

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

May 16, 2022 – 6:00pm

Attendance: Board members present included Richard McKee, Steve Williamson, Barb Voyce, Ken Rynes, Pat Rippchen, Don Seep, and Marty Brewer. Staff present included Tom Rislow – Administrator, Amy Hoffman - Director, Therese Deckert – administrative assistant, and (Kurt Reinhold – Legacy Solar CEO, was present during the solar array discussion.)

Call to order: The meeting was called to order at 6:00pm by the chairperson, Richard McKee.

Motion made by Marty Brewer and seconded by Barbara Voyce, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Don Seep and seconded by Steve Williamson to **approve the minutes** of Pine Valley’s April 2022 meeting, and of Child Support’s March 2022 meeting – understanding that Tom will correct tonight’s meeting agenda where it lists Pine Valley’s minutes as being from March 21, 2022 when they were actually from April 18, 2022. Motion passed. Tom will make the correction.

Consideration of **determining a vice chair**. Motion made by Steve Williamson and seconded by Marty Brewer to nominate Ken Rynes to be vice chair. Motion passed.

CS Amy provided the committee with an introduction to Child Support. The monthly performance for the agency was also discussed and Amy shared that currently Richland County’s Child Support Agency is exceeding all performance measures and is currently ranked ‘First’ in the state for arrears collection. Questions about work load led to a discussion about the possibility of adding a part-time position. Amy shared that she has already been looking at this and that she needs to do more research on the costs and whether it would be feasible for the budget. She answered questions about this and other matters, and

encouraged committee members to reach out to her if they have further questions.

CS Amy presented a summary of bills/expenses incurred by the agency from 3/1/22 to 5/10/22 and said none of the expenses were unusual. Motion made by Ken Rynes and seconded by Steve Williamson to approve the CS bills as presented. Motion passed.

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for April was 42.34; March days was 40.48. The goal is to be under 40.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for April of \$794,806.51. She said payroll expenses amounted to \$718,981.71, and included 1 holiday and 3 paydays. She said vouchers amounted to \$192,553.98. The cash variance for the month totaled a negative \$119,624.04. From the **Cash Disbursements Journals for April**, Therese highlighted check #8987 for the credit card, for \$3,852.92, the main purchase being a replacement blender for the main kitchen priced at \$1,600; check #8988 to Premier Medical Staffing for \$3,412.50, and another check (#9005) for \$5,040 to Premier – both for RN staffing; check #9006 to Johnson Block & Company, for \$5,556.00 for part of the annual financial audit work; check #9015 to aegis therapies for \$44,915.12 for physical, occupational and speech therapy; check #9031 to Mckesson for \$13,678.62 for medical supplies; check #9050 to the WI Dept. of Health & Family Services for \$13,600 for the monthly bed tax charges. Motion made by Don Seep and seconded by Marty Brewer to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for April, highlighting the SNF census average of 75/day and the CBRF census average of 16/day. He said while the SNF census got to a high of 77, they have since been allowing it to drop due to staffing issues.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$2,974,223.50, and the capital funds balance of \$961,249.62, as well as the FOGO donation fund account of \$56,019.93

From the **PV operations statements for April**, Therese highlighted the total revenues of \$825,134 which is \$118,294 better than budget, and the expenses which were under budget, which left a bottom line for the month at a loss of

\$12,412; (which includes \$92,976 for depreciation). The loss year to date of \$229,530 is \$447,895 better than budget.

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

PV Consideration of possible actions related to the solar array project. Motion made by Ken Rynes and seconded by Marty Brewer to accept the Solar Array construction bid from Solar Connections for \$286,139 and to authorize Pine Valley's administrator to:

- 1) meet with Solar Connections to discuss engineering modifications to their original bid which might enhance the proposed array's energy production;
- 2) add such modifications to the original bid, if the modifications will add more financial benefit to the array than cost;
- 3) to complete the financial plan by completing contract negotiations with the private investors who will own the array for a minimum of five years, and have such contract reviewed by Richland County corporate counsel;
- 4) to present the Solar array proposal and financing plan to Richland County's Finance & Personnel Committee on June 7, 2022, for their approval to send onto the Richland County Board for its meeting on June 21, 2022. Motion passed.

PV Consideration of picnic shelter bids. Motion made by Marty Brewer and seconded by Pat Rippchen to accept the Shelter bid from Salisbury Construction II LLC for \$67,490 and to authorize Pine Valley's administrator to:

- 1) meet with Salisbury construction regarding modifications to the original plan, and determine added cost;
- 2) proceed with project only if funding from other sources comes through and Pine Valley's out of pocket expenses will not exceed \$30,000. Motion passed.

PV Administrator's report. Tom shared that the winner of the annual token hunt was Alea Klingaman

Motion to adjourn made by Ken Rynes and seconded by Steve Williamson; motion passed.

Next meeting will be on Monday, June 20, 2022, at 6pm.