

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

January 16, 2023 – 6:00pm

Attendance: Board members present included Richard McKee, Pat Rippchen, Steve Williamson, and Ken Rynes. Don Seep participated by phone. Marty Brewer and Barb Voyce were absent. Staff present included Tom Rislow – Administrator, Amy Hoffman – Director, Therese Deckert – administrative assistant, (and Clint Langreck – Richland County Administrator, who was present for only the closed session portion of the meeting).

Call to order: The meeting was called to order at 6:00pm by the chairperson, Richard McKee.

Motion made by Ken Rynes 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 December 19, 2022 meeting. Motion passed.

Motion made by Ken Rynes and seconded by Steve Williamson to move into closed session. Motion passed.

Closed session was held regarding performance evaluations of the Pine Valley Administrator and the Child Support Director

Motion made by Ken Rynes and seconded by Pat Rippchen to move out of closed session. Motion passed.

CS Review/Approval of monthly bills. Motion made by Pat Rippchen and seconded by Ken Rynes to approve the bills as presented. Motion passed.

CS performance numbers for the previous month were reviewed.

CS agency expenditure and rolling budget results were reviewed

CS Amy reported on various topics affecting her agency, including the need to have IRS background checks for all employees administered again next year and the cost for that will need to be budgeted in for 2024”.

PV Aging review and write offs. Therese reviewed the Aging report, along with proposed write offs. Motion made by Ken Rynes and seconded by Steve Williamson to approve the write offs as presented, totaling \$9,629.52. Motion passed.

PV Accounts Receivable Trend report. Therese’s report showed days in accounts receivable for December of 52.85; for November it was 40.33. Therese explained the reasons for the temporary increase in the number for December.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for December of \$1,283,068.92 which included \$196,500 SP payment, and \$271,068.16 Medicaid retro payment. Therese said payroll expenses amounted to \$492,458.83 which included the Thanksgiving Holiday. She said vouchers amounted to \$404,916.92, which included \$192,000 to the Solar project contractor (the funds to pay of which came from PV’s capital fund), and \$9,800 to the cement contractor for the front shelter project (this amount of \$9,800 will be reimbursed by the PV Foundation). Additionally, she said the 2023 WC Policy premium was paid in December and amounted to \$139,745.03. The cash variance for the month totaled a positive \$425,505.12. From the **Cash Disbursements Journals for December**, Therese highlighted check #9553 to Solar Connection for \$192,000 for the Solar Array project; check #9577 to J.F. Ahern for \$2,267.50 for repairs made to the sprinkler system back flow preventer (there was discussion about this invoice, and Ken Rynes asked that Steve Alexander call his cell phone some time to discuss); check #9588 to JComp technologies for \$5,034.40, most of which was for the upgrade of the nurse call system server; check #9592 to Mark Kast Masonry for \$9,800 to cement work for the shelter (which will be reimbursed 100% by the PV Foundation). Motion made by Steve Williamson and seconded by Pat Rippchen to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for December, highlighting the SNF census average of 62/day and the CBRF census average of 15/day. He said the census in the SNF at the time of the meeting was up to 67.

PV Financials. Therese emphasized at the start of her report, that the financials shared are pre-audit numbers.

She highlighted from the balance sheet, that she had made year-end adjustments to the inventory accounts, and that the current operating cash balance of \$3,224,350.20 amounts to four months of operating expenses, and that the capital fund balance of \$1,025,269.55 is lower by \$192,000 (which is the amount removed to pay for the Solar project invoice). She also said there were year-end adjustments made to various accrued accounts within the 'current liabilities' section.

From the **PV operations statements for December**, Therese highlighted the total revenues of \$1,367,419 which reflects the retro adjustments to the Medicaid and Family Care revenue accounts; she also highlighted the expenses of \$898,535 which reflects some year-end balance sheet adjustments to payroll accounts which left a bottom line for the month at a net gain of \$515,438.

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 Administrator's report. Tom gave a status report on the pharmacy provider contract, gave a spreadsheet showing staffing comparisons with several other nearby county nursing homes in regards to HR & Finance, and gave an update on the initiative to pursue Foreign workers, and gave an update on the Solar Array project, and announced that the Food Service Supervisor, had resigned without notice, and shared that he, along with other area leaders will be part of a Leadership forum hosted by Schmitt Woodland later this month. There was discussion about the Foreign Workers initiative and how challenging it might be to come up with transitional housing when the time comes.

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

Next meeting will be on Monday, February 20, 2023, at 6pm.