

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

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

**June 19, 2023 – 6:00pm**

**Attendance:** Board members present included Ken Rynes, Don Seep, Marty Brewer, Barb Voyce, Pat Rippchen and Richard McKee. Steve Williamson was absent. Staff present included Tom Rislow – Administrator, Amy Hoffman – Director, and Therese Deckert – administrative assistant. Guest speaker during the audit presentation was Marissa Powers, from Johnson Block.

**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 Barb Voyce, to **approve the agenda** and **verify the posting**. Motion passed.

Motion made by Pat Rippchen and seconded by Ken Rynes to **approve the minutes** of the PV/CS May 15, 2023 meeting. Motion passed.

**PV** Marissa Powers from Johnson Block reported to the Trustees the results of the Financial Audit they completed of Pine Valley for the year ended December 31, 2022. Motion made by Marty Brewer and seconded by Ken Rynes to accept the report. Motion passed.

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

**CS** performance numbers for May were reviewed.

**CS** agency expenditure and rolling budget results as of May 31, 2023 were reviewed

**CS** Motion made by Ken Rynes and seconded by Barb Voyce to go into close session. Motion passed.

**CS** Close session to discuss agency director compensation

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

**CS** Motion made by Don Seep and seconded by Pat Rippchen to refer the issue of excess hours being worked by the agency director, to the interim county administrator, Jon Hochkammer. Motion passed.

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

**PV Accounts Receivable Trend report.** Therese's report showed days in accounts receivable for May was 52.04; in April it was 41.05. The goal is to be under 40. Therese explained that May numbers were higher due to the Medicare payment of \$358,723.81 having arrived after month-end.

**PV Consideration of vouchers.**

Therese highlighted **cash receipts** for May of \$650,781.30 (lower than usual due to the Medicare payment arriving late). Therese highlighted the liability and auto insurance premium allocation from the courthouse of \$7,494. Therese said payroll expenses amounted to \$504,633.93, and vouchers were \$233,920.25. The cash variance for the month totaled a negative \$96,313.63 (due to that late arrival of the Medicare payment).

From the **Cash Disbursements Journals for May**, Therese said agency staffing charges for May were around \$57,000. Therese then highlighted check #9843 for \$1,829.60 to Clary Memorial, to close out a resident's account; check #9950 for \$2,372.23 for the credit card, which included various purchases such as educational materials, on-line training fees, bathroom vanity lights, association fees, to name a few; check #9940 for \$1,724.20 to Precision Controls for service and repairs to one of the walk-in freezers; check #9995 for \$2,200 to John Sterling Associates, for annual compliance screening; check #9998 for \$1,370.93 to LW Allen for a transducer related to the well water monitoring system; check #10017 for \$1,031.54 to USA Blue Book for a check valve for the well. Motion made by Don Seep and seconded by Pat Rippchen to approve the vouchers as presented. Motion passed.

**PV Census.** Tom reviewed the census report for May, highlighting the SNF census average of 66/day and the CBRF census average of 15/day.

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$3,355,354.12, which she said amounts to over 4 months of operating expenses.

From the **PV operations statements for May**, Therese highlighted the total revenues of \$938,537 and expenses of \$902,488, leaving a bottom line for the month at a net gain of \$36,039. Year to date through May, the facility has performed \$570,824 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 – that an exit conference with the auditors was held on June 12 – and that PV will be submitting a letter highlighting one area of disagreement with the auditor’s findings – regarding the categorization of the \$112,000 of ARPP funds used for hazard pay for the employees in 2021. Staff remain hopeful that PV will not have to return any of the over \$700,000 in stimulus funds received during the defined reporting period.

**PV Administrator’s report.** Tom’s report included the status of the Solar Array (still waiting on breakers that haven’t been shipped yet); status of the Medical supplier RFP (the facility chose to go with ELIM, and end its long relationship with McKesson); gave the outcome of the market classification review sent to Carlson Dettmann (they affirmed the position belongs in a higher grade); supplemental payments (these twice-a-year payments have decreased by two-thirds from around \$600,000/year to around \$200,000. Fortunately, the State appears receptive to a change in formula which will distribute the available funds to all county homes in a more equitable manner – and if passed, would return PV’s supplemental payments close to its previous level); PV Foundation’s annual Chicken-Q will be June 25, (serving 11-1, drive through); staffing – have vacant positions in nursing, assisted living, and with cooks.

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

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