

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

October 17, 2022 – 6:00pm

Attendance: Board members present included Richard McKee, Barb Voyce, Pat Rippchen, Steve Williamson, Don Seep, Marty Brewer and Ken Rynes. Staff present included Tom Rislow – Administrator, 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 Marty Brewer and seconded by Ken Rynes, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Pat Rippchen and seconded by Steve Williamson to **approve the minutes** of the PV/CS September 19, 2022 meeting. Motion passed.

PV Accounts Receivable aging review

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for September of 38.05. The August number was 41.10.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for September of \$765,696. She said payroll expenses amounted to \$709,485, which is high due to 3 pay days and a holiday. She said vouchers amounted to \$224,296 (a little higher than usual due to \$35,000 spent on traveler staff, \$10,388 spent on the front lobby flooring project, \$2,999 on a new refrigerator, and \$7,404 on smartnet agreements through Jcomp); she also commented on the sale of the old facility van. The cash variance for the month totaled a negative \$173,309, which is to be expected in months with three paydates.

From the **Cash Disbursements Journals for September**, Therese highlighted check #9332 for the credit card for \$1,760 (the bulk being for CBRF safety classes, Pine Valley promo materials for the county fair and for a job fair, and Kwik Trip gift

cards); check #9342 to Jcomp technologies for \$7,404 for smartnet agreements; check #9358 to Phillips pharmacy for \$20,349 (although we expect some adjustments in Pine Valley's favor); check #9363 to Badgerland Flooring for \$10,388, and check #9389 to Town & Country T.V., for \$2,999. Barb Voyce questioned why (when looking at check #9337 and #9338) it appeared the facility was paying more for a traveler C.N.A. than for a traveler nurse – and the only likely explanation has to do with hours worked being different. Motion made by Barb Voyce and seconded by Steve Williamson to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for September, highlighting the SNF census average of 63/day (which is the lowest average census for a month in Pine Valley's history) and the CBRF census average of 15/day. Tom stated that October census in the nursing home has slowly rebounded to averaging 65/day.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$2,788,981, which equates to 3.5 months of operating expenses. From the **PV operations statements for September**, Therese highlighted the total revenues of \$693,545 (significantly under budget due to census and due to the State Medicaid and Family Care new rates not being approved yet), and the expenses of \$840,392 which left a bottom line for the month at a loss of \$146,848. The loss year to date of \$801,895 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 Consideration of request for information from the Ad-Hoc committee. A draft response was reviewed and commented on.

PV Administrator's report. Tom gave a status report on the Solar project, various statistics comparing Pine Valley with other facilities, resident satisfaction survey results for the nursing home, Covid cases, a colleague's use of a company called international manpower connection, and about a response being prepared for the county administrator regarding the positions at Pine Valley involving H.R. and/or Finance responsibilities.

Motion to adjourn made by Don Seep and seconded by Ken Rynes; motion passed.

Next meeting will be on Monday, November 21, 2022, at 6pm.