

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

August 15, 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, and Therese Deckert – administrative assistant. Child Support agency director, Amy Hoffman, was absent, so her portion of the agenda was tabled until the September 2022 meeting.

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 Pat Rippchen, 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 July 18, 2022 meeting. Motion passed.

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for July of 41.33. The June number was 41.77. Therese provided an explanation regarding the Allowance for Doubtful Accounts. She also answered questions about a lien on a resident's property.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for July of \$766,866.71. She said payroll expenses amounted to \$510,218.31 (a little higher than usual due to a holiday). She said vouchers amounted to \$214,273.90 (a little higher than usual due to over \$41,000 spent on traveler staff); The cash variance for the month totaled a positive \$40,613.74.

From the **Cash Disbursements Journals for July**, Therese highlighted check #9199 for the credit card for \$3,062.57 (which included N95 masks, fire alarm batteries, and various nursing supplies, and pizza for staff & residents one evening); also check #9221 to Johnson Block for the last of the annual audit invoices, for

\$5,193.00; and check #9225 to Block Iron for \$1,410.00 for controller lock for a courtyard access door. Therese also answered questions related to the two Solar project expenses; \$6,253.83 to Legacy Solar for their project fees, and \$6,000 to Solar Connection, a down payment to start the engineering phase. Therese explained that both amounts would be considered part of the capital expenses for the project. Motion made by Steve Williamson and seconded by Ken Rynes to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for July, 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 \$2,919,580.92, which equates to over three months of operating expenses, and reflects having moved \$200,000 to capital fund, and \$300,000 to debt service fund. She also answered questions related to the FOGO fund of \$56,019.

From the **PV operations statements for July**, Therese highlighted the total revenues of \$756,628 (a little under budget due to census being a little under budget), and the expenses of \$872,006 which left a bottom line for the month at a loss of \$115,378. The loss year to date of \$541,974 is ahead of 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 2023 budget. Motion made by Steve Williamson and seconded by Pat Rippchen to approve of the budget as proposed; before a vote was taken, a motion was made by Ken Rynes and seconded by Steve Williamson to revise the budget to reflect a 7% wage increase. Both motions passed.

PV Discussed revised resolution for PV as proposed by F & PC; for PV to 'explore' providing 50% of the annual debt service payment. Tom will prepare a report on this topic for discussion at the September Trustee meeting

PV Consideration to adopt an Assisted Living discount policy.

Motion made by Marty Brewer and seconded by Ken Rynes to adopt a policy to provide a rate discount of \$1,000 per month (prorated by the day) for CBRF residents who spend time at the nursing home side of Pine Valley, while holding their bed on the CBRF. The motion included an effective date of July 1, 2022.

The new discount policy would not apply to hospital leaves, or home and therapeutic leaves. Motion passed.

PV Administrator's report.

Motion to adjourn made by Ken Rynes and seconded by Pat Rippchen; motion passed.

Next meeting will be on Monday, September 19, 2022, at 6pm.