

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

December 21, 2020 – 6:00pm

Attendance: Board members present included Richard McKee, Peg Kaul, Marty Brewer, Pat Rippchen, and Don Seep. Staff present included Tom Rislow – administrator, and Therese Deckert – administrative assistant. Guests were Kerry Severson, county board supervisor, (in person), and Clinton Langreck, county administrator (via telephone), who participated in the land swap agenda item.

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

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

Motion made by Peg Kaul and seconded by Pat Rippchen to approve the minutes of the November 16, 2020, Trustee meeting, **as written**. Motion passed.

Consideration of potential land swap. Kerry Severson and Clinton Langreck explained the matter of the potential land swap. Motion made by Marty Brewer, and seconded by Don Seep to pursue a land swap agreement with Unbehouns for a parcel exchange that would allow access from county “O” to the County parcel along the Pine river; and request corporation counsel draft agreement language and resolution that meets the parties agreed upon land exchange. Motion passed.

Accounts Receivable Trend report. Therese’s report showed days in accounts receivable for November of 25.77 (which is lower than actual due to some credits), (October had been 30.09). The goal is to be under 40.

Therese highlighted **cash receipts** for November totaling \$749,953.27 which included an ‘admissions’ bonus of \$17,400. She said payroll expenses amounted to \$479,845.63, which included Covid benefits payout. She said vouchers amounted to \$182,652.07, included back pay to Medical Director, and early payment of the annual Relias on-line staff education system fee. The cash

variance for the month totaled a positive \$82,416.15. From the **Cash Disbursements Journals for November**, Therese highlighted check #7887 for the charge card for \$2,261.15 (the largest charges included a new clothes washing machine for the CBRF, webinar fees related to Covid, and automated calls fees); check #7888 to Fusion Medical for \$2,361.60 for agency C.N.A. staffing; check #7891 to MyChoice Wisconsin for \$4,842.86 to refund an overpayment; check #7893 to Premier Medical for \$5,245.64 for agency LPN staffing; check #7897 to Dr. Robert Smith for \$5,600 for services performed retroactive to the start of the pandemic; check #7921 to Dr. Robert Smith for \$1,800 for his new monthly fee amount during the pandemic; check #7928 to Jones Chevrolet for \$1,766.68 for the truck mounting kit for the snow plow (the cost will be added to amount for truck purchase and capitalized); check #7945 to Premier Medical for \$4,764.38 for agency LPN staffing; check #7946 to Relias learning for \$9,527.88 for the annual fee for 2021. Motion made by Peg Kaul and seconded by Pat Rippchen to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for November, highlighting the SNF census average of 64.7, with Medicare averaging 8.16, and the CBRF census average of 15.33. Tom also shared the effect the outbreak and staffing has had on new admissions.

Financials. Therese highlighted numbers from the balance sheet. She pointed out the current operating cash balance of \$2,699,704.70.

From the **operations statements for November**, Therese highlighted the total revenues of \$642,272. Therese said the expenses for the month totaled \$806,259. She and Tom said this made the current month finish at \$40,010 below budget, this overage is due to the resolutions passed almost a year ago which increased nursing department wages after the budget had been created; adding to the overage in November was the payments to the Medical Director, and the early payment of the 2021 Relias learning fee. Therese then highlighted the year to date numbers which show Pine Valley \$463,672 ahead of budget; due in large part to the stimulus dollars received.

Cash Flow. Therese shared a new report, showing month by month comparisons of cash flow from 2019 through 2020.

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). They shared how important it will be to track all Covid related expenses, so to avoid having to give back any stimulus funds come next fall.

Consideration of Personal Injury coverage and liability insurance renewal.

Motion made by Don Seep, and seconded by Marty Brewer to approve the renewal for 2021 as proposed by Wisconsin County Mutual at the current deductible level as in 2020 for Personal Injury Coverage and Liability Insurance. Total cost for Personal Injury Coverage to be \$8,428.00. Total cost for Liability Insurance to be \$30,576. This equates to approximately a 7% increase over the 2020 rates. Tom mentioned that a company that had been preparing a competing bid, decided to not even submit a bid – as they were finding rates to be quite high now due to the pandemic. Motion to approve Wisconsin Mutual's proposal passed.

Administrator's report. Tom gave Covid & facility updates. (Covid Vaccine - Walgreens, LCN – Humana contract, staff – Christmas Gift/funding source)

Motion made by Don Seep and seconded by Marty Brewer **to adjourn**; motion passed.

Next meeting to be on Monday, January 18, 2021, at 6:00pm.