

## **Pine Valley Board of Trustees – Meeting Minutes**

**Held at Pine Valley Community Village, in the community room**

**November 16, 2020 – 6:00pm**

**Attendance:** Board members present at 6pm included Richard McKee, Peg Kaul, Marty Brewer and Pat Rippchen; member Don Seep arrived at 6:05pm. Staff present included Tom Rislow – administrator, and Therese Deckert – administrative assistant. Steve Alexander, Environmental Services Director was present through the discussion of the lift station project.

**Minutes:** The meeting was called to order at 6:00pm by the chairperson, Richard McKee. Richard officially welcomed Pat Rippchen as the newest member of the board of Trustees.

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

Motion made by Peg Kaul and seconded by Marty Brewer to approve the minutes of the October 19, 2020, Trustee meeting, **as written**. Motion passed.

**Consideration of increased cost of lift station project.** Steve Alexander shared information about the lift station project costs and his most recent discussion with Craig Johnson, from CCJ Construction, who was awarded the project in July of 2020. Motion made by Marty Brewer and seconded by Pat Rippchen to approve increase of \$2,250 to lift station project (due to raw materials price increase); original bid was \$20,300; new project cost to be \$22,550. Motion passed.

**Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for October of 30.09 (September had been 30.73). The goal is to be under 40.

Therese highlighted **cash receipts** for October totaling \$729,967.48. Therese commented that the payroll expenditures amounted to \$678,567.29. This is much higher than usual due to there being 3 payrolls. Additionally, Therese said

the Hazard Pay bonuses amounted to an additional \$63,171.62. She commented on the unemployment costs of \$667.09. She said vouchers amounted to \$182,916.48. The cash variance for the month totaled a negative \$200,248.60. From the **Cash Disbursements Journals for October**, Therese highlighted check #7816 for the charge card for \$5,079.85 which mostly included wound training tuition for two RNs of \$3,814 (the Foundation is covering one RN's tuition); there was also \$200 for voice bombs, which Therese mentioned was due to required notifications to resident families on facility Covid updates, \$150 for Focus conference fee, and \$430 for CBRF seminars, and other smaller expenditures. She also highlighted check #7817 to CCJ Construction for \$10,150 (down payment for Lift Station project); check #7820 to Premier Staffing Agency nurse for \$4,730.01; check #7832 to J.F.Ahern company for \$750 for annual inspection of sprinklers; check #7843 to WOLX radio for \$512; check #7847 to Fusion Medical staffing (for C.N.A. travelers) for \$2,015.04; check #7857 to McKessen Medical Supply for \$17,907.87 (which is much higher than usual due to \$5,600 worth of flu vaccine purchased); and another check to Premier for the nurse for \$4,771.26; that was check #7869. Richard McKee asked a question about check numbers being out of order, and when explaining, Therese mentioned that the reference of 'check #' wasn't the best description, because actually, instead of check #, the number is actually an internal tracking number of the voucher. Motion made by Pat Rippchen and seconded by Peg Kaul to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for October, highlighting the SNF census average of 69, with Medicare averaging 11, and the CBRF census average of 16. Tom also shared the effect the outbreak and staffing has had on new admissions for the past few weeks; leading to a current census at the SNF of just 62.

**Financials.** Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$2,617,302.53. From the **operations statements for October**, Therese highlighted the total revenues of \$712,699. She commented on new Medicaid rates. Marty Brewer asked for and received an explanation of how Medicaid rates are determined. Therese said the expenses for the month totaled \$868,127. She said this made the current month finish at \$67,221 below budget, which can almost completely be explained by the Hazardous Pay bonus of \$63,171. Therese then highlighted the year to date numbers which show Pine Valley about \$527,323 ahead of budget; due in large part to the stimulus dollars received. She commented that

there are Covid expenses which will be reimbursed and those will be highlighted in the report about stimulus dollars.

**Stimulus Funds report.** Therese and Tom gave a report on the various stimulus funds received to date, as well as promised stimulus funds that are yet to be received. (Federal Cares Stimulus, DHS-WI CAPP, Routes to Recovery, Infection Measures Bonus, admissions bonus)

**Consideration of Medical Director Agreement Addendum.** Tom presented a proposal to address the increased workload and responsibilities of Pine Valley's Medical Director. Don Seep asked if this proposal needed to be sent on for further approvals. Tom answered no. Motion made by Don Seep, and seconded by Marty Brewer to approve the proposed addendum. Motion passed.

**Consideration of liability insurance renewal.** The renewal paperwork hasn't arrived yet, so this agenda item was tabled.

**Administrator's report.** Tom had given Covid & facility updates interspersed throughout the meeting, so had nothing more to add. Don Seep expressed appreciation for the staff for going through what he was certain was a stressful time.

Motion made by Marty Brewer and seconded by Peg Kaul **to adjourn**; motion passed.

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