

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the community room

February 20, 2023 – 6:00pm

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

Motion made by Don Seep and seconded by Pat Rippchen to **approve the minutes** of the PV/CS January 16, 2023 meeting. Motion passed.

Motion made by Steve Williamson and seconded by Don Seep 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 Marty Brewer to move out of closed session. Motion passed.

CS Review/Approval of monthly bills. Motion made by Ken Rynes and seconded by Pat Rippchen 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 Director's report.

PV Accounts Receivable Trend report. Therese's report showed days in accounts receivable for January of 55.26; for December it was 52.85. The goal is to be under 40. Therese commented on the status of accounts where the county has a lien in place, and pointed out the effect on the trend numbers from the delay in receiving updated family care rate payments retro to July 1, 2022, which amount to over \$244,000.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for January of \$838,661.51 which included \$86,514 Medicaid retro payment. Therese pointed out that WI County Mutual Insurance amount of \$57,216.18 was for six months of liability insurance and twelve months of property insurance. Therese said payroll expenses amounted to \$576,740.23 which included two full Holidays, Christmas and New Year's, and two partial Holidays, Christmas Eve and New Year's Eve. She said the payroll figure also included the annual 'sick pay' payout which amounted to \$23,410. She said vouchers amounted to \$216,683.87. The cash variance for the month totaled a negative \$17,804.61.

From the **Cash Disbursements Journals for January**, Therese highlighted check #9677 to Theresa Hall for \$1,000 for tuition reimbursement. Motion made by Marty Brewer and seconded by Pat Rippchen to approve the vouchers. Motion passed.

PV Census. Tom reviewed the census report for January, highlighting the SNF census average of 65/day and the CBRF census average of 14/day.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$3,195,519, which she said amounts to almost 4 months of operating expenses. She pointed out that the Debt Service Account no longer shows since it was zeroed out with the \$300,000 transfer to the county in January.

From the **PV operations statements for January**, Therese highlighted the total revenues of \$890,980. She mentioned a software glitch as reason for Medicare Part B figures missing, but that this will be corrected and the figures added going forward. When reviewing expenses of \$976,912, she reminded everyone that the expenses included the \$57,216 for insurances. She said this left a bottom line for

the month at a net loss of \$85,933 (which includes depreciation expense of \$93,640).

PV Cash Flow Report. Therese shared the cash flow report, showing comparisons of cash flow since January of 2022 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 copier proposal. Motion made by Don Seep and seconded by Steve Williamson to approve purchasing a new copier for the facility from Rhyme for \$9,270; with expected ROI of just under 5 years due to the anticipated decrease in on-going maintenance costs. Motion passed.

PV Administrator's report. Tom gave an update on the initiative to pursue Foreign workers, specifically the recruiting fee for RNs, as well as his on-going concern about housing options. He also announced that Ann Durst was chosen to be the new Food Service Supervisor. He also shared the results of the recent State survey. He also spoke of the March 14, 2023, Advocacy Day at the State Capitol (9am to 3pm), and encouraged attendance. He also shared that a comparison study has begun of different medical supply vendors.

PV Consideration to affirm action taken by Pat Rippchen, (RN, and current Trustee) in representing this body's approval of the facility's plan of correction for citations from the recently completed State survey. Motion made by Marty Brewer and seconded by Ken Rynes to affirm Pat's action. Motion passed.

Motion to adjourn made by Ken Rynes and seconded by Marty Brewer; motion passed.

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