

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

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

**January 18, 2021 – 6:00pm**

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

**Minutes:** The meeting was called to order at 6:00pm by the vice chairperson, Marty Brewer.

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

Motion made by Don Seep and seconded by Peg Kaul to approve the minutes of the December 21, 2020, Trustee meeting, **as written**. Motion passed.

**Accounts Receivable Trend report.** Therese’s report showed days in accounts receivable for December of 28.97; (November had been 25.77). The goal is to be under 40.

**Accounts Receivable Aging Review.** Therese gave a review of accounts that are over 90 days ‘old’.

**Consideration of Accounts Receivable Write-offs.** Therese presented her recommendation of accounts to be written off, totaling \$14,376.27. Motion made by Peg Kaul, and seconded by Pat Rippchen to approve the recommendation. Motion passed.

Therese highlighted **cash receipts** for December totaling \$1,216,909.94 which included two ‘admissions’ bonuses totaling \$34,800, an infections measures bonus of \$78,396.15, S/P funds of \$345,900, Route to Recovery funds of \$51,990.97, and WI DHS CAPP funds of \$38,682.98. She said payroll expenses amounted to \$516,810.61 which included comp time payouts, and the Thanksgiving Holiday. She said vouchers amounted to \$174,782.96. The cash

variance for the month totaled a positive \$520,089.11. From the **Cash Disbursements Journals for December**, Therese highlighted check #7958 to Cardmember services, for the credit card, of \$2,757.20 mainly consisting of Covid related expenses (two air scrubbers and duct work) to set up two more Covid patient rooms; she said there was also a clothes washing machine stand included; Therese also highlighted check #7962 to the Pine Valley Employee Fund of \$1,685.00 to pay for Christmas gift cards for staff; funds came from Vending machine sales and employee meal sales; check #7963 to Premier Staffing agency for \$2,261.88, for an LPN; check #7967 to Southwest Cap-lift for \$125.00 for transportation (Covid related expense); check #7976 to CDW Government for \$2,081.64 which included two new portable phones for the nursing floor, and several phone batteries; check #8005 to Shopping News for \$2,783.80 for four months of ad expenses; check #8010 to Uline Shipping for \$431.72 for mobile storage unit (Covid related expense). Motion made by Pat Rippchen and seconded by Don Seep to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for December, highlighting the SNF census average of 70; the report also showed that Medicare days averaged 11., and the CBRF census averaged 15. Tom said a recent death had put the CBRF current total at 14.

**Financials.** Therese prefaced her comments on the balance sheet by saying the numbers were 'pre-audit'. She highlighted from the balance sheet that 1) Inventory totals on page 1 were updated due to end of the year inventories being completed, 2) the current operating cash balance of \$3,220,007.81 which includes the S/P funds, and 3) Accrued vacation and sick pay liability accounts on page 3 were updated due to year-end adjustments. As to the operating cash balance, Tom said in a normal year, the Trustees make a determination as to whether to leave the S/P funds in the operating cash account or move to the capital improvements fund. However, with the transfer this month of \$342,000 to the county general fund, and increased expenses in January, and the outstanding questions in regards to stimulus funds and possible paybacks, it appears the funds should be left in operating for now.

From the **operations statements for December**, Therese highlighted the total revenues of \$938,231 which included the stimulus funds mentioned earlier. Therese said the expenses for the month totaled \$876,551, which are much higher than usual due to the balance sheet accrual adjustments of vacation and sick. She said this made the current month finish at \$61,679 above budget.

Therese then highlighted the year to date numbers which show Pine Valley \$712,975 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 continue to track all Covid related expenses, so to avoid having to give back more stimulus funds than necessary this coming fall.

**Consideration of request** to have the wage scale grade classification of ‘fiscal clerk’ reviewed; motion made by Peg Kaul, and seconded by Pat Rippchen to approve the administrator’s request to have the wage grade classification for Fiscal Clerk be reviewed by Carlson Dettmann consulting, and if a bump in wage or wage grade is supported, to be permitted to take such request to the County Finance & Personnel committee for consideration. Motion passed.

**Administrator’s report.** Tom gave Covid & facility updates.

Motion made by Pat Rippchen and seconded by Peg Kaul **to adjourn**; motion passed.

**Next meeting** to be on Monday, February 15, 2021, at 6:00pm.