

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

April 19, 2021 – 6:00pm

Attendance: Board members present included, Richard McKee, Peg Kaul, Marty Brewer, Pat Rippchen (and Don Seep via telephone). 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 Marty Brewer and seconded by Pat Rippchen, to **approve the agenda (noting that the ‘closed session’ agenda item will be tabled until at least the May 2021 Trustees meeting) and verify the posting.** Motion passed.

Motion made by Peg Kaul and seconded by Marty Brewer to approve the minutes of the February 15, 2021, Trustee meeting, **as written.** (The March meeting had been canceled.) Motion passed.

Accounts Receivable Trend report. Therese’s report showed days in accounts receivable for February of 26.68; for March of 27.93. The goal is to be under 40. Therese commented that the numbers might be slightly adjusted going forward once the annual audit is completed.

Accounts Receivable Aging Review. Therese Deckert presented the report; giving details of the largest accounts.

Therese highlighted **cash receipts** for March totaling \$657,295.36. She said payroll expenses amounted to \$489,935.85. She said vouchers amounted to \$184,536.09. The cash variance for the month totaled a negative \$18,622.13. From the **Cash Disbursements Journals for March**, Therese highlighted check# 8158 to Cardmember services (credit card), for \$1,447.35 (including continuing ed for the administrator of \$422 – a covid related activity cart \$320 – dishwasher bearings \$181, and other miscellaneous items); she also highlighted check #8159 to Pratt Funeral Home for \$7,500 to set up a resident’s funeral trust (resident had

credit at PV); check #8188 to Fitzsimmons hospital services for \$1,325 for bariatric bed and mattress rental (facility has been getting more bariatric referrals as of late); check #8196 to McKesson Medical Supply for \$31,006.74 (which included the purchase of two new bladder scanners with carts for total of \$13,344 of which the Foundation will reimburse \$1,203, so total out of pocket will be \$12,141 (capital budget was for \$13,000); check #8200 to OMNI technologies for \$1,703.10 to install a new board for FA panel; check #8204 to Phillips Pharmacy for \$5,792.74. Motion made by Peg Kaul and seconded by Marty Brewer to approve the vouchers. Motion passed.

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

Census. Tom reviewed the census reports for February and March, highlighting the SNF census average of 69 & 68 respectively; Medicare days average of 6 & 5 respectively, and the CBRF census average of 15 & 16 respectively. Tom also reviewed report showing how nursing homes all around the area are being mightily challenged with maintaining a strong census.

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 \$3,400,652.06 less \$540,812.50 from interest payments = \$2,859,839.50. Tom pointed out the Cash designated account for debt service on page 2 which stands at \$254,996.24, which will be discussed later. Therese also pointed out the updated numbers on page 3 to the long term liability accounts which reflects the month of March loan payments.

From the **operations statements for March**, Therese highlighted the total revenues of \$655,252 which were low due to the lower Medicare and private pay census. Therese said the expenses for the month totaled \$788,551 which is about \$25,000 over budget; largely due to 3 extra days of payroll accrual, as well as extra medical supply expenses due to the types of patients being admitted. She said this made the current month finish at a loss of \$133,298, which is \$68,314 behind budget. Year to date shows the facility being \$91,595 behind.

Report on Status of request for Fiscal Clerk's wage grade to be reclassified. Tom also showed a report that had been asked by the Finance committee, and also a comment about the debt service fund.

Consideration of proposal for use of remaining Stimulus Funds. Therese and Tom gave a report on the various stimulus funds received to date; specifically they shared the status of what funds are projected to be left unused. They then shared previously discussed ideas on use of some of the remaining funds. No action taken at this time.

Consideration of changing the time of day for which the monthly meeting of the PV Trustees is normally held. Decided by unanimous consent to leave the meeting start time going forward at 6pm.

Administrator's report. Tom gave Covid & facility updates.

(the following 'closed session' agenda item was tabled from the agenda)

Closed Session – Pursuant Wisconsin Statute 19.85 (1) (c) Employee evaluation – Evaluation of Pine Valley Administrator

Return to Open Session.

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

Next meeting to be on Monday, May 17, 2021, at 6:00pm.