

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

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

**April 18, 2022 – 6:00pm**

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

Motion made by Don Seep and seconded by Marty Brewer to **approve the minutes** of the March 21, 2022, Trustee meeting. Motion passed.

**Accounts Receivable Aging Review.** Therese reviewed Accounts Receivable cases that are beyond 90 days past due.

**Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for March of 40.48; February days was 43.86. The goal is to be under 40.

Therese highlighted **cash receipts** for March totaling \$851,995.49 (which, she said included the \$155,131 February Medicare payment). She said payroll expenses amounted to \$499,532.41. She said vouchers amounted to \$192,994.48. The cash variance for the month totaled a positive \$153,908.26. From the **Cash Disbursements Journals for March**, Therese highlighted check #8923 for the credit card for \$2,415.80 with the largest charges being \$830 for lighting, \$430 repairs for DOSO unit, and over \$100 for lift batteries; check #8925 to Accushield for \$3,819 for a self-screening kiosk (will be seeking a grant to cover half the cost); check # 8929 to Legacy Solar for \$2,550 for consulting and coop membership; check #8952 to Aramark for \$5,760.41, for laundry service; check #8957 to EZ Way for \$6,364.10 (for 4 manual stand aides; 2 to be funded through the

Foundation, and 2 by a private donor); check #8964 to Kraemer Air Filter for \$1,466.25, for filters for heat pumps. Motion made by Peg Kaul and seconded by Pat Rippchen to approve the vouchers. Motion passed.

**Census.** Tom reviewed the census report for March, highlighting the SNF census average of 71/day and the CBRF census average of 16/day.

**Financials.** Therese highlighted from the balance sheet on page one, the current operating cash balance of \$3,082,831.04.

From the **operations statements for March**, Therese highlighted the total revenues of \$808,084 which is \$80,763 better than budget, and the expenses which were over budget, which left a bottom line for the month at a loss of \$34,513; (which includes \$93,459 for depreciation). The loss year to date of \$217,118 is \$142,910 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 to acquire a 2012 Dodge Grand Caravan from Richland County's Sheriff's Department.** Motion made by Marty Brewer and seconded by Pat Rippchen to approve the transfer from the Sheriff's department. Motion passed.

**Consideration to purchase a storage unit.** Bids reviewed. Motion made by Don Seep and seconded by Richard McKee to approve the purchase of the lowest bid on the 40' used unit, from Container One for \$4,722. Motion passed.

**Consideration of possible actions related to the solar array project.** Reviewed timeline of events. No action necessary at this time.

**Consideration of picnic shelter bids and related grant requests.** Motion made by Peg Kaul and seconded by Pat Rippchen to authorize Pine Valley's administrator to submit two grant requests; one to DHS and one to the Joan Woodman Orton McCullom Foundation, for funding help toward the proposed picnic shelter.

**Consideration of sending an employee wage grade reclassification request to Carlson Dettman for review.** This request if it makes its way all through the committee process, would be included in the 2023 budget package and not take effect before 2023. Motion made by Marty Brewer and seconded by Pat

Rippchen to approve sending the request on to Carlson Dettmann. Motion passed.

**Administrator's report.** Tom gave reports on the following topics: Includa and assisted living – Health insurance cost concerns – upcoming new combined structure with child support, and possible new agenda format.

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

**Next meeting** day/time to be determined.