

Pine Valley & Child Support Standing Committee – Meeting Minutes

Date: January 15,2024

Time: 6:00pm

Location: Pine Valley Community Village,25951 Circle View Lane, Richland Center, WI 53581, Community Room

Attendants: Board members present included Don Seep, Marty Brewer, Richard McKee, Steve Williamson and Ken Rynes. Pat Rippchen, Barb Voyce, and Candice Pesch-County Administrator was absent. Staff present included Shaponda Ann Jimerson – Administrator, Amy Hoffman, Director and Therese Deckert, Business Office Manager.

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

Motion made by Richard McKee and seconded by Ken Rynes, to **approve the agenda and verify the posting.** Motion passed.

Motion made by Marty Brewer and seconded by Ken Rynes to **approve the minutes** of the PV/CS December 18, 2023 meeting. Motion passed.

Child Support

CS: Review/Approval of monthly Bills: Monthly bills were reviewed. Motion made by Marty Brewer and seconded by Ken Rynes to approve the bills. Motion passed.

CS: Performance Numbers: Performance numbers were reviewed. Performance number improved; 10 percent over last month. 15/72 in State. Training new employee to catch arrears.

CS: Agency Expenditures & Rolling Budget as of December 31, 2023 was reviewed.

CS: Director's Report: Received notice of date and place of the annual Child Support Fall Conference.

Pine Valley Financials

Accounts Receivables Aging Review & consideration for write offs: Therese requested write-offs in the amount of \$1,545.29. Motion to approval write-offs made by Marty Brewer and seconded by Ken Rynes. Motion Passed.

Accounts Receivable Trend Report: Therese reviewed the trend report which showed days in accounts receivable for December was 34.93; in November it was 39.92 The goal is to be under 40.

Vouchers: Therese highlighted cash receipts for December of \$1,040,519.96, which included \$143,259 SP payment, \$41,223 Medicaid retro payments. Therese said payroll expenses amounted to \$542,356.07 which includes Thanksgiving Holiday and vouchers were \$ 214,264.23. The cash variance for the month totaled a positive \$175,636.30.

Balance Sheet: Therese highlighted from the balance sheet, the current operating cash balance of \$3,625,025.82, which she said amounts to a little over four months of operating expenses.

Cash Flow: Therese shared the cash flow report, showing comparisons of cash flow since January of 2023 on a month by month basis as well as 2022 data.

Census Recap & Financial Report: Cash Disbursements Journals for December; Therese said agency staffing charges for December totaled \$61,365.63. Therese then highlighted check #10492 to new vendor Vesbach Oil & Propane LLC (Vesbo) for \$794.30 generator fuel, check #10439 for the credit card for \$4,148.35 which included, \$1,018 for Legionella test kits \$519 vanity lights; \$1,161 Commercial mixer and other miscellaneous items. Shaponda Ann highlighted the census. The average during the month of December was 59 and high census is 63. Pine Valley received several referrals and admissions during the month.

Motion made by Ken Rynes and seconded by Steve Williamson to approve the vouchers as presented. Motion passed.

PRF Funds /HRSA Final Audit Report: HRSA Final Audit closed. CAP was completed and accepted. No further action is required at this time.

Administrator's Report

Shaponda Ann presented the Administrator's Report.

Solar Array Project: BOM submitted the intent application for a 30% solar array credit on ~~12/23/2023~~ 1/03/2024. Parts for the monitoring system for the solar array were delivered and installed by Solar Connection on 12/22/2023.

Staffing: Nursing department has reduced use of agency staffing during the month of December which has lowered expenses. Interviews were conducted with international Manpower Connections, Inc. on January 11, 2024 to onboard foreign caregiver. 6 caregivers were interviewed. All 6 caregivers will be extended an employment offer. New staff for the Dietary and environmental Services departments were hired for on-call weekend positions (Certified Nurse Assistants, Personal Care Workers –CBRF, and Housekeeping). 1 resignation after onboarding was reported in the Dietary department.

Wage Analysis: Administrator presented some considerations for the upcoming Wage Analysis: 1). Are the wages competitive? 2). Do the wages help or hinder with staff retention? 3). Do the wages help or hinder with staff retention? Administrator stated the considerations were created from employee feedback. Trustees encouraged Administrator to share ideas with Richland County Administrator.

Pharmacy: Shaponda Ann mentioned supply challenges with current pharmacy provider. There might be a need to conduct a RFP in the future. A follow-up with the Pharmacy provider is scheduled for February 1, 2024.

Survey Readiness: Facility is due for its annual survey. Pine Valley has corrected areas identified by consultant for improvement to ensure positive survey outcomes.

Future Improvement Projects: Shaponda Ann mentioned projects that are being considered for improvement: Policy updates and new training/educational opportunities for staff.

Trustee Marty Brewer encouraged Administrator to examine staff contributions to retirement plan and health insurance cost during wage analysis.

Motion to adjourn made by Richard McKee and seconded by Ken Rynes; motion passed.

Next meeting will be on Monday, February 19, 2024, at 6pm.