

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

July ~~21~~ 19 2021 – 6:00pm

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

Minutes: The meeting was called to order at 6:05pm 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 Pat Rippchen and seconded by Peg Kaul to approve the minutes of the June 21, 2021, Trustee meeting, **as written**. Motion passed.

Consideration of moving into closed session. Motion made by Peg Kaul and seconded by Don Seep to move into closed session. Motion passed.

Close session – pursuant Wisconsin Statute 19.85 (1) (c) Employee evaluation – evaluation of Pine Valley administrator discussed. No action taken.

Consideration to come out of closed session. Motion made by Peg Kaul and seconded by Pat Rippchen to come out of closed session. Motion passed.

Therese reviewed the **accounts receivable aging report**.

Accounts Receivable Trend report. Therese's report showed days in accounts receivable for June of 30.69; May was 34.01.

Therese highlighted **cash receipts** for June totaling \$1,141,200.24. She said this is higher because receipts included the SP payment of \$383,200. She said payroll expenses amounted to \$501,095.28, which included the Memorial Day Holiday.

She said vouchers amounted to \$203,209.86 which is higher than usual. The cash variance for the month totaled a positive \$433,682.29. From the **Cash Disbursements Journals for June**, Therese highlighted check #8291 to Therapia Staffing for \$5,553.50, for a traveling nurse; she then highlighted check #8350 to Leading Choice Network for \$5,500 (which represents an annual membership fee); she then highlighted check #8368 to Johnson Block for \$4,750 which represents the 2nd of 3 invoices for the annual financial audit; check #8369 to WOLX radio for \$512 for 3 months of advertising; check #8381 to EZ Way Inc., for \$6,175.77 for a new bariatric lift/sling; check #8389 to Richland County Highway dept. for \$992.41 which represents the first of two invoices for ditch and road repair work; check #8391 to JComp Technologies for \$4,700 which is for computer service contract renewal; check #8391 to JT & Associates for \$1,400, which represents the first of two invoices for preparation of the annual Medicare cost report; check #8395 to LW Allen for \$1,939.70 for a submersible transducer for the well; check #8401 to Omni Technologies for \$1,451.92 for repairs to a fire alarm duct detector; check #8413 to Trane for \$545 for repairs to a roof top DOSA unit. Motion made by Pat Rippchen and seconded by Peg Kaul to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for June, highlighting the SNF census average of 67 and the CBRF census average of almost 16.

Financials. Therese highlighted from the balance sheet the current operating cash balance of \$3,108,347.56. Based on the recently completed financial audit, 3 months of operating expenses, including depreciation would equal \$2,430,520. From the **operations statements for June**, Therese highlighted the total revenues of \$681,063 which were slightly above budget despite the census being lower than budget. Therese then shared details of various expense accounts which were the cause of the month-end expense total to be higher than usual at \$831,015. She said this made the current month finish at a loss of \$149,953, which is \$62,639 worse than budget. Year to date shows the facility being \$19,588 ahead of budget for operations, and \$152,788 ahead in cash flow.

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

Consideration of Capital Fund account balance. Therese and Tom reviewed the projected value of capital needs for PV, to and beyond the next 20 years. Based

on their analysis, and the current balance of the capital fund being \$921,250, they recommend the Trustees contribute annually to the capital fund for the foreseeable future a minimum of \$35,227 (or more). Additionally, Tom and Therese recommend this contribution to the capital fund be made every year in December. Motion made by Don Seep and seconded by Pat Rippchen to move from operating reserves to the capital fund every December going forward a minimum amount of \$35,000 and up to as much as \$50,000; the exact amount depending on Pine Valley's overall financial status at the time. Motion passed.

Consideration of Debt Service account (transfer to, and use of). Tom stated the current balance of the debt service account is \$254,996. He then made a proposal that the Trustees use this account to regularly place excess funds not needed for Pine Valley's operating cash reserves or the capital fund. He suggested the county could monitor the balance of the Debt Service account and could request to take withdrawals from that account as often as they chose and use for whatever purpose they saw fit. The Trustees would have to approve such requests each time before the withdraw or transfer of funds could take place. There was general consensus of support for this idea. The Trustees will decide at their August meeting how much to transfer over to the Debt Service Account to add to the existing balance.

Remaining Stimulus Funds status. Discussed possible ways by which to expend the funds anticipated to be remaining by 12/31/21. Tom was asked to get further details in regards to the cost of constructing a shelter just to the south of the flagpole.

Consideration of 2022 budget and whether to hold a special meeting before 7/30/22. Tom and Therese reported on key assumptions being used for developing the 2022 budget, and asked if the board desired to hold a special meeting to solely discuss the proposed budget. There was support to hold a special meeting. Motion made by Don Seep and seconded by Pat Rippchen to hold a special meeting on Thursday, July 29, at 6pm to solely discuss Pine Valley's budget proposal.

Administrator's report. Tom shared about the work done by the county highway department on the pot holes, and the alley and the soil that eroded; he also reported on a recent State lab report from water samples; he also shared a recent

revision to the medical director contract; and he shared plans to have the county I.T. department order several replacement desk top and lap top computers for the facility that are showing their age.

Consideration of September Trustee meeting date change. Therese announced she would not be able to make the 3rd Monday evening in September for a meeting, and also would not be able to have reports prepared in her absence for that meeting. Therefore, motion made by Don Seep and seconded by Pat Rippchen to change the date of the September Trustee meeting from what would be the normal scheduled day/time (9/20/21...) to **9/28/21**). Motion passed.

Motion to adjourn made by Peg Rippchen and seconded by Peg Kaul. Motion passed.

Next meeting to be on Monday, August 16, 2021, at 6:00pm.