

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

November 21, 2022 – 6:00pm

Attendance: Board members present included Richard McKee, Barb Voyce, Pat Rippchen, Steve Williamson, Marty Brewer and Ken Rynes. Don Seep was absent. 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 Ken Rynes, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Marty Brewer and seconded by Pat Rippchen to **approve the minutes** of the PV/CS October 17, 2022 meeting. Motion passed.

CS Monthly bills were reviewed and approved. Motion made by Marty Brewer and seconded by Steve Williamson to approve the bills. Motion passed.

CS Performance numbers for the previous month were reviewed.

CS The rolling budget for the previous month was reviewed.

CS Director gave her report.

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for October of 39.93; for September it was 38.05.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for October of \$752,820.68. Therese said payroll expenses amounted to \$464,721.13. She said vouchers amounted to \$253,549.03. The cash variance for the month totaled a positive \$29,413.83.

From the **Cash Disbursements Journals for October**, Therese highlighted check #9400 for \$8,136 which was a refund due to a resident; check #9403 to National Seating & Mobility for \$4,070.40 for a specialized wheelchair for a resident (50% of which will be covered by the Pine Valley Foundation). A question about the aegis bill was asked and answered. Motion made by Steve Williamson and seconded by Barb Voyce to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for October, highlighting the SNF census average of 64/day and the CBRF census average of 15/day.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$2,818,395 which equates to a little over three months of operating expenses.

From the **PV operations statements for October**, Therese highlighted the total revenues of \$783,815, a good number for the month despite the low census – and this good number was largely due to the significant number of Medicare Part A patient days, and the higher per diem received from them; she also highlighted the expenses of \$825,307 which left a bottom line for the month at a loss of \$82,218 (which includes over \$93,000 of depreciation; a non-cash expense).

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 Annual Fraud, Waste and Abuse education was provided.

PV Administrator's report. Tom gave a status report on the Solar project, the shelter project, the status of H.R. & Finance positions analysis, and the status of staffing overall.

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

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