

Pine Valley Board of Trustees – Meeting Minutes

Held at Pine Valley Community Village, in the community room

December 20, 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, Therese Deckert – administrative assistant, and Steve Alexander, Environmental Services Director.

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 Peg Kaul to **approve the minutes** of the November 15, 2021, Trustee meeting. Motion passed.

Accounts Receivable Trend report. Therese’s report showed days in accounts receivable for November of 39.06; Therese said Medicare receivables are higher than usual, as the October payment wasn’t received until December 1; October days in accounts receivable was 41.05. The goal is to be under 40.

Linen Services Contract. Steve Alexander, presented a proposal for the Trustees to consider; the proposal recommended Pine Valley contract out its laundering of linens to Aramark, for the annual cost of \$98,740. Motion made by Peg Kaul, and seconded by Don Seep to approve sending this proposal onto the County’s Finance & Personnel Committee for their consideration.

Therese highlighted **cash receipts** for November totaling \$1,179,559.73. She said \$433,464.36 was from the American Relief Funds, which is still waiting for allocation direction (so won’t all be Pine Valley’s), and some was from retro Medicaid and family care rate increases. She said payroll expenses amounted to \$499,990.80. She said vouchers amounted to \$173,147.76. Because of all these factors, the cash variance for the month totaled a positive \$501,820.89. From the

Cash Disbursements Journals for November, Therese highlighted check #8666 for the charge card, for \$2,794.65, much of which was for replacement parts for laundry equipment, the rest was made up of miscellaneous items; check #8667 to Premier Medical for \$7,227.50 for RN staffing; check #8690 to Premier Medical for \$5,897.50, also for RN staffing; check #8700 to J.F.Ahern for \$2,060 for the every-5-year sprinkler inspection (the first such inspection for our new building); check #8705 to CDW Government for \$2,516.83 for computer for use with swallow studies; check #8712 to Grainger for \$1,633.26 for electrodes for humidifier (will be capitalized); check # 8717 to Mckesson for \$17,321.45 (a portion includes over \$1,000 for a specialty mattress which will be paid for by the PV Foundation); check #8728 to Relias for \$9,766.08 for annual on-line learning subscription fee. Motion made by Marty Brewer and seconded by Pat Rippchen to approve the vouchers. Motion passed.

Census. Tom reviewed the census report for November, highlighting the SNF census average of 69/day and the CBRF census average of 15.

Financials. Therese highlighted from the balance sheet the current operating cash balance of \$2,977,370.82. She said this amounts to over three months of operating expenses.

From the **operations statements for November**, Therese highlighted the total revenues of \$1,132,813, which included the American Rural relief funds. The month of November finished ahead of budget. Year to date shows the facility being \$569,553 better than budget for operations (however, this includes the American Relief Funds), and \$702,553 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.

Stimulus Funds. Therese gave updates related to stimulus funds applied for as well as received, including funds from the American Rural Relief fund received in November, and Phase 4 Stimulus Funds received in December.

Operational comparisons report. Tom shared an operational comparison report between Pine Valley and other county facilities using 2020 data.

Administrator's report. Tom provided updates on the vaccine mandate – facility staffing – Covid prevention – medical director search, and Christmas staff party plans.

Closed Session consideration. Motion made by Marty Brewer and seconded by Don Seep to go into closed session.

Closed session regarding employee compensation.

Exit closed session. Motion made by Marty Brewer and seconded by Peg Kaul to come out of closed session.

Motion made by Don Seep and seconded by Pat Rippchen to have Richard McKee and Marty Brewer further negotiate and study with specific proposal regarding administrator's compensation and benefits package and confer with County administrator and report back at the next Trustee meeting. Motion passed.

Motion to adjourn made by Marty Brewer and seconded by Peg Kaul; motion passed.

Next meeting to be on Monday, January 17, 2022, at 6:00pm.