

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

February 15, 2021 – 6:00pm

Attendance: Board members present included, Peg Kaul, Marty Brewer, Pat Rippchen, Don Seep (Don connected via telephone), and Richard McKee. 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 Pat Rippchen, 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 January 18, 2021, Trustee meeting, **as written**. Motion passed.

Accounts Receivable Trend report. Therese’s report showed days in accounts receivable for January of 29.14; (December had been 28.97). The goal is to be under 40. Therese also pointed out that the ‘Allowance for Doubtful Accounts’ had been decreased due to last month’s action by the Trustees to write off accounts totaling \$14,376.27.

Consideration for Corporate Council to take the necessary steps including filing a creditor’s claim against an estate. Therese explained that a resident passed away on 1/27/2021 and has a balance owed to Pine Valley for her private pay stay. The resident owned property in Vernon County. Therese had spoken with Attorney Ben Southwick concerning collection efforts. Attorney Southwick stated The Board of Trustees must give permission for Corporate Council to take the necessary steps including filing a creditor’s claim against the decedent’s estate before he can proceed. Motion made by Marty Brewer and seconded by Pat Rippchen to allow Corporate Council to take the necessary steps. Motion passed.

Therese highlighted **cash receipts** for January totaling \$716,482 which included \$17,400 of stimulus funds. She said payroll expenses amounted to \$552,837.45 which included annual sick time payouts, the Christmas and New Year Holidays, and a C.N.A.'s retirement payout. She said vouchers amounted to \$137,974.48, and there was a \$342,000 transfer made to the county. The cash variance for the month totaled a negative \$320,198.26. From the **Cash Disbursements Journals for January**, Therese highlighted check #8023 for the credit card for \$1,992.26 which included \$726 for clothes dryer repair parts, and \$438 for light fixtures (Don Seep asked about the credit card, and Therese explained it was a Pine Valley credit card, and she explained where it is securely stored and the protocols for its use); she also highlighted check #8024 for \$1,000 to Cassandra Anderson for a nursing scholarship; she also highlighted check #8047 to Class 1 Air Inc. for \$496.28 for air filters (a Covid expense); she also highlighted check #8052 to First Supply for \$363.25 to replace a service sink; she also highlighted check #8070 for \$5,564.44 to Phillips Pharmacy, mentioning that this is much lower than usual; also highlighted check #8075 for \$1,062.80 to Shopping News as we have done more advertising, both for employees and for our Assisted Living facility. Motion made by Marty Brewer and seconded by Peg Kaul to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for January, highlighting the SNF census average of 70; the report also showed that Medicare days averaged 10., and the CBRF census averaged 14. He stated that despite occupancy being slightly below budget, revenues were ok because the daily rates came in above budget.

Financials. Therese prefaced her comments on the balance sheet by saying the numbers were 'pre-audit'. She highlighted from the balance sheet the current operating cash balance of \$2,894,193.65.

From the **operations statements for January**, Therese highlighted the total revenues of \$718,598 which included \$17,400 of stimulus funds. Therese said the expenses for the month totaled \$1,144,690, which included the \$342,000 transfer to the county, which had been budgeted, two holidays, the annual sick time payout, and a C.N.A.'s retirement payout of vacation and sick. She said this made the current month finish at a loss of \$426,091, which is \$8,671 better than the loss that was budgeted.

Cash Flow. Therese shared the cash flow report, showing comparisons of cash flow from 2020 to 2021 on a month by month basis.

Stimulus Funds report. Therese and Tom gave a report on the various stimulus funds received to date. They will soon have to fill out a report for the government showing uses of the Federal Cares Stimulus Funds through 2020. They said Covid related expenses through 6/30/21 will be tracked and at this point still accepted. They said they will plan to prepare a report for the March 2021 Trustee meeting showing status of our remaining Federal Cares Stimulus Funds yet to use by 6/30/21. Tom stated if any funds would have to be given back, it wouldn't be until sometime this Fall.

Administrator's report. Tom gave Covid & facility updates. He referred to the '2020 Year in Review' report included in everyone's packets. He suggested their review of it in preparation of their meeting with the county administrator in 'closed session' in March. Tom shared that the lift station roof project has been completed, and that the final bill hasn't arrived yet. He shared that employee turnover for 2020 was 33%, which is much better than averages throughout the country for nursing homes.

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

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