

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

September 19, 2022 – 6:00pm

Attendance: Board members present included Richard McKee, Barb Voyce, Pat Rippchen, Steve Williamson, (and Don Seep by phone)., Marty Brewer and Ken Rynes were absent. A guest; Bob Frank, county supervisor, was present during the CS Director's portion of the meeting, and then during his own presentation. 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 Don Seep and seconded by Steve Williamson, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Steve Williamson and seconded by Pat Rippchen to **approve the minutes** of the PV/CS August 15, 2022 meeting. Motion passed.

CS Review/approval of monthly bills. Motion made by Steve Williamson and seconded by Barb Voyce to approve the bills. Motion passed.

CS Performance – for the months of July and August; the agency is meeting and exceeding the federal performance standards.

CS Presented the monthly expenditure reports for July and August. Also introduced a new report which is a copy of what is submitted to the state every month for reimbursements.

CS Director's report – reported that the Administrator has recommended to F & P to include part-time position in child support; agency has been busy and has brought back Nancy Tisdale as an LTE to help out 8 hours per week; agency is gearing up for Fall conference in October

PV Supervisor Melvin (Bob) Frank, of the County's Ad Hoc Referendum Committee, gave a status report and had Q & A.

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for August of 41.10. The July number was 41.33.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for August of \$758,035.76. She said payroll expenses amounted to \$491,588.39. She said vouchers amounted to \$217,429.73 (a little higher than usual due to over \$41,000 spent on traveler staff); The cash variance for the month totaled a positive \$42,710.39.

From the **Cash Disbursements Journals for August**, Therese highlighted check #9261 for the credit card for \$2,766.19 of which over \$1,100 was for dozens of staff being recertified for CPR, and \$250 was to Leading Age; check #9262 to J.F. Ahern Company for \$2,298.37 for repairing a leak in a pipe in a mechanical room; check #9288 to CG Schmidt, Inc. for \$5,259 for the library door project (a covid related expense); check #9308 to Hobart Service for \$1,482.39 for dishwasher parts. Motion made by Steve Williamson and seconded by Barb Voyce to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for August, highlighting the SNF census average of 68/day and the CBRF census average of 15/day. He also reviewed the recent drop in census in the SNF due to a higher than usual number of deaths and discharges.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$2,710,328.81, which equates to over three months of operating expenses. It is significantly lower than the previous month because of the mortgage interest payment being reflected.

From the **PV operations statements for August**, Therese highlighted the total revenues of \$750,878 (a little under budget due to the State Medicaid and Family Care new rates not being approved yet, and because census is a little lower than budget), and the expenses of \$863,951 which left a bottom line for the month at a loss of \$113,073. The loss year to date of \$655,047 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 Federal Audit of Provider Relief Funds received by Pine Valley. Therese reviewed the status of this audit.

PV Discussed draft document exploring PV's ability to fund 50% of its annual mortgage payment

PV Status of outside Shelter project/grants, and consideration of using FOGO fund for project. Motion made by Don Seep and seconded by Steve Williamson to seek Finance Committee and County Board approvals to proceed with the outside shelter project at the revised amount of \$86,000, using Grant monies from DHS (\$20,000) and Joan Woodman Orton McCollum Foundation (\$20,000), the Pine Valley Foundation (amount to be determined), and using the FOGO fund to make up the difference – and to authorize use of any remaining FOGO funds for future enhancements to the shelter. Motion passed.

PV Administrator's report. Tom gave a status report on the Solar project (Inflation reduction act effect...), the front lobby flooring project, and on the repairs being made to the historic window by the flag pole.

Motion to adjourn made by Barb Voyce and seconded by Steve Williamson; motion passed.

Next meeting will be on Monday, October 17, 2022, at 6pm.