

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

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

**November 20, 2023 – 6:00pm**

**Attendance:** Board members present included Don Seep, Marty Brewer, Barb Voyce, Richard McKee, Steve Williamson and Ken Rynes. Pat Rippchen was absent. Staff present included Tom Rislow – Administrator, Amy Hoffman, Director - Candace Pesch – County Administrator, 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 Marty Brewer and seconded by Ken Rynes, 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 October 16, 2023 meeting. Motion passed.

**CS** monthly bills were reviewed. Motion made by Barb Voyce and seconded by Ken Rynes to approve the bills. Motion passed.

**CS** Performance Numbers were reviewed.

**CS** Agency Expenditures & Rolling Budget as of October 31, 2023 was reviewed.

**CS** Motion made by Marty Brewer and seconded by Steve Williamson to approve the clerical job description as presented. Motion passed.

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

**PV Accounts Receivable Trend report.** Therese reviewed the trend report which showed days in accounts receivable for October was 35.36; in September it was 28.33. The goal is to be under 40.

**PV Consideration of vouchers.**

Therese highlighted **cash receipts** for October of \$887,866.63, which included \$16,144 from the McCollum and Pine Valley Foundation for the shelter, \$21,144 from the Focus on Energy grant for the Solar Array, and the \$50,000 gift from Ray & Silvia Schmitz through the Foundation for the Solar Array. Therese said payroll expenses amounted to \$505,970.81; Vouchers were \$337,163.36, which were higher than usual, and it is because they include the \$75,408 payment to Salisbury construction for the shelter. The cash variance for the month totaled a positive \$40,068.65.

From the **Cash Disbursements Journals for October**, Therese said agency staffing charges for October totaled \$78,417. Therese then highlighted check #10310 to Salisbury construction for \$75,408 for the shelter; check #10311 for the credit card for \$3,723.67 which included ice machine filters, heat pump motor, vanity lights and other miscellaneous items; check #10353 to Medline Industries for \$6,348.12 for a new replacement diathermy machine; and check #10356 to Omni Technologies for \$4,312.35 for fire door and heat detector parts & repair. Motion made by Ken Rynes and seconded by Steve Williamson to approve the vouchers as presented. Motion passed.

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

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$3,463,521.78, which she said amounts to a little over four months of operating expenses. She also mentioned the capital fund total of \$1,019,497.93 reflects the additions and subtractions thus far due to the Solar Array and Shelter expenses and donations.

From the **PV operations statements for October**, Therese highlighted the total revenues of \$972,123, and expenses of \$918,532, leaving a bottom line for the month at a net gain of \$53,591. Year to date through October, the facility has performed \$684,014 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** Candace gave an update on the process for choosing the next administrator for Pine Valley.

**PV** consideration of alley project – Motion made by Barb Voyce and seconded by Ken Rynes to approve moving the alley project from the 2025 Pine Valley capital budget to the year 2024 – and for it to be done by the Richland County Highway department at an estimated cost of \$26,000. Motion passed.

**PV** Motion made by Ken Rynes and seconded by Steve Williamson to approve the assisted living supervisor job description as presented. Motion passed.

**PV** Therese passed out the annual Fraud, Waste and Abuse training document.

**PV Administrator's report.** Tom expressed thanks for various good news items.

**Motion to adjourn** made by Barb Voyce and seconded by Ken Rynes; motion passed.

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