

Pine Valley & Child Support Standing Committee – Meeting Minutes

Held at Pine Valley Community Village, in the administrative conference room

July 17, 2023 – 6:00pm

Attendance: Board members present included Don Seep (by phone), Marty Brewer, Barb Voyce, Pat Rippchen, Richard McKee and Steve Williamson. Ken Rynes was absent. Staff present included Tom Rislow – Administrator, Amy Hoffman – Director, Therese Deckert – administrative assistant, Candace Pesch – County Administrator, Jon Hochkammer – consultant.

Call to order: The meeting was called to order at 6:00pm by the chair, 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 Marty Brewer and seconded by Barb Voyce to **approve the minutes** of the PV/CS June 19, 2023 meeting. Motion passed.

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

CS performance numbers for June were reviewed. The agency is back up to #3 in the State for arrears collections.

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

CS Amy presented options to consider for the '24 budget. She also commented on additional funding to be coming to RC for Child Support thanks to the recently passed State budget.

CS Amy gave her Director's Report

PV Agings Review & Accounts Receivable Trend report. Therese reviewed status of past due accounts, including the likelihood of one rather large account, being totally resolved by the end of the month and paid in full. Therese also reviewed the trend report which showed days in accounts receivable for June was 35.87; in May it was 52.04. The goal is to be under 40.

PV Consideration of vouchers.

Therese highlighted **cash receipts** for June of \$1,353,950.95, which, in addition to usual receipts, also included the Medicare payment expected for May, that arrived on June 1 of \$358,723.81. Therese said payroll expenses amounted to \$534,335.54 which included the Memorial Day holiday paid in June, and vouchers were \$249,182.19 which were higher due to computer related purchases, the parking lot resurfacing, and annual dues paid for Leading Choice. The cash variance for the month totaled a positive \$569,011.07.

From the **Cash Disbursements Journals for June**, Therese said agency staffing charges for June were around \$27,000. Therese then highlighted check #10021 for the credit card for \$4,125.40, which included purchases of a new employee fridge (to be reimbursed in full by the PV Foundation), a new laundry washing machine for the CBRF, and employee anniversary gift cards along with other smaller miscellaneous items; check #10022 to Brian Schoeneck for \$1,900 for Medicaid cost report preparation; check #10024 to JT & Associates for \$1,300 for Medicare cost report preparation; check #10027 to Pratt Funeral home for \$9,382 for a funeral trust using patient's funds; check #10040 to Fahrner Asphalt for \$16,857.60 for parking lot sealing and striping; check #10057 to Hobart for \$1,141.65 for dishwasher repair and parts; check #10058 to JComp technologies for \$18,249 for multiple computer tower and laptop replacements, as well as smartnet renewals; check #10061 to Leading Choice Network for \$6,780 for annual membership fee. Motion made by Marty Brewer and seconded by Pat Rippchen to approve the vouchers as presented. Motion passed.

PV Census. Tom reviewed the census report for June, highlighting the SNF census average of 69/day and the CBRF census average of 15/day.

PV Financials. Therese highlighted from the balance sheet, the current operating cash balance of \$3,924,365, which she said amounts to over 4 months of operating expenses.

From the **PV operations statements for June**, Therese highlighted the total revenues of \$913,940 and expenses of \$880,408, leaving a bottom line for the

month at a net gain of \$33,532. Year to date through June, the facility has performed \$402,192 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 gave a status report; essentially that PV is still waiting for the final decision from HRSA's review of the audit findings and PV's letter of agreement/disagreement.

PV Consideration to purchase a used wheelchair van. The van is a Dodge Grand Caravan, year 2013, miles 92,300. Motion made by Steve Williamson and seconded by Barb Voyce, authorizing PV to buy the van for \$6,500. Motion passed.

PV 2024 budget; the draft of the 2024 budget was presented, as well as the capital needs forecast for the next 20 years. Motion made by Marty Brewer and seconded by Pat Rippchen to transfer \$600,000 from operating cash to the debt service fund (which the county could access in early 2024), and to transfer \$40,000 to PV's capital fund. Motion passed.

PV Administrator's report. Tom's report included the status of the Solar Array, the outside shelter, and staffing.

Motion to adjourn made by Marty Brewer and seconded by Steve Williamson; motion passed.

Next meeting will be on Monday, August 21, 2023, at 6pm.