

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

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

**May 15, 2023 – 6:00pm**

**Attendance:** Board members present included Ken Rynes, Don Seep, Marty Brewer, Barb Voyce, Steve Williamson, Pat Rippchen and Richard McKee. 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 chair, 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 Ken Rynes and seconded by Pat Rippchen to **approve the minutes** of the PV/CS March 20, 2023 meeting (the April meeting was canceled). Motion passed.

**PV Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for April was 41.05; in March it was 35.48. The goal is to be under 40. Therese explained that April numbers were higher due to the higher receivables for Medicare – because Medicare days for April were much higher than usual – and that this was due to the Covid-19 outbreak. Therese also pointed out that private pay receivables were much lower due to a large receivable, for which the county had a lien, got paid in full back in March.

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

Therese highlighted **cash receipts** for April of \$835,757.20. Therese said payroll expenses amounted to \$528,048.74, which were a little higher than usual because of the Easter Holiday. She said vouchers amounted to \$325,810.55, which were much higher than usual, and that this would be explained with the review of the vouchers. The cash variance for the month totaled a negative \$18,555.28. From the **Cash Disbursements Journals for April**, Therese said agency staffing charges for April were around \$73,000, which is much higher than usual. She

explained this had to do with there being 5 weeks of invoices from the agencies instead of 4, and also due to an agency C.N.A. having worked 40 hours of overtime, and also due to our having cleaned up and paid two old past due invoices from an agency; Therese then highlighted check #9771 for \$8,505 which was a resident refund check; check #9827 for the charge card for \$3,394.92 which included CPR recertification fees for several staff, and replacement vanity lights, occupational therapy supplies, and ice machine parts; check #9829 to Sara Suardini, consultant dietician for \$1,746.50 (Therese only mentioned this because later in the list of vouchers there would be another check for Sara – because of late billing from Sara for the previous month); check #9900 to Johnson Block for \$11,695 for annual financial audit fees through April; check #9915 to aegis therapies for \$74,447.69 (which is higher due to the more numerous Medicare therapy needs due to the Covid-19 outbreak); check #9925 to Jcomp for \$23,765.17 for the wireless parts and license fees approved during the March Trustees meeting; check #9945 to Trane for \$4,557 for a heat pump repair and for a control for a DOSA unit; check #9946 to Tri-State mulch of \$1,530 for landscaping rock, which will be reimbursed and paid for by the PV Foundation . 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 April, highlighting the SNF census average of 63/day and the CBRF census average of 14/day, and the effect of the Covid-19 outbreak on the Medicare numbers as well as the overall numbers.

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$3,451,662.75, which she said amounts to over 4 months of operating expenses.

From the **PV operations statements for April**, Therese highlighted the total revenues of \$972,620 (higher than usual due to Covid) and expenses of \$954,679 (higher than usual due to Covid, including higher therapy and pharmacy charges, more agency staff use, annual financial audit fees, licensing fees for the wireless parts, and the repairs to a heat pump and DOSA unit), leaving a bottom line for the month at a net gain of \$17,942 (which includes depreciation expense of \$93,640). Year to date through April, the facility has performed \$447,986 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 the audit, as well as the most recent use-of-funds report she filed which she is hopeful will be accepted.

**PV Administrator's report.** Tom's report included the status of the Solar Array; status of the Medical supplier RFP, the citation from CMS on F884, and a position for which he plans to have a classification and market review done.

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

**CS performance numbers for March and April** were reviewed. April numbers earned the agency the spot of second best performing agency in the entire State for collections. Amy also reported that the State's Bureau of Child Support awarded the agency with the '*Award for Excellence*', for overall performance numbers for 2022.

**CS agency expenditure and rolling budget results as of April 30, 2023** were reviewed

**CS Motion** made by Ken Rynes and seconded by Don Seep to go into close session to discuss a staff resignation. Motion passed.

**CS Close session**

**CS Motion** made by Ken Rynes and seconded by Steve Williamson to come out of close session. Motion passed.

**CS Amy** gave her Director's Report

**CS Consideration of Contract w/Grant County for Financial Services on Temp Basis.** Motion made by Steve Williamson and seconded by Ken Rynes to approve of Amy contracting with Grant county for temporary Financial Services assistance – for \$600/month – to take effect as soon as possible – and continue until such time that Amy's new staff member has been sufficiently trained to handle the responsibilities in-house. Motion passed.

**CS** Consideration of update to job description for Financial Specialist/Caseworker position. Motion made by Ken Rynes and seconded by Pat Rippchen to approve of the job description changes as presented. Motion passed.

**CS** Marty Brewer asked that the agenda for the June Trustees meeting include an item related to compensation for the agency director.

**Motion to adjourn** made by Ken Rynes and seconded by Steve Williamson; motion passed.

**Next meeting** will be on Monday, June 19, 2023, at 6pm.