

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

July 18, 2022 – 6:00pm

Attendance: Board members present included Richard McKee, Barb Voyce, Ken Rynes, Pat Rippchen, Don Seep, Marty Brewer and Steve Williamson. Staff present included Tom Rislow – Administrator, Amy Hoffman – Director, and Therese Deckert – administrative assistant.

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

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

Motion made by Don Seep and seconded by Barb Voyce to **approve the minutes** of the PV/CS June 2022 meeting. Motion passed.

CS Motion made by Don Seep and seconded by Steve Williamson to approve the monthly bills which totaled \$1,346.03. Motion passed.

CS Performance #'s for June

Agency is passing all performance goals set by the Federal government.

Agency is currently #1 in the State for Arrears Collection & #6 for Support Collection

CS Revenue & Expenditure for June 2022 are on track

Expenditures for the month of June were \$12,769.05

Revenue for the month of June was \$11,655.48

CS 2021 Revenue & Expenditures by the Agency

2021 actual expenditures were \$140, 896.43

2021 Reported Revenue was \$139, 122.43

2021 Actual Revenue was \$151,480.06

This was due to \$10,583.63 erroneously deposited into HHS revenue during the month of Sept 2021

For 2021, there was no levy from the Child Support Agency onto the county taxes

CS 2023 Suggested Budget with Line Item detail

Per county administrator's suggestion, CSA was to move forward with a small increase in budget as it is necessary to the agency. The increase is less than \$3000 and will be reimbursed by 66% from the State.

Motion made by Don Seep and seconded by Pat Rippchen for Amy to present the suggested 2023 Budget to the Finance and Personnel Committee. Motion passed.

PV Therese reviewed report of accounts receivables that were significantly past due.

PV Consideration to authorize lien. Motion made by Ken Rynes and seconded by Barb Voyce to seek lien on a specific property due to a large past due balance. Motion passed.

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for June of 41.77. The May number was 46.98.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for June of \$1,235,099.93, which included \$176,654.18 (the late receipt of April Medicare payments), and \$374,450 which was the amount of the semi-annual supplemental payment. She said payroll expenses amounted to \$519,302.47 (a little higher than usual due to a holiday). She said vouchers amounted to \$212,982.22; this amount was higher due to multiple computer purchases (as budgeted in capital expenditure plan), the replacement of two compressors, the purchase of an outside storage container (as previously approved by the Trustees), and payments to the agencies from which Pine Valley's traveling C.N.A.s and nurse come through. The cash variance for the month totaled a positive \$497,681.74. When added with the other monthly cash flow numbers year to date (both positive and negative), Pine Valley finished the 1st half of 2022 at \$256,000 to-the-good for cash flow.

From the **Cash Disbursements Journals for June**, Therese highlighted check #9130 (credit card) for \$5,723.03 (which includes over \$4,000 for the outside storage unit, and \$700 for employee incentives). Therese also highlighted check #9136 for \$6,408.33 which was a refund to former resident; she also highlighted check

#9146 for \$8,826.08 to Precision Controls for the replacement of two compressors; check #9161 for \$853.86 to Chitwood Electric for two heat pump motors; and check #9169 for \$10,136.12 to Jcomp technologies for replacement computers. Question was asked about the check to Kraemer's Air Filter, and Therese and Tom will bring back feedback to the August meeting. Motion made by Marty Brewer and seconded by Ken Rynes to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for June, highlighting the SNF census average of 68/day and the CBRF census average of 15/day.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$3,378,967.18, which equates to well over four months of operating expenses.

From the **PV operations statements for June**, Therese highlighted the total revenues of \$738,732, and the expenses of \$827,596 which left a bottom line for the month at a loss of \$88,894. The loss year to date of \$426,596 is \$475,301 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 to move funds from operating cash account to the capital fund and to the debt service fund. Motion made by Steve Williamson and seconded by Pat Rippchen to move \$200,000 from the operating cash account to the capital fund (\$40,000 of which represents the annual contribution to maintain appropriate capital fund balance for the future, and \$160,000 which represents PV's future out of pocket cost for the Solar Array), and to move \$300,000 from the operating cash account to the debt service fund; thereby putting aside the funds the county expects to receive from PV in 2023. Motion passed.

PV Consideration of resolution for PV proposed by the county administrator on 6/22/22. Discussion only; no action taken.

PV Consideration to have Carlson Dettmann review wage grade placement of the position of resident assistant. Motion made by Don Seep and seconded by Steve Williamson to approve of PV's administrator sending a wage grade placement consideration off to Carlson Dettmann. Motion passed.

PV Administrator's report. Tom gave highlights from the previous 30 days.

Motion to adjourn made by Don Seep and seconded by Steve Williamson; motion passed.

Next meeting will be on Monday, August 15, 2022, at 6pm.