

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

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

**May 17, 2021 – 6:00pm**

**Attendance:** Board members present included, Richard McKee, Peg Kaul, Marty Brewer, Pat Rippchen, and Don Seep. Staff present included Tom Rislow – administrator, Therese Deckert – administrative assistant, (and for the FEES presentation, Angie Alexander, Director of Nursing for Pine Valley, and from aegis therapies, Matt Preston and Rachel Redman).

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

Richard announced that the closed session items will be tabled until a future Trustee meeting, as the county administrator is not yet prepared for the review. Motion made by Marty Brewer and seconded by Peg Kaul, to **approve the agenda as amended** and **verify the posting**. Motion passed.

Motion made by Peg Kaul and seconded by Marty Brewer to approve the minutes of the April 19, 2021, Trustee meeting, **as written**. Motion passed.

**Consideration of proposal to fund the purchase of a FEES** (Fiber Optic Endoscopic Evaluation of Swallowing) device, and to fund the training of an individual to become certified in its use. Rachel Redman provided background and information on the FEES device, and its potential benefits to Pine Valley's residents' quality of life, as well as potential cost savings to Pine Valley. Following the presentation and the presenters leaving, the Trustees discussed the matter. Motion made by Don Seep and seconded by Marty Brewer to permit Tom to proceed with the purchasing of the device (using Covid stimulus funds) contingent upon he and Therese first verifying the cost benefit data as presented, and contingent upon aegis therapies first agreeing to cover all costs associated with Rachel Redman obtaining her FEES competency certification. Motion passed.

**Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for April of 30.13; March was 27.93. The goal is to be under 40.

Therese also pointed out the change in the allowance for Doubtful Accounts, that came about through discussions with the financial auditors.

Therese highlighted **cash receipts** for April totaling \$660,549.71. She said payroll expenses amounted to \$685,810.83. Twice a year, there is a month with 3 pay dates, and April is one of those months this year. She said vouchers amounted to \$176,899.31. The cash variance for the month totaled a negative \$206,347.74, which is not an uncommon negative number in a month with 3 pay dates. From the **Cash Disbursements Journals for April**, Therese highlighted check #8217 to Cardmember services (the credit card) for \$5,799.21, the bulk of this being \$3,819.96 for two new refrigerators, \$415 for ice machine filters, \$280 for social workers conference fees, and the rest was for miscellaneous items; she also pointed out check #8228 to Johnson Block for \$4,967 which she said was the first partial invoice for this year's annual financial audit; check # 8234 to Carlson Dettman for \$550 for their review of Fiscal Clerk job descriptions; check #8247 to Fitzsimmons Hospital Services for \$3,576.33 for bariatric equipment rentals; and check # 8256 to Medline for \$1,345 for stocking up on N95 masks. Motion made by Marty Brewer and seconded by Don Seep to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for April, highlighting the SNF census average of 68.66; Medicare days average of 7.33, and the CBRF census average of 15.86. He mentioned that the Heightened Scrutiny process has still not produced approval yet, so Pine Valley continues to only be able to admit private pay individuals to its Assisted Living. There was brief discussion about the need to do another Market Analysis in a year or two.

**Financials.** Therese prefaced her comments on the balance sheet by saying the numbers were 'pre-audit completion'. She highlighted from the balance sheet the current operating cash balance of \$3,194,304.32 (less \$540,812.50 from interest payments), leaving a balance of \$2,653,491.82. This amount represents greater than 3 months of operating expenses on hand. She pointed out on page two the asset account amounts that were changed and updated by the auditors. She also pointed out on page three the new liability account, (#20250) for Covid Relief Funds. There was brief discussion about the need to not lose sight of future capital needs, and to be sure enough funds have been set aside, especially with how costs of materials have skyrocketed.

From the **operations statements for April**, Therese highlighted the total revenues of \$692,548, which is slightly better than budget. Therese said the expenses for the month totaled \$797,040. She pointed out the medical supply line overage reflects the extra rental costs for bariatric equipment. She said this made the current month finish at a loss of \$104,492, which is \$150,000 better than budget. Year to date shows the facility being \$58,405 ahead of budget.

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

**Report on Status** of request for Fiscal Clerk's wage grade to be reclassified. Tom shared that this request is expected to be on the agenda for the May 21, Finance & Personnel Committee. He and Therese shared further background information.

**Consideration of proposal for use of remaining Stimulus Funds and American Rescue Plan Act funds.** Therese and Tom shared that there has been no significant update on Stimulus Funds; they shared the status of what funds are still left unused. They then shared previously discussed ideas on use of some of the remaining funds, as well as new ideas. Whether they will be able to claim any lost revenue under the old stimulus funds for parts of 2021 were still not known as the portal worksheet has still not been posted. Going forward there was general support to have staff submit requests to the county administrator for Rescue Act funds to be used for a front shelter, and for premium pay.

**Administrator's report.** Tom gave Covid & facility updates, including his and Therese's opinion regarding wage plans being considered by the County Finance & Personnel Committee -- the Token Hunt Winner -- the Assisted Living Resident Satisfaction Survey results -- a staff member's life threatening illness and the generosity shown by other county employees - future plans.

Don Seep made the board aware that he would be going to School for the Blind in June, and may have to join the next meeting virtually.

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

**Next meeting** to be on Monday, June 21, 2021, at 6:00pm.