

Pine Valley & Child Support Standing Committee – Meeting Minutes

Date: February 19,2024

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, Richard McKee, Steve Williamson, Ken Rynes and Pat Rippchen. Barb Voyce and Marty Brewer were absent. Staff present include Shaponda Ann Jimerson, Pine Valley Administrator, Therese Deckert, Business Office Manager, and Candice Pesch-County Administrator.

Call to order: The meeting was called to order at 6:00pm by the chair, Ken Rynes

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

Motion made by Ken Rynes and seconded by Don Seep to **approve the minutes** of the PV/CS December 18, 2023 meeting and January 15, 2024. Motion passed.

Motion made by Ken Rynes and seconded by Don Seep for corrective approvals for Improperly-Noticed January 15, 2024 meetings. Motion passed.

Child Support

Wisconsin Stat, Sec 19.85(1)(F) read. Motion made by Ken Rynes and seconded by Steve Williamson to go into closed session to discuss the Child Support department. All members of the public and Pine Valley Staff left meeting for closed session.

Motion made by Ken Rynes and seconded by Steve Williamson to return to open session. Motion passed.

Pine Valley Financials

Accounts Receivable Trend Report: Therese reviewed the trend report which showed days in accounts receivable for January was 31.37; in December was 34.93; The goal is to be under 40. A/R accounts reviewed. There were three late payments for the Assisted Living.

Vouchers: Therese highlighted cash receipts for January of \$791,885.51. Therese said payroll expenses had increased as a result of 2 holidays, sick payout, and the overlap of Administrators due to the transition period, totaling \$624,469.14. Liability and property insurance totaled \$58,685.02 and vouchers were \$ 199,312.14. The cash variance for the month totaled a negative \$92,529.52.

Balance Sheet: Therese highlighted from the balance sheet, the current operating cash balance of \$3,532,496.19, which she said amounts to a little over four months of operating expenses. The money for the Debt Service Fund was taken in the amount of \$600,000. **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 January; Therese highlighted agency staffing charges for January totaled \$23,111.25, noting the use of contracted nursing staff has decreased.

Therese then highlighted check #_10497 for the credit card for \$1,973.55 which included; \$428 LED light, \$500 for water pump for icemaker, and \$500 for therapy supplies, check #10537 to vendor Badgerland Flooring of SW WI, LLC for \$13,995.95 for flooring in the community and caregiver rooms. Pine Valley received a donation for the flooring in the amount of \$11,000 from a resident. Check #10572 for vendor Wolter Power Systems in the amount of \$4,802.14 for Load Bank Testing for generator, and checks (10498,10538,& 10539) to employee nursing scholarships were noted totaling \$1,645.23.

Pine Valley Administrator Shaponda Ann Jimerson highlighted the census. The average during the month of January was 60 and high census is 64. Pine Valley received several referrals and 12 news admissions during the month.

Administrator mentioned a notice issued to Aegis Therapies informing them of the decision to no longer accept clients seeking outpatient services who have managed Medicaid insurance plans as a result of a denied claim. Pine Valley will continue to accept and bill for clients covered by Family Care and Managed Medicaid plan residing in the facilities Skilled Nursing setting with the required prior authorizations.

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

Administrator's Report

Shaponda Ann presented the Administrator's Report via PowerPoint presentation.

Staffing: Utilization of contracted nursing support continues to decline. New staff include (3) RN's (1) Personal Care Worker and Dietary Aid (1).

Solar Array Project: BOM submitted the IRS Tax Credit application and estimates \$90,000 in returns. During the last 30-day period, Pine Valley saved approximately \$1,404.08 using the solar panels. Data provided by Gauge platform.

Pharmacy: Meeting held with Phillips Total Care Pharmacy on February 9th. Approval is still pending for new wholesaler. Concerns expressed by nursing department have shown some improvement. Administrator is conducting weekly follow-ups with pharmacy. Progress will be evaluated in upcoming months to determine if a RFP to find new pharmacy provider will occur.

Facility Concerns & Improvements: Load Bank Testing for generator was completed.

QAPI Project: Fall Prevention project, "PLAN, Not to Fall" is ongoing and is required per regulations. Staff participated in Lift training with EZ Way, Inc.

Administrator Projects: The Administrator led projects include Dementia Assessment (Leading Age), Food Handling, Nutrition Preparation, Survey Readiness, and Emergency Preparedness. Pine Valley received a designation of "Dementia Capable" from the results of the Leading Age Dementia Assessment. Participation can have a positive impact for census. \$1,000 will be awarded for each level of care for dementia training. The training is comprised of 4 modules and will occur at the facility in late

March. Trainings for Dietary will include, Food handling and sanitation, Food temperatures, and Alternative diets.

Survey Readiness: Facility is due for its annual survey. Pine Valley has conducted several survey readiness activities to prepare and motivate staff.

Motion to adjourn made by Ken Rynes and seconded by Pat Rippchen ; motion passed.

Next meeting will be on Monday, March 18, 2024, at 6pm.