

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

September 27, 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.

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 Pat Rippchen and seconded by Peg Kaul to approve the minutes of the August 16, 2021, Trustee meeting. Motion passed.

Accounts Receivable Trend report. Therese’s report showed days in accounts receivable for August of 34.49; July was 33.89. A particular private pay account overdue was discussed, along with action taken by the facility.

Therese highlighted **cash receipts** for August totaling \$721,941.65. She said payroll expenses amounted to \$483,453.77. She said vouchers amounted to \$183,660.79. The cash variance for the month totaled a positive \$50,029.42. However, that’s before the \$250,000 transfer from operating cash to the debt service fund. From the **Cash Disbursements Journals for August**, Therese highlighted check #8428 for \$500 for an LPN scholarship; check #8479 for \$1,698.72 for credit card purchases, (the bulk of which were for MDS training for a new RN manager, and payment for her MDS association membership, and the cost of bathroom wall lighting); check #8485 for \$8,246 (the bulk of which was for annual leading age dues of \$7,996); check #8511 for \$2,713.26 for bed and mattress rentals; check #8514 for \$3,693.55 for blacktopping portion of alley road, and a portion of this cost will be put as Covid related; check #8521 for \$20,269.48 for nursing and medical supplies. Motion made by Peg Kaul and seconded by Don Seep to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for August, highlighting the SNF census average of 70/day; the Medicare/advantage plans average of 14/day, and the CBRF census average of almost 15. He also explained the reason for the recent temporary hold on admissions and the efforts being taken by the facility to combat the staffing shortage.

Financials. Therese highlighted from the balance sheet the current operating cash balance of \$2,875,979.36. She said this amounts to about 3.5 months worth of operating expenses. She also highlighted the debt service fund amount now at \$504,996.24, as well as the FOGO account (which will be discussed later) with a balance of \$56,019.93.

From the **operations statements for August**, Therese highlighted the total revenues of \$732,430 which is well above budget. Therese then shared details of various expense accounts. Year to date shows the facility being \$32,780 behind of budget for operations, and \$100,420 ahead of budget for 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 FOGO fund account. Tom asked the Trustees to consider using the FOGO account funds to help fund the construction of the shelter out front. Discussion then centered on finding out more about the intended purpose of the FOGO donation. Suggestions were given for follow up to be done by Therese and Tom.

Stimulus Funds status report. Therese said there was nothing new to share about past funds and reports at this time. She said there's going to be a distribution of another fund or the remainder of an existing fund, and that she will be ensuring we get our application submitted when due.

Consideration to advertise for bids for flooring replacement. Motion made by Don Seep and seconded by Pat Rippchen to allow staff to advertise for bids for removal of carpet in hallways, and in the community room, and to replace with woodgrain vinyl. Motion passed.

Administrator's report. Tom gave an update on the search for a new medical director.

Motion to adjourn made by Peg Kaul and seconded by Don Seep. Motion passed.

Next meeting to be on Monday, October 18, 2021, at 6:00pm.