

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

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

**March 21, 2022 – 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 supervisor. Also present was Kurt Reinhold from Legacy Solar Co-op, and Georgette White, a resident at Pine Valley.

**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 Marty Brewer and seconded by Peg Kaul to **approve the minutes** of the January 17, 2022, Trustee meeting (the February meeting never occurred; it was canceled due to weather concerns). Motion passed.

**Consideration of State of Wisconsin Bed Tax for nursing homes.** Resident, Georgette White, expressed her issue with being charged a bed tax while a resident at PV. She then shared a possible solution for the board to consider. The board thanked her for coming and for expressing her opinion.

**Consideration of solar agency agreement with Legacy Solar Coop.** Following a presentation by Kurt Reinhold, CEO, of Legacy Solar Coop, a motion was made by Don Seep and seconded by Peg Kaul, to approve the signing of an agreement between Pine Valley and Legacy, at a cost of \$2,300, for Legacy's consulting services to prepare a request for proposal for a solar array at Pine Valley (size of 180 kilowatt – 550 solar panels) – and to approve of Pine Valley becoming a member of Legacy's coop at a one-time cost of \$250. Motion passed.

**Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for February of 43.86; January days was 36.30. The goal is to be under

40. Therese gave highlights of two challenging private pay accounts, along with the fact that the Medicare payment for January did not arrive until March 1 – all contributing to the higher number of days in accounts receivable.

Therese highlighted **cash receipts** for February totaling only \$598,392.83; she said the Medicare receipts, of over \$155,000, because of the short month of February, didn't arrive until after the month was over, so are not included in the February totals. She said payroll expenses amounted to \$502,768.50. She said vouchers amounted to \$235,570.25. Two significant checks caused the vouchers to be higher than usual for February (one for Wi County Mutual, annual liability insurance endorsement, and one for Badger Flooring, for the hallway flooring project.) The cash variance for the month totaled a negative \$145,820.42. From the **Cash Disbursements Journals for February**, Therese highlighted check #8809 to Wisconsin County Mutual for \$30,154.00 for the annual liability insurance endorsement; check #8866 for the credit card, for \$2,472.33, the largest entries being for a replacement clothes washing machine of \$1,000, and a repair of a clothes dryer costing almost \$500; check #8885 to Block Iron & Supply company for \$669.12 for a replacement electronic door lock for the loading dock; check #8886 to Uline Shipping Supply Specialists for \$927.64 for 4 moveable shelves for laundry; check #8887 to Oak Medical for \$1,200, the company with whom Pine Valley receives Medical Director services from; check #8893 to Badgerland Flooring for \$15,119.50 for hallway flooring project; check #8895 to Chitwood Electric for \$929.77 for 3 heat pump motors; check #8906 to Medline Industries for \$550.00 for 5 clean linen carts. Motion made by Marty Brewer and seconded by Pat Rippchen to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for February, highlighting the SNF census average of 67.5/day and the CBRF census average of 15.3/day.

**Financials.** Therese highlighted from the balance sheet (\*pre-audit) on page one, the current operating cash balance of \$2,928,922.78; on page two, showing that the county hasn't yet taken the \$504,996.24 of Pine Valley's debt service fund, but plan to take it in March; on page three, the \$162,000 Covid-19 relief fund liability, which may be returned to the operating cash account following our upcoming financial audit.

From the **operations statements for February**, Therese highlighted the total revenues of \$710,296 which is \$44,419 better than budget, and the expenses which were under budget, which left a bottom line for the month at a loss of

\$84,893; (which includes \$93,217 for depreciation). The loss year to date of \$182,605 is \$90,667 better than budget.

**Cash Flow Report.** Therese shared the cash flow report, showing comparisons of cash flow since January of 2021 on a month by month basis.

**Consideration of proposed county committee restructuring as it relates to Pine Valley Trustees.** This was discussion only.

**Administrator's report.** Tom gave reports on the following topics: The facility changed in-house dental providers from Health Drive to LTC Dental. The Aramark linen service contract went into effect March 7. He shared about one staffing agency's price gouging scheme. He also gave updates about Covid and testing, and about a number of other topics.

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

**Next meeting** to be on Monday, April 18, 2022, at 6:00pm.