

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

**Date:** March 18, 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, Barb Voyce and Pat Rippchen. Candice Pesch-County Administrator and Marty Brewer were absent. Staff present include Shaponda Ann Jimerson, Pine Valley Administrator, Therese Deckert, Business Office Manager and other members from Pine Valley team. County Counsel, Michael S. Windle was also present.

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

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

Motion made by Richard McKee and seconded by Don Seep to **approve the minutes** of the PV/CS February 19, 2024 Motion passed.

### **Child Support**

The Child Support Team did not attendance the standing committee meeting.

### **Public Comment**

Barb Voyce stated that she received complaints some members of the Pine Valley staff regarding the Administrator. Pine Valley staff was given the opportunity to speak up and declined to comment. A visitor and family member to a nurse stated that he wanted Pine Valley to stay the same.

Richland County Counsel Michael S. Windle informed those present that investigation was underway and details could not be shared at this time. Furthermore, Steve Williamson mentioned the duties of the board and that protocol should be followed in regards to complaints.

### **Pine Valley Financials**

**Accounts Receivable Trend Report:** Therese reviewed the trend report which showed days in accounts receivable for February was 30.50 and 31.37 in January. The goal is to be under 40.

**Vouchers:** Therese highlighted cash receipts for February in the amount of \$834,867.42; Payroll \$549,289.17. The cash variance for the month totaled \$77,049.26.

**Balance Sheet:** Therese highlighted from the balance sheet, the current operating cash balance of \$3,622,709.69, which she said amounts to a little over four months of operating expenses. There will be 3 payrolls in March.

**Cash Flow:** Therese shared the cash flow report, showing comparisons of cash flow from January 2023 through February 2024 on a month by month basis.

**Census Recap & Financial Report:** Cash Disbursements Journals for January; Therese highlighted agency staffing charges for February totaled \$27,066, noting the use of contracted nursing staff has decreased overall. However, the use of agency staffing increased in the CBRF due to staffing shortages.

Therese then highlighted check #10577 for the credit card for \$3,965.91 which included; \$119 for batteries for the fire alarm system, \$949.50 on-site CPR certification, \$120 for pump motor for washing machine, \$459.00 Ice trays/tubs, and \$500.00 employee gift cards from Kwik Trip check # 10512 for \$12,681.84 for utilities bill. This increase is due to the number of cloudy days during the month, check # 10618 for Hobart Service (HOBA) in the amount of \$1,605.95 dishwasher repair parts, check # 10622 in the amount of \$19,529.52 for Martin Brothers. Some of the invoices was for the Pine Valley Foundation purchases, and check # 10639 in the amount of \$2,427.00 for Trane U.S. Inc. for HVAC system contracted services.

Pine Valley Administrator Shaponda Ann Jimerson highlighted the census. The average during the month of February was 62 and high census is 64.

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

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### **Administrator's Report**

Shaponda Ann Jimerson presented the Administrator's report.

**Facility Update:** There was one report made to the State of Wisconsin for abuse & neglect. Staff did not follow care plan. Staff received education and training.

**EHR:** Administrator provided an update regarding the status of the RFP seeking a new EHR platform. Administrator stated that the RFP should be ready for presentation by the next standing committee meeting. AHT was brought by Point Click Care (PCC) and the sundown date is December 15, 2024. Pine Valley Staff have already began viewing demos and meeting with prospers.

**Leading Age/DHS Funding:** Leading Age developed a survey to determine the direction of available funds for county buildings by DHS. Administrator completed the survey and selected July 1<sup>st</sup> as the day most effective for County Supplement Payments. These funds will replace SP funds distributions. The purpose of the change in the pay structure will allow greater funding to flow from Family Care MCO's and hospice agencies without upper payment limits.

**Motion to adjourn** made by Richard McKee and seconded by Pat Rippchen; motion passed.

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