

## **Pine Valley & Child Support Standing Committee – Meeting Minutes**

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

**June 20, 2022 – 6:00pm**

**Attendance:** Board members present included Richard McKee, Barb Voyce, Ken Rynes, Pat Rippchen, Don Seep, and Marty Brewer; (Steve Williamson was absent). Staff present included Tom Rislow – Administrator, Amy Hoffman - Director, Therese Deckert – administrative assistant, (and Marissa Bahr, from Johnson Block, during Pine Valley’s Financial audit review).

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

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

Motion made by Marty Brewer and seconded by Barb Voyce to **approve the minutes** of the PV/CS May 2022 meeting. Motion passed.

Motion made by Marty Brewer and seconded by Don Seep to approve all actions taken during the May 16, 2022, PV/CS meeting that were ‘moved’ or ‘seconded’ by supervisor Ken Rynes (who was not officially a supervisor yet at the time of that meeting). Motion passed.

**CS** Motion made by Don Seep and seconded by Pat Rippchen to approve the monthly bills which totaled \$1,794.10. This included the purchase of a new shredder that is IRS compliant for federal tax information. Motion passed.

**CSA** Performance shows agency is meeting and exceeding performance goals with the agency being first in the state for arrears collection

**CSA** is in the middle of the triennial review which has 2 components, program monitoring and IRS compliance

**CSA** presented the monthly budget flow which shows the agency is on track with expenditures

**CSA** has requested of the administrator to put before F & P an increase to the budget with a request for a part-time position and an increase in certain line items such as interpreter fees, copy fees, registration fees, etc.

**PV** 2021 Financial Audit was reviewed by Marissa Bahr, from Johnson Block. Motion made by Marty Brewer and seconded by Pat Rippchen to approve of the report. Motion passed.

**PV** motion made by Don Seep and seconded by Pat Rippchen to 1) accept the revised cost figure for the Solar Array from Solar Connections of \$296,153, and 2) to pay Legacy Solar Coop \$6,253 for their technical services through the duration of the project, and 3) to use \$159,436 from PV's capital fund for this project, and 4) to send the Solar Array project proposal (as revised) onto the county's Finance & Personnel Committee for their consideration. Motion passed.

**PV Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for May of 46.98 (she said this much higher than usual number was due to the late arrival of the Medicare Part A & B receipts); had those receipts arrived in May, it would have changed the 46.98 number to be under 40 which is the goal; April days was 42.34.

#### **PV Consideration of vouchers.**

Therese highlighted **cash receipts** for May of \$623,208.55, which is lower than usual. She said Medicare Part A & B receipts totaling \$176,654 were received just after the close of the month and so were not able to be included in the May receipts. She said payroll expenses amounted to \$496,235.19. She said vouchers amounted to \$207,832.36, which is high, and this is largely due to the annual dues of both Leading Age and Leading Choice being paid in the month of May. The cash variance for the month totaled a negative \$95,575.29. (it would have been a positive \$81,078 if the Medicare receipts had arrived during the month.) From the **Cash Disbursements Journals for May**, Therese highlighted check #9061 for \$6,512.85 for the credit card, and the biggest contributors to that were 4 new stethoscopes for \$1,265 and a new household refrigerator for \$2,924; she also highlighted check #9071 for \$1,800 to Brian Schoeneck who is a consultant who

completes PV's annual Medicaid cost report; check #9091 for \$1,245.50 to Grantland Safety for the annual inspection of all of PV's fire extinguishers; check #9093 for \$1,896.79 to Hobart for parts and service for the 300 household's commercial dishwasher; check #9094 for \$2,200 to John Sterling Associates, for the annual compliance screening of all staff and volunteers; check #9098 for \$8,171 to Leading Age for annual dues; and check #9099 for \$6,060 to Leading Choice for annual dues. The Trustees requested how the waste water charges were determined each month, and Tom and Therese said they would report the answer next month from Steve Alexander. Motion made by Ken Rynes and seconded by Barb Voyce to approve the vouchers. Motion passed.

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

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$2,881,285.44 and the capital funds balance of \$961,249.

From the **PV operations statements for May**, Therese highlighted the total revenues of \$757,839 which are \$30,518 better than budget, and the expenses which were over budget, which left a bottom line for the month at a loss of \$108,171; (which included \$92,976 for depreciation). The loss year to date of \$337,702 is \$441,520 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 Administrator's report.** Tom gave highlights from the previous 30 days on a real tornado drill, and on front shelter grants status.

**Motion to adjourn** made by Ken Rynes and seconded by Barb Voyce; motion passed.

**Next meeting** will be on Monday, July 18, 2022, at 6pm.