

Pine Valley & Child Support Standing Committee – Meeting Minutes

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

August 21, 2023 – 6:00pm

Attendance: Board members present included Don Seep, Marty Brewer, Barb Voyce, Pat Rippchen, Richard McKee and Steve Williamson. Ken Rynes was absent. Staff present included Tom Rislow – Administrator, Amy Hoffman – Director, and Candace Pesch – County Administrator.

Call to order: The meeting was called to order at 6:00pm by the chair, Richard McKee.

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

Motion made by Marty Brewer and seconded by Steve Williamson to **approve the minutes** of the PV/CS July 17, 2023 meeting. Motion passed.

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

CS performance numbers for July were reviewed.

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

CS Amy gave her Director's Report, including a status report of her agency's budget for '24.

PV Accounts Receivable Trend report. Tom commented that the one large private pay account receivable discussed the previous month, did indeed get paid in full. The trend numbers still reflect it as unpaid, but that's only because it wasn't paid until 24 hours AFTER the close of the month. Tom then reviewed the trend report which showed days in accounts receivable for July was 30.60; in June it was 35.87. The goal is to be under 40.

PV Consideration of vouchers.

Tom highlighted **cash receipts** for July of \$996,049.77 which is due to a strong census in the month of June. Expense entries from the courthouse included \$1,086.55 for food purchased from UW Richland, and \$4,000 paid in sign on bonuses (bonuses are paid quarterly). He said payroll expenses amounted to \$554,159.31 which included the July 4th holiday, and vouchers were \$225,648.46. The cash variance for the month totaled a positive \$210,213.85.

From the **Cash Disbursements Journals for July**, Tom said agency staffing charges for July were \$60,705. Tom then highlighted check #10085 to JT & Associates for \$1,125 for the last payment for the Medicare cost report; check #10088 for the credit card for \$2,419.47 with the most significant expenditures including for replenishment of Kwik Trip anniversary gift cards for employees, lighting for a resident bathroom, C.N.A. recognition week expenses, recognition party for Pine Valley's retired Medical Director, Dr. Smith, and the purchase of voice bombs; check #10090 to Carl or Joan Bethke for \$6,500 for the purchase of a 2013 Dodge Grand Caravan with wheelchair ramp (this purchase was authorized at last month's Trustee meeting); check #10109 to Uline Shipping for \$1446.10 for wheelchair adapted picnic table (the full amount will be reimbursed from donations); check #10121 to American Health Tech for \$4,472.90 which is over the usual monthly fee due to training and coordination fees charged during our recent transition to a new charting system, as well as an annual Corepoint fee; check #10123 to Brittany Glasbrenner for \$267 for RN scholarship. Motion made by Don Seep and seconded by Barb Voyce to approve the vouchers as presented. Motion passed.

PV Census. Tom reviewed the census report for July, highlighting the SNF census average of 67/day and the CBRF census average of 15/day.

PV Financials. Tom highlighted from the balance sheet, the current operating cash balance of \$3,494,579.04, which he said amounts to four months of operating expenses, and reflects the \$210,213 positive cash flow from operations for the month of July, and having transferred out following last month's Trustee meeting \$600,000 to PV's debt service fund, and \$40,000 to PV's capital fund. From the **PV operations statements for July**, Tom highlighted the total revenues of \$871,483 and expenses of \$917,785, leaving a bottom line for the month at a net loss of \$46,302. Year to date through July, the facility has performed \$413,901 better than budget. Tom noted that substantial increases to Family

Care and Medicaid rates just came through and though effective July 1, are not reflected in the July numbers, but will be entered retroactive when the August billings are done.

PV Cash Flow Report. Tom shared the cash flow report, showing comparisons of cash flow since January of 2022 on a month by month basis.

PV Review of recruitment and hiring process for choosing the next administrator for Pine Valley.

PV Administrator's report. Tom's report included the status of the budget for '24 (and that S/P payments will be going away but made up for in the updated Medicaid rates); he also gave an update on the Solar Array and the outside shelter construction; he also gave the status of the international recruiting process, and that Pine Valley will be sending a C.N.A. for medication aide training through WTC at their Tomah facility.

Motion to adjourn made by Pat Rippchen and seconded by Marty Brewer; motion passed.

Next meeting will be on Monday, September 18, 2023, at 6pm.