

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

August 17, 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 Peg Kaul and seconded by Marty Brewer, to **approve the agenda and verify the posting**. Motion passed.

Motion made by Marty Brewer and seconded by Mary Miller to approve the minutes of the July 20, 2020, Trustee meeting, **as written**. Motion passed.

Accounts Receivable Trend Analysis. Therese’s report showed days in accounts receivable for July of 34.4 (June had been 30.73). The goal is to be under 40.

Consideration of Tractor/Mower Exchange. Tom shared the reasoning for the exchange, and the net cost to Pine Valley. Motion made by Peg Kaul, and seconded by Mary Miller to approve the exchange. Motion passed.

Therese highlighted **cash receipts** for July totaling \$656,975.09. Therese commented that the payroll expenditures amounted to \$502,530.37, and are higher because they reflect the Independence day holiday and some Covid related labor. She said vouchers amounted to \$172,065.51. The cash variance for the month totaled a negative \$22,479.07.

From the **Cash Disbursements Journals for July**, Therese highlighted check #7544 to Leading Age Wisconsin, for \$7,878 for annual dues; check #7613 for the credit card for \$911.08, the bulk of which was \$360 for Covid related expenses, \$161 for refrigerator repair parts, and \$258 for clothes dryer repair parts; check #7618 to Fire & Safety Equipment, Inc. for \$688.05 for annual cleaning and inspecting of cooking range hoods/ducts; #7637 to JComp technologies for \$2,188 for 2 smart

net renewals; #7638 to KCI USA for \$3,253.52 for Wound care equipment rentals and supplies; and #7654 to Phillips Pharmacy for \$19,228.97, which reflected some charges for a particular resident from a previous month as well.

Motion made by Marty Brewer and seconded by Peg Kaul to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for July, highlighting the SNF census average of only 66.5, with fairly strong Medicare numbers, and the CBRF census average of 15. Tom also shared how census is currently doing on the SNF (recently taking some difficult cases...) and CBRF census, and shared recent marketing efforts and plans and ideas. Tom also shared how the long term care industry is general is seeing occupancy challenges, (lower revenues), and increased costs related to Covid.

Financials. Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$2,892,204.46.

From the **operations statements for July**, Therese highlighted the net revenues of \$677,679 being just 1% below budget, despite the low SNF census, and that this is due to the strong Medicare census for July, as well as the higher per diems from Medicare, Medicaid and Family Care. She said the expenses of \$809,537 reflected the extra payroll costs of the July 4th holiday, as well as extra payroll costs due to Covid preparedness, 1:1 staffing for a particular resident with unpredictable behaviors, paying 2 social service director wages, and a part time social work temp employee, and the on-going extra nursing wages due to the resolution passed in December of 2019 after the budget was created and passed. There were also the extra pharmacy expenses due to the type of residents and their medication needs that are being admitted. This left a net negative for the month of \$131,858 (which includes \$88,113 of depreciation expense. Therese then highlighted the year to date numbers which show Pine Valley ahead of budget by \$453,376.

Review of television and long distance telephone service. Tom shared that the facility is only capable of providing HD television service to residents who are willing/able to pay \$8.95/month for a 'box' in their room – arranged through Genuine Telecom. He has reached out to Genuine for what it would take to get HD to the entire campus. He hasn't heard back yet. Long distance telephone service was also discussed.

Administrator's report. 1) Tom gave an update on Heightened Scrutiny status for the CBRF – **2)** and gave Covid preparedness and other facility updates...

Trustee, **Mary Miller**, whose term is set to expire in January of 2022, **announced her resignation** from the Trustees, effective immediately. Mary was thanked for her years of service to Pine Valley and the County. There was discussion about a possible replacement, and Tom was asked to check with Victor Vlasak as to the replacement process for a 'citizen' member, as Mary's position was. It is known that ultimately the county board will need to vote on the person put forward to replace Mary.

Motion made by Mary Miller and seconded by Marty Brewer **to adjourn**; motion passed.

Next meeting to be on Monday, September 21, 2020, at 6:00pm.