

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

July 20, 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, Therese Deckert – administrative assistant – and Steve Alexander, Environmental Services Supervisor.

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 June 15, 2020, Trustee meeting, **approved as written**.

Went out of order on agenda, so Steve Alexander could report and then leave.

Review of Capital Expenditures forecast document – Information only.

Consideration of new pickup truck bids. This was part of the capital forecasted needs for 2020 as presented last Fall. Motion made by Don Seep; seconded by Peg Kaul to accept the bid from Jones Chevrolet of Richland Center for \$31,000 for a ¾ ton new pickup truck, and forward the request onto the county's finance and personnel committee (since the amount exceeds \$30,000). Motion passed.

Consideration of bids for a new lift station canopy. This was part of the capital forecasted needs for 2020 as presented last Fall. Motion made by Mary Miller; seconded by Marty Brewer to accept the bid from CCJ Construction of Muscoda for \$20,300 for a new lift station canopy. Motion passed.

Accounts Receivable Agings Review – Therese reviewed accounts that are past due.

Accounts Receivable Trend Analysis. Therese's report showed days in accounts receivable for June of 30.73. This is a very good; very low number, but takes into account two significant credits applied during the month. (May had been 31.43). The goal is to be under 40.

Therese highlighted **cash receipts** for June totaling \$729,608.06. Therese commented that the payroll expenditures amounted to \$494,497.57, and are higher because they reflect the memorial day holiday being paid in June. She said vouchers amounted to \$363,316.20. Therese stated the main reason for vouchers being much higher than usual were because of the \$183,405 paid to the county for Pine Valley's portion of the 2020 insurance premiums. The cash variance for the month totaled a negative \$131,475.88.

From the **Cash Disbursements Journals for June**, Therese highlighted check #7527 for \$960.57 to reimburse an employee for medical testing per facility direction; check #7533 for \$999.78 for credit card purchases – the bulk of the expenses being for filters and repair parts for ice makers and a kitchen stove; check #7536 for \$5,280 to Leading Choice Network for annual dues; check #7539 for \$183,405 to the county for Pine Valley's portion of 2020 insurance premiums; check #7546 for \$8,310 to Accredo pharmacy for a medicine delivery system for a particular resident not covered through any 3rd party payment system, and this amount represents retroactive payments due to September of 2019; check #7557 for \$896.19 to EZ Way, Inc. for a special lift harness (per Covid guidelines); check #7565 for \$3,840 to Johnson Block & company, which represents the final bill for the annual financial audit; and check #7566 for \$1,125 to JT & Associates for 2nd half payment for their preparing Pine Valley's 2019 Medicare cost report. Peg asked about check #7567 to KCI for \$1,625.83 to Wound Care, and Therese and Tom explained this was for wound vac renting and supplies; Motion made by Marty Brewer and seconded by Mary Miller to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for June, highlighting the SNF census average of 69, with strong Medicare numbers, and the CBRF census average of 14. Tom also shared how census is currently doing on the SNF and CBRF, and discussed the need for a possible increase in marketing expenses. Marketing ideas were discussed.

Financials. Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$2,914,400.91 being significantly down from the previous month, but being reflective of the Trustees decision to move the S/P funds received of \$301,150 from operating cash to the designated capital improvement fund, as well as the negative cash flow for the month of June of \$131,475.88. Therese also pointed out the new amount in the designated capital improvement fund of \$921,249.62, being reflective of the S/P funds having been moved over.

From the **operations statements for June**, Therese highlighted the net revenues of \$709,060 being reflected of the strong Medicare census for June, as well as the higher per diems from Medicare, Medicaid and Family Care. She said the expenses of \$805,425 reflected the extra payroll costs discussed earlier, as well as extra payroll costs due to Covid preparedness, 1:1 staffing for a particular resident with unpredictable behaviors, the accredo pharmacy charges, the financial audit fees, cost report preparation fees, the Leading Choice Network dues, 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 negative for the month of \$96,364; which equates to being just 1% off of budget. Therese then highlighted the year to date numbers which show Pine Valley ahead of budget by \$431,415.

Administrator's report. 1) Tom gave an update on Heightened Scrutiny status for the CBRF – **2)** and gave Covid preparedness efforts including employee testing, PPE, outside visits with 'observers', and the accepting of outpatients..

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

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