

## **Pine Valley & Child Support Standing Committee – Meeting Minutes**

**Held at Pine Valley Community Village, in the community room**

**December 19, 2022 – 6:00pm**

**Attendance:** Board members present included Richard McKee, Barb Voyce, Pat Rippchen, Steve Williamson and Marty Brewer. Ken Rynes and Don Seep were absent. 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 Barb Voyce and seconded by Steve Williamson, to **approve the agenda (after canceling agenda items #4-7 due to the CS Director not being able to attend tonight’s meeting)** and **verify the posting**. Motion passed.

Motion made by Marty Brewer and seconded by Pat Rippchen to **approve the minutes** of the PV/CS November 21, 2022 meeting. Motion passed.

**PV Accounts Receivable Trend report.** Therese’s report showed days in accounts receivable for November of 40.33; for September it was 39.93. There was a discussion about liens currently filed.

### **PV Consideration of vouchers.**

Therese highlighted **cash receipts** for November of \$748,551.63 (which included \$56,019.93 FOGO CD for to move to the PV capital fund for use with the outside shelter expenses). Therese said payroll expenses amounted to \$486,153.67. She said vouchers amounted to \$224,337.46. The cash variance for the month totaled a negative \$19,550.60.

From the **Cash Disbursements Journals for November**, Therese highlighted check #9412 to a past employee for \$262.89 for reimbursement of items purchased for Pine Valley’s Safe Trick or Treat event; check #9416 for the charge card for \$3,127.44 (the largest entries being for light fixtures, N95 masks, employee incentive gift cards and occupational therapy supplies); check #9517 to Grantland Safety Inspections for \$1,060.81 for a fire safety inservice and for recharging of all

fire extinguishers; check #9532 to Relias for \$10,059.06 which is the annual fee for Pine Valley's on-line learning system for all its staff. Barb Voyce asked about check #9527 to Nonn's Flooring for \$1,279.98, and Tom Rislow explained that it was for repairs that were done to two separate sections of floor. Motion made by Steve Williamson and seconded by Barb Voyce to approve the vouchers. Motion passed.

**PV Census.** Tom reviewed the census report for November, highlighting the SNF census average of 62/day and the CBRF census average of 16/day.

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$2,798,845.08 which equates to over three months of operating expenses.

From the **PV operations statements for November**, Therese highlighted the total revenues of \$699,260, which is low and is reflective of the low census; she also highlighted the expenses of \$844,869 which left a bottom line for the month at a loss of \$145,609 (which includes \$94,666 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 Solar Array.** The first change order for the Solar Array project was reviewed. Motion made by Marty Brewer and seconded by Pat Rippchen to approve the change order. Motion passed.

**PV Request from Rules Committee.** The request from the Rules Committee for input on the 'use of county property' policy language was reviewed and discussed. There were mixed opinions about the draft language being considered. Trustees asked the administrator to ask the Rules committee about the potential use of the PV truck.

**PV Consideration of response to the Ad-Hoc referendum committee's latest request** was reviewed. Motion made by Marty Brewer and seconded by Barb Voyce to authorize PV's administrator to submit an order for caregivers from the Philippines, using the company International Manpower Connection – with the

intent to have these caregivers be trained upon arrival by SW Tech to be certified nursing assistants (C.N.A.s) to serve in such capacity at Pine Valley for a minimum of two years; understanding that the administrator, prior to placing the order, will solicit and respond to facility staff comments and/or concerns. Motion passed.

**PV Administrator's report.** Tom gave a status report on the H.R. & Finance positions analysis and updates on Covid/RSV & Flu activity.

**Motion to adjourn** made by Marty Brewer and seconded by Barb Voyce; motion passed.

**Next meeting** will be on Monday, January 16, 2023, at 6pm.