

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

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

**October 16, 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, Candace Pesch – County Administrator, Therese Deckert – Administrative Assistant, and Angie Alexander, Director of Nursing.

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

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

Motion made by Don Seep and seconded by Steve Williamson to **approve the minutes** of the PV/CS September 18, 2023 meeting. Motion passed.

**PV Accounts Receivable Aging review.** Therese reviewed the status of past due accounts.

**PV Accounts Receivable Trend report.** Therese reviewed the trend report which showed days in accounts receivable for September was 28.33; in August it was 26.71. The goal is to be under 40.

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

Therese highlighted **cash receipts** for September of \$836,527.64 (which included \$50,000 from Ray Schmitz donation for the Solar Array). She said payroll expenses amounted to \$754,124.45; much higher than usual but totally expected due to their being 3 pay dates (September 1, 15, 29), and 1 holiday. Vouchers were \$373,301.21 (which included the final payment to the Solar Contractor of \$107,652). The cash variance for the month totaled a negative \$291,570.76. From the **Cash Disbursements Journals for September**, Therese said agency staffing charges for September totaled \$94,949. Therese then highlighted check

#10179 to LeadingAge Wisconsin for \$9,402 for annual National and State dues; check #10237 for the credit card for \$4,392.40 (Therese shared some of the more significant items that made up the overall charges); check #10239 to Solar Connection for \$107,652, the final installment payment for the Solar array installation; check #10299 to the Shopping News for \$2,486.92 for ads; check #10302 to Unitherm for \$1,129.97 for a heat seal machine for marking personal clothes. Motion made by Steve Williamson and seconded by Pat Rippchen to approve the vouchers as presented. Motion passed.

**PV Census.** Tom reviewed the census report for September, highlighting the SNF census average of 63/day and the CBRF census average of 15/day.

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$3,435,333.51, which she said amounts to a little over four months of operating expenses. She also stated that the changes to the capital funds account reflect the final payment to the Solar Contractor and having received the \$50,000 donation.

From the **PV operations statements for September**, Therese highlighted the total revenues of \$881,468 which includes the \$50,000 donation received for the Solar Array, and expenses of \$1,036,045, leaving a bottom line for the month at a net loss of \$154,577. Year to date through September, the facility has performed \$618,800 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 Audit of use of Federal Stimulus Funds** – no news to report as of yet

**PV Review of recruitment and hiring process for choosing the next administrator for Pine Valley.** Candace gave an update on the number of applicants and the process going forward.

**PV consideration of alley project** – this agenda item will be repeated in November due to there being no proposal prepared yet for consideration.

**PV Administrator's report.** Tom's report included the status of the budget for '24; he also gave an update on the Solar Array and the outside shelter

construction; the dedication program planned, and he and Angie gave an update on staffing.

**Motion to adjourn** made by Barb Voyce and seconded by Pat Rippchen; motion passed.

**Next meeting** will be on Monday, November 20, 2023, at 6pm.