

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

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

**December 18, 2023 – 6:00pm**

**Attendance:** Board members present included Don Seep, Marty Brewer, Barb Voyce, Richard McKee, Steve Williamson, Ken Rynes and Pat Rippchen. Staff present included Tom Rislow – Administrator, Amy Hoffman, Director - Candace Pesch – County Administrator, Therese Deckert – Business & Financial Services Manager, and the new Pine Valley administrator, Shaponda Jimerson.

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

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

Motion made by Barb Voyce and seconded by Don Seep to **approve the minutes** of the PV/CS November 20, 2023 meeting. Motion passed.

**PV** Shaponda Jimerson was introduced as Pine Valley's new administrator

**CS** monthly bills were reviewed. Motion made by Steve Williamson and seconded by Marty Brewer to approve the bills. Motion passed.

**CS** Performance Numbers were reviewed.

**CS** Agency Expenditures & Rolling Budget as of November 30, 2023 was reviewed.

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

**PV Accounts Receivable Trend report.** Therese reviewed the trend report which showed days in accounts receivable for November was 37.92; in October it was 35.36. The goal is to be under 40.

**PV Consideration of vouchers.**

Therese highlighted **cash receipts** for November of \$760,536.24, which included \$20,000 grant money from the State of Wisconsin for the outside shelter; Therese said payroll expenses amounted to \$530,690.11, and vouchers were \$239,715.84. The cash variance for the month totaled a negative \$14,132.26. From the **Cash Disbursements Journals for November**, Therese said agency staffing charges for November totaled \$73,274. Therese then highlighted several checks, and welcomed questions on any of the other checks. Motion made by Marty Brewer and seconded by Pat Rippchen to approve the vouchers as presented. Motion passed. (a request was made by board member, Don Seep, for Therese to bring to the next meeting information about the petty cash fund/disbursements history.)

**PV Census.** Tom reviewed the census report for November, highlighting the SNF census average of 61/day and the CBRF census average of 14/day.

**PV Financials.** Therese highlighted from the balance sheet, the current operating cash balance of \$3,449,389.52, 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 which reflects no change from the previous month.

From the **PV operations statements for November**, Therese highlighted the total revenues of \$805,727, and expenses of \$894,003, leaving a bottom line for the month at a net loss of \$88,276, which is better than budgeted. Year to date through November, the facility has performed \$689,501 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 Administrator's report.**

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

**Next meeting** will be on Monday, January 15, 2024, at 6pm.