

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

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

**January 17, 2022 – 6:00pm**

**Attendance:** Board members present included, Richard McKee, Peg Kaul, Pat Rippchen, Don Seep (by phone) and Marty Brewer (by phone). 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 Don Seep and seconded by Marty Brewer, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Marty Brewer and seconded by Peg Kaul to **approve the minutes** of the December 20, 2021, Trustee meeting. Motion passed.

**Accounts Receivable aging** review.

**Write offs.** Therese proposed writing off two past due accounts, totaling \$1,991.41. Motion made by Marty Brewer, and seconded by Peg Kaul, to write these accounts off (in the December 2021 records). Motion passed.

**Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for December of 33.84; November days was 39.06. The goal is to be under 40.

Therese highlighted **cash receipts** for December totaling \$1,115,917.43. She said \$238,750 were S/P funds, \$55,957.34 was for phase 4 stimulus dollars. As for uses of funds for December, PV had to send \$110,366.37 of the \$433,464.36 of American Relief Funds received in November, to HHS/EMS. Therese said Derek entered a charge for \$132,500 in December due to modifying the way going forward for how workers comp insurance is accounted for. She said payroll expenses amounted to \$538,904.68, which included the Thanksgiving holiday.

She said vouchers amounted to \$160,961.25. Because of all these factors, the cash variance for the month totaled a positive \$171,426.70. From the **Cash Disbursements Journals for December**, Therese highlighted check # 8675 to a C.N.A. who is going to school to be a nurse; this \$500 represents scholarship money; check #8740 for the credit card for \$2,864.35 (\$1,000 of which is for legionella testing); check #8755 to Premier Medical for RN staffing for \$5,381.25; check #8783 to Omni technologies for \$1,011.97 for adding a smoke detector to the oxygen room. Motion made by Don Seep and seconded by Pat Rippchen to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for December, highlighting the SNF census average of 66.58/day and the CBRF census average of 15.58/day. He made mention of the year to year comparisons; most notably the CBRF admissions of 13 during 2021, along with discharges of 12, as compared to only 4 admissions to the CBRF in 2020, and only 3 discharges.

**Financials.** Therese highlighted from the balance sheet the current operating cash balance of \$3,148,797.52. She said this amounts to well over 3 months of operating expenses. She said inventory balances were updated per year end inventories recently taken. She said vacation and sick pay balances were also updated. Therese also pointed out account 20250 'Covid Relief Funds' of \$162,000 that was put aside as a potential liability. However, if this turns out not to be the case, then these funds could be transferred back into the operating cash fund at some point.

From the **operations statements for December**, Therese highlighted the total revenues of \$645,194, which included the transfer of \$110,366 to HHS and EMS. The expenses in most departments were over due to the annual resetting of vacation and sick pay balances – especially large this year because of the significant wage increases.

**Cash Flow Report.** Therese shared the cash flow report, showing comparisons of cash flow from 2020 to 2021 on a month by month basis. This report shows that net cash flow for the entire year of 2021 was a negative \$65,578.

**Consideration of contribution to PV capital fund.** Motion made by Marty Brewer, and seconded by Pat Rippchen to move \$40,000 of operating cash to the capital fund (for the December 2021 records). Motion passed.

**Consideration of contribution to debt service fund.** no action taken.

**Consideration of having a free analysis done for solar panels.** Motion made by Don Seep, and seconded by Marty Brewer, to allow Legacy Solar Cooperative, to do a free solar analysis on Pine Valley, and report back at a future Trustee meeting. Motion passed.

**Report on board terms/status.**

**Administrator's report.** Tom provided updates on facility covid case counts since the last meeting.

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

**Next meeting** to be on Monday, February 21, 2022, at 6:00pm.