

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

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

**March 20, 2023 – 6:00pm**

**Attendance:** Board members present included Ken Rynes, Don Seep, Marty Brewer and Barb Voyce. Steve Williamson, Pat Rippchen and Richard McKee were all 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 vice chairperson, Ken Rynes.

Motion made by Marty Brewer and seconded by Barb Voyce, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Don Seep and seconded by Marty Brewer to **approve the minutes** of the PV/CS February 20, 2023 meeting. Motion passed.

**CS Review/Approval** of monthly bills. Motion made by Marty Brewer and seconded by Barb Voyce 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 58.07; for January it was 55.26. The goal is to be under 40. Therese commented on the reasons for the high number, and the reason we'll be seeing a lower number when the March numbers get calculated.

**PV Consideration of vouchers.**

Therese highlighted **cash receipts** for February of \$719,507.31. She said due to the short number of days in February, the Medicare payment of \$191,893 didn't

arrive until just after the end of the month so did not get included in the February cash receipts. Therese said payroll expenses amounted to \$520,711.22. She said vouchers amounted to \$208,170.56. The cash variance for the month totaled a negative \$10,446.59.

From the **Cash Disbursements Journals for February**, Therese said agency staffing charges for February amounted to \$41,200; she then highlighted check #9627 for \$4,040.90 for a resident account when the resident's balance got transferred after moving from the nursing home side to the CBRF side; check #9682 for \$2,091.04 for the credit card – the majority of the charges being for occupational therapy supplies; check #9683 to Omni Technologies for \$5,926 related to the nurse call server upgrade; check #9726 for \$474.10 to Dr. Diana Kruse for diagnostic charges for a Medicare Part A patient; check #9734 for \$1,327.40 to National Pen for promotional items; check #9746 for \$2,683 to Trane for their annual service contract. Motion made by Marty Brewer and seconded by Barb Voyce to approve the vouchers as presented. Motion passed.

**PV Census.** Tom reviewed the census report for February, 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 \$3,185,072, which she said amounts to almost 4 months of operating expenses.

From the **PV operations statements for February**, Therese highlighted the total revenues of \$777,481 and expenses of \$821,654 leaving a bottom line for the month at a net loss of \$44,173 (which includes depreciation expense of \$93,640). Year to date through February, the facility has performed \$111,427 better than budget.

**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. She stated that she submitted the Period 4 report on the use of ARP Rural and PRF payments to HRSA (Health Resources & Services Administration) as the deadline to file the report was 3/31/23.

**PV Consideration of wireless controller proposal.** Motion made by Marty Brewer and seconded by Barb Voyce to give county IT approval to proceed with purchasing a new wireless controller for the Pine Valley from Jcomp technologies, Inc. for \$17,659.72, and to obtain a 5-year license for \$6,105.45. Motion passed.

**PV Administrator's report.** Tom's report included commenting on Pine Valley's pursuit of a Veterans Care Agreement, on Tom's visit to see Sen. Marklein, the status of the Solar Array, and asking the Trustee's preference when it comes to new hires at Pine Valley.

**PV Consideration** of agenda item for the April 2023 Trustee meeting.

**Motion to adjourn** made by Marty Brewer and seconded by Don Seep; motion passed.

**Next meeting** will be on Monday, April 17, 2023, at 6pm.