

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

June 21, 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, and Therese Deckert – administrative assistant. The Johnson Block auditor present during their presentation was Marissa Bahr.

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

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

Motion made by Pat Rippchen and seconded by Peg Kaul to approve the minutes of the May 17, 2021, Trustee meeting, **as written**. Motion passed.

Financial Audit report by Johnson Block. Highlights included discussion about fund balances for operating cash, capital, and debt service. Minimum operating balance recommendation remains at 2-3 months of operating expenses (which should include depreciation). Capital fund balance should ‘tie’ to the facility’s long range capital forecast plan; for a very simplified example... if a new roof is on the plan for 15 years from now, estimate it’s cost, then apply the inflation factor, then divide by 15 to get the amount that should be put toward that fund annually for the next 15 years. Debt service is an account that is not required. However, Marissa says that if excess funds were available in any given year (after ensuring the minimum operating cash balance is maintained, and the recommended contribution to the capital fund has been accounted for), then putting aside funds into the debt service account is something they would recommend.

Tom and Therese will review the capital expenditures plan and come back to the next Trustees meeting with an amount to consider for an annual contribution to the capital fund. Don Seep asked that we not forget the possibility of using Solar at some point in the future for providing power for all the geo thermal well

pumps on the campus. Motion made by Marty Brewer, and seconded by Pat Rippchen to accept the auditor's report. Motion passed.

Accounts Receivable Trend report. Therese's report showed days in accounts receivable for May of 34.01; April was 30.13. The goal is to be under 40.

Therese highlighted **cash receipts** for May totaling \$676,777.95. She said this is lower than expected, because the Medicare Part B revenues for April (which amounted to \$16,877); normally received in May, were delayed to June due to the Memorial Day Holiday. She said payroll expenses amounted to \$470,374.23. She said vouchers amounted to \$180,574.85. The cash variance for the month, despite not receiving the Part B revenues, totaled a positive \$21,185.88. From the **Cash Disbursements Journals for May**, Therese highlighted check #8279 to Therapia Staffing for \$4,611.00 for a traveling nurse; check #8282 to Cardmember services (company credit card) for \$1,488.90 (includes \$400 for masks, \$236 for wound care association membership, and other miscellaneous items); check #8298 to Brian Schoeneck for \$1,750.00 for his services to do the annual Medicaid cost report; check #8313 to Fitzsimmons for \$4,433.26 for equipment rentals, more and more of which is for bariatric residents; check #8318 to John Sterling Associates for \$2,200 for annual OIG employee/contractor/volunteer compliance screening; check #8328 to Otis Elevator for \$2,644.20 for our annual service contract; check #8338 to Therapia Staffing for \$9,794.75 for traveling nurse. Motion made by Don Seep and seconded by Peg Kaul to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for May, highlighting the SNF census average of 72; Medicare days average of 13, and the CBRF census average of 16.

Financials. Therese highlighted from the balance sheet the current operating cash balance of \$2,674,677.70. Based on the recently completed financial audit, 3 months of operating expenses, including depreciation would equal \$2,430,520. From the **operations statements for May**, Therese highlighted the total revenues of \$767,287, which reflects a good census for the month. Therese said the expenses for the month totaled \$817,737. She said this made the current month finish at a loss of \$50,450, which is \$23,835 better than budget. Year to date shows the facility being \$82,240 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.

Remaining Stimulus Funds status, including the status of the CARES funds use deadline, was shared by Tom and Therese.

Consideration of bonus increase and expansion of sign-on bonus program.

Motion made by Don Seep and seconded by Pat Rippchen to approve the increase and expansion and to send onto the County Finance & Personnel committee for consideration. Motion passed.

Administrator's report. Fiscal clerk wage reclassification and title change were approved by the county board... FEES feasibility analysis showed an ROI of less than 3 years so Tom had given aegis permission to proceed with the order of the device... Pine Valley will be getting a used Sheriff's department vehicle... CBRF surprise state survey resulted in zero citations... staffing is very challenging but for the most part has not affected ability to take admissions in the nursing home... Tom reviewed work projects for driveway repairs by Highway department to result in costs of about \$10,000 (motion made by Marty Brewer and seconded by Don Seep to express agreement with Tom's actions to engage the Highway department for these necessary repairs (part of which can be considered Covid related expense)); motion passed. Tom shared about preparations for the 2022 operating budget... that they are still awaiting the nursing home annual state survey... and that they had recently paid for a mock survey... that S/P funds have not yet arrived... and that he is considering a contract with a company that would screen the MDS assessments prior to submitting to ensure maximum PDPM rates.

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

Next meeting to be on Monday, July 19, 2021, at 6:00pm.