

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

October 19, 2020 – 6:00pm

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

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

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

Motion made by Marty Brewer and seconded by Peg Kaul to approve the minutes of the September 21, 2020, Trustee meeting, **as written**. Motion passed.

Fraud/Waste/Abuse annual training provided by Therese Deckert.

Account Receivable Aging report. Therese reviewed accounts that are at least 90 days past due.

Accounts Receivable Trend report. Therese's report showed days in accounts receivable for September of 30.73 (August had been 31.4). The goal is to be under 40.

Therese highlighted **cash receipts** for September totaling \$712,733.29. Therese commented that the payroll expenditures amounted to \$503,927.16. She said vouchers amounted to \$177,245.88. The cash variance for the month totaled a positive \$30,174.07. She said she was unable to complete the cash reconciliation for September with the county due to a vacant position there not filled yet. Therese also mentioned that after August financials were distributed, she completed a journal entry transferring cash to pay the interest payment of

\$276,762.50; that amount was moved out of cash equity account number 30010 (contribution capital), and from operating cash account number 10010.

From the **Cash Disbursements Journals for September**, Therese highlighted multiple checks for \$28.50 for online CPR training for staff; and check #7753 to Richland Septic for \$725 for pumping out grease trap (Don Seep asked about the capacity of the grease trap; Tom didn't know but would research that); check #7755 for the credit card for \$4,246.46 (\$1,200 for new clothes washing machine for CBRF, \$827 for dietary equipment repair, \$652 for oven door replacement, and a few \$28.50 charges for online CPR classes, and several other small charges); check #7756 to CCJ construction for \$3,361.56 for the 2nd payment related to physician room project; check #7772 to WOLX radio for \$128 for advertising; check #7779 to Jones Chevrolet for \$150 for a bed liner (would be capitalized as part of the truck purchase); check #7785 to McKesson Medical for \$22,397.52 (of which \$6,100 will be reimbursed for covid testing supplies); check #7795 to Phillips pharmacy for \$18,604.54 which shows we continue to admit residents with complex expensive medication needs; check #7800 to Simpson Tractor for \$8,175 (the balance of the trade in of the old tractor). Motion made by Marty Brewer and seconded by Peg Kaul to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for September, highlighting the SNF census average of 70.8, with Medicare averaging 11.3, and the CBRF census average of 16. Tom also shared the effect the outbreak had on PV's ability to take new admissions for a brief time.

Financials. Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$2,818,433 (was \$3,065,021.65 the previous month), and alluded to the transfer for interest payment mentioned earlier.

From the **operations statements for September**, Therese highlighted the total revenues of \$695,313. She said the expenses for the month totaled \$789,923. She said this made the current month finish at \$7,434 better than budget. Therese then highlighted the year to date numbers which show Pine Valley about \$550,585 ahead of budget. However, remove the stimulus funds, and PV is just around \$38,000 ahead of budget. She commented that there are Covid expenses which will be reimbursed.

Consideration of staff compensation during pandemic. Tom reported on the challenges of staffing during the pandemic, along with the additional required PPE, and the desire to recognize the staff's extra efforts through extra compensation. Motion made by Marty Brewer and seconded by Peg Kaul to approve sending the proposal presented onto the county's Finance & Personnel Committee to provide \$60,000 of hazard pay to the Pine Valley staff, funded via federal stimulus funds. Motion passed.

Cares Stimulus Funds report. Therese and Tom reported that Stimulus Funds received to date amount to \$511,792. It was recently learned that Cares Stimulus Funds received in April/May cannot be used to replace lost revenue. Since much of Pine Valley's Covid expenses have been reimbursed through the Road to Recovery funds for counties, it is possible that some time during 2021, Pine Valley may have to give back Stimulus Funds received which were not needed for expense reimbursements. However, as Therese and Tom both stated, there's a long time between now and the middle of 2021, and the situation removes fluid with the federal agencies still receiving comments about the rule and how it should be applied.

Consideration of land lease, per property committee recommendation. The property committee met on October 7, 2020, but took no action, so the Trustees need not take any action at this time.

Consideration of cost related to changing use of activity office, restorative room and library. Tom reviewed reasons for the change in use of these spaces, and that costs overall would be less than \$10,000. Motion made by Don Seep and seconded by Peg Kaul to approve the costs related to these changes. Motion passed.

Administrator's report. Tom gave Covid & facility updates
Motion made by Peg Kaul and seconded by Marty Brewer **to adjourn**; motion passed.

Next meeting to be on Monday, November 16, 2020, at 6:00pm.