

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

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

**November 15, 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 Peg Kaul, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Pat Rippchen and seconded by Marty Brewer to **approve the minutes** of the October 18, 2021, Trustee meeting. Motion passed.

**Accounts Receivable Trend report.** Therese’s report showed days in accounts receivable for October of 41.05; September was 34.07. The goal is to be under 40. Therese explained that one of the reasons for the higher number for October was due to retroactive Medicaid rate increases for which payment hadn’t been received yet.

Therese highlighted **cash receipts** for October totaling \$807,829.70 (of which \$112,500 was from American Rescue Plan Funds which she said came as a transfer from the county). She said payroll expenses amounted to \$827,419.86 which is much higher than normal because of their being 3 pay days and because of the hazard duty bonus pay. She said vouchers amounted to \$381,631.70 which also is much higher than usual. This was mainly due to the \$190,988 payment to the county for the annual cost of property and liability insurance. Because of all these factors, the cash variance for the month totaled a negative \$430,913.41. This did not come as a surprise. Though this draws down the operating cash substantially, it still leaves about 3 months of operating cash on hand. From the **Cash Disbursements Journals for October**, Therese highlighted check #8554 to Richland County Clerk for \$190,988.48 for the annual cost of property and liability

insurance; check #8557 to a resident's family for \$4,351.42 which is a refund due to the resident; check #8,604 for the credit card, total charges of \$1,987.51, of which the main charges were \$600 for 3 new vacuum cleaners, \$653 for light fixtures, \$200 for gift cards, and the rest miscellaneous; check #8606 to an employee for the cost of their C.N.A. class books (\$100.17); check #8607 to WI Dept of Health and Family Services for \$283.50 for an estate recovery refund; check #8621 to Premier Medical Staffing for \$4,235.00 for two weeks of wages for a traveling nurse; check #8637 to JComp Technologies for \$13,989.00 for 5 new laptops and 11 new desk top computers; check #8641 to McKesson Medical for \$21,122.87 which included multiple specialty mattresses, and flu vaccine costs besides the usual purchases; reimbursement will be sought from the PV Foundation for a portion of the cost of the mattresses; check #8646 to Optim, LLC. For \$19,150.00 for the new endoscope for doing swallowing studies in-house; check #8662 to Wolter power Systems for \$2,322.00 for load test and fuel polishing. Motion made by Don Seep and seconded by Marty Brewer to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for October, highlighting the SNF census average of 67/day and the CBRF census average of 15. He explained the facility has been taking admissions again to its skilled side.

**Financials.** Therese highlighted from the balance sheet the current operating cash balance of \$2,475,549.93. She said this amounts to about 3 months of operating expenses.

From the **operations statements for October**, Therese highlighted the total revenues of \$955,549 which is much higher than budget due to the retro Medicaid rate increase, and the transfer of American Rescue Plan funds from the county. Therese then shared details of various expense accounts and the reasons for being over budget including the wage increases, the hazard pay bonuses, flu vaccine costs, specialty mattresses, and a workers comp payment as a result of the annual audit. The month of October finished \$122,160 ahead of budget. Year to date shows the facility being \$174,220 better than budget for operations, and \$307,420 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 Policy on ‘Public Meeting Materials Procedure’.** Discussion concluded that the new policy will cause only minor changes to current practice and should be able to be implemented fairly easily.

**Fraud, Waste & Abuse Training.** Therese facilitated annual training on FWA.

**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 did submit an application for phase 4 stimulus funds.

**Consideration of Policies for Assisted Living.** Motion made by Don Seep and seconded by Pat Rippchen to approve of the policy recommendations for Assisted Living – involving financial eligibility upon admission, pre-admission bed hold charges, Family Care occupancy limit, and maximum discount from private pay charges to be accepted under Family Care. Motion passed.

**Consideration of County’s Strategic Plan proposal (chapters #1 & #2).**

Recommendations and conclusions from this meeting’s discussion will be communicated by Tom to the county administrator.

**Consideration of request to re-advertise in the spring of 2022 for bids for the outside shelter.** Motion made by Marty Brewer and seconded by Peg Kaul to approve the request. Motion passed.

**Consideration of response to the vaccine mandate.** There was discussion about balancing the facility’s need for staff with the expectations of the Covid-19 vaccine mandate.

**Administrator’s report.** Tom provided updates on staffing, Covid prevention, medical director search, garage door repair, flag, school kids visit, hazard pay (and the amount of taxes deducted), and ‘on-boarding’ of new employees.

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

**Next meeting** to be on Monday, December 20, 2021, at 6:00pm.