of \$250,000, and almost \$3,000 due to the suspension of the 2% sequestering, and an early receipt of the supplemental payment funds of \$301,150 (which was almost \$44,000 more than budgeted). Therese said \$17,027 of previously received stimulus funds were disbursed to EMS and HHS of Richland County for their share. Therese commented that the payroll expenditures amounted to \$665,999.18, and reflect three pay dates in May, and the bulk of the Easter Holiday pay from April. She said vouchers amounted to \$169,709.63. The cash variance for the month totaled a positive \$358,062.89.

From the **Cash Disbursements Journals for May**, Therese highlighted check #7464 for our credit card purchases of \$412.31, amounting mainly of Covid Webinars, contracting with a phone blast system, and the purchase of a clothes washing machine part. Therese then highlighted check #7465 to CCJ Construction for \$5,488.44 for their work done to date on the physician work area project; she then highlighted check #7476 to Sears for \$989.99 for a new clothes washing machine; she then highlighted check #7495 to JComp for \$1,718 for two computers for the physician work area recently completed on one side of the building; she then highlighted check #7496 to John Sterling Associates for \$2,200 for the annual OIG compliance screening; she then highlighted check #7497 to JT & Associates for \$1,200 for the first payment of the Medicare cost report filing preparation fees; she then highlighted check #7507 to Otis Elevator for \$2,560.20 for the annual service fee; she then highlighted check #7515 to Brian Schoeneck for \$1,700 for his preparation fees of our annual Medicaid cost report; she then highlighted check #7525 to Wolter Power for \$1,517.38 for scheduled generator maintenance; she also highlighted that there was no voucher needed for Richland Hospital this month due to a significant credit received from them in regards to the large voucher we presented to the Trustees in last month's report. Don asked about the Premier voucher and it was explained this was for the traveling nurse fees. Motion made by Don Seep and seconded by Mary Miller to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for May, highlighting the SNF census average of 67, and the CBRF census average of 15. Tom also shared how census has been improving ever since hitting a low point on April 30 of 63.

Financials. Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$3,347,027.29. Tom suggested the Trustees consider moving the equivalent of the current S/P funds received (\$301,150) from operating cash to the capital improvement fund. This would still leave more than \$3,000,000 in operating cash; an amount well above three months worth of operating expenses. Discussion. Motion made by Don Seep and seconded by Peg Kaul to have Therese do this. Motion passed.

From the **operations statements for May**, Therese highlighted the net revenues of \$886,251 which included the Medicare stimulus funds of \$250,000 (less the amount disbursed to EMS and HHS), and well as the effect of the 2% Medicare sequestering being suspended. She said the expenses of \$774,224 reflected the

extra payroll costs discussed earlier, as well as extra payroll costs due to Covid preparedness, the computers purchased, the cost report preparation fees, a backlog of cleaning orders coming in, and the on-going extra nursing wages due to the resolution passed in December of 2019 after the budget was created and passed. This left a net positive for the month of \$112,027. Therese then highlighted the year to date numbers which show Pine Valley ahead of budget by \$434,307.

Review of Capital Expenditures forecast document – Information only.

Consideration of request to advertise for bids for a new pickup truck. This was part of the capital forecasted needs for 2020 as presented last Fall. Motion made by Don Seep; seconded by Mary Miller to give permission for Tom & Steve to advertise for bids for a new ½ or ¾ ton new pickup truck. Motion passed.

Consideration of request to advertise for bids for a new lift station canopy. This was part of the capital forecasted needs for 2020 as presented last Fall. Motion made by Peg Kaul; seconded by Mary Miller to give permission for Tom & Steve to advertise for bids for a new lift station canopy. Motion passed.

Administrator's report. 1) Tom gave an update on Heightened Scrutiny status for the CBRF – **2)** and gave a Covid preparedness update (more testing, haircare, outside visits, and an anticipated state survey) were highlighted.

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

Next meeting to be on Monday, July 20, 2020, at 6:00pm.