

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

October 18, 2021 – 6:00pm

Attendance: Board members present included, Richard McKee, Peg Kaul, Pat Rippchen, Don Seep and Marty Brewer. 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** and **verify the posting**. Motion passed.

Motion made by Don Seep and seconded by Peg Kaul to **approve the minutes** of the September 27, 2021, Trustee meeting. Motion passed.

Accounts Receivable Aging Review. Therese reviewed the report, including new action taken on the large private pay receivable that was also discussed at the September Trustees meeting. She reviewed accounts where Pine Valley has a lien in place. She also shared about progress being made with past due Anthem accounts. No action necessary.

Accounts Receivable Trend report. Therese's report showed days in accounts receivable for September of 34.07; August was 34.49.

Therese highlighted **cash receipts** for September totaling \$681,715.14. She said payroll expenses amounted to \$491,194.04. She said vouchers amounted to \$154,220.61 which she said is quite a bit lower than usual. The cash variance for the month totaled a positive \$30,483.98. From the **Cash Disbursements Journals for September**, Therese highlighted check #8488 to Omni Technologies for \$1,508.16 (down payment on new projector for community room); check #8545 for the credit card; the main amounts being \$1,200 license renewal for the CBRF, and \$150 for a seminar; check #8577 to EZ Way for \$5,509.25 for a new lift; check #8597 to Trane for \$511.64 for two thermostats for resident rooms. Motion

made by Marty Brewer and seconded by Pat Rippchen to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for September, highlighting the SNF census average of 69/day and the CBRF census average of almost 14. 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 \$2,906,463.34. She said this amounts to about 3.5 months of operating expenses.

From the **operations statements for September**, Therese highlighted the total revenues of \$669,240 which is slightly below budget. Therese then shared details of various expense accounts. The month of September finished \$84,841 ahead of budget. Year to date shows the facility being \$52,061 better than budget for operations, and \$185,261 better than 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 and Therese shared what they learned about the Lillian Fogo donation which came through in 1984. It is essentially unrestricted for 'furthering the operation of Pine Valley...'. The county board retains ultimate authority of how the funds are spent by virtue of resolution 84-16. Tom suggested the funds be considered for the construction of an outside shelter for Pine Valley.

Stimulus Funds status report. Therese said she has received no ruling yet on what she previously submitted – if our method of recognizing lost revenue will be accepted or not. Additionally, she said she plans to submit an application for phase 4 stimulus funds soon.

Consideration of bids for flooring replacement. Tom stated that three bids were received for replacing hallway carpet with wood vinyl. Bids came from Speeth in Viroqua, Badgerland in Richland Center, and Wertz in Richland Center. Tom stated that Badgerland's bid was the lowest. Tom stated that they would work with the lowest bidder to do the work in phases. Motion made by Don Seep and seconded by Peg Kaul to accept the lowest of the three bids (Badgerland), and

direct staff to have the designated hall areas taken care of, while putting the community room, fireplace room and reception area floor replacement off until a future time. Total cost of work to be done now not to exceed \$19,000. Motion passed.

Administrator's report. Tom gave an update on the upcoming WRCO interview, Covid status, medical director search, PACs agreement (having a company review PV's health assessments for financial benefit), laundry outsourcing possibility, and the new directive on posting of public meeting documents. Regarding the posting of documents it was suggested Tom and Therese reach out to corporate counsel and the county administrator for further clarification.

Motion to adjourn made by Marty Brewer and seconded by Pat Rippchen.
Motion passed.

Next meeting to be on Monday, November 15, 2021, at 6:00pm.