

PINE VALLEY & CHILD SUPPORT AGENDA-AMENDED

The Richland County Pine & Child Support Standing Committee will convene at 6pm, Monday March 18, 2024, in the Community Room of **Pine Valley Community Village, 25951 Circle View Lane, Richland Center, WI 53581.**

1. Call meeting to order
2. Approve the agenda and verify the posting
3. Approve minutes of the February 19, 2024 Pine Valley & Child Support committee meeting
4. Public Comment
5. Child Support
6. Pine Valley:
 - PV: Financials
 - Accounts Receivable Trend Report
 - Vouchers
 - Census Recap & Financial Report
7. Consideration of Capitalization Policy for approval
8. PV: Administrator's Report
 - Facility Update
 - Leading Age: SP Funds proposed Changes
9. Adjournment
 - Agenda item #4 Public Comment added.

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.

Jan to December **2024** Cash Flow

	Cash Receipts	Expenses	Cash	Explanation
Jan	\$ 791,886	\$ 884,415	-\$92,530	2 holidays; sick payout; \$58,685 property & liability ins pd; \$600,000 tx from <u>debt service</u> to General Fund
Feb	\$ 834,867	\$ 757,818	\$77,049	
Mar			\$0	
Apr			\$0	
May			\$0	
June			\$0	
Jul			\$0	
Aug			\$0	
Sept			\$0	
Oct			\$0	
Nov			\$0	
Dec			\$0	
	<u>\$ 1,626,753</u>	<u>\$ 1,642,233</u>	<u>\$ (15,480)</u>	

Jan to December **2023** Cash Flow

	Cash Receipts	Expenses	Cash	Explanation
Jan	\$ 838,662	\$ 856,466	-\$17,805	2 holidays; sick payout (300,000 tx. from <u>debt service</u> to general fund)
Feb	\$ 719,507	\$ 729,954	-\$10,447	Medicare pymts totaling \$191,893 not rec'd until March;
Mar	\$ 1,264,944	\$ 979,769	\$285,176	\$191,893 delayed Medicare pymt rec'd; 3 payrolls; FC retro rec'd;\$106,400 rec'd liens
Apr	\$ 835,757	\$ 854,312	-\$18,555	Easter holiday
May	\$ 650,781	\$ 747,095	-\$96,314	Medicare pymt \$358,723.81 rec'd June 1, 2023
June	\$ 1,353,951	\$ 784,940	\$569,011	\$358,723 Medicare pymt rec'd; Memorial Holiday
Jul	\$ 996,050	\$ 1,425,836	-\$429,786	July 4th Hol; \$600,000 tx from cash to Debt Service for CO. use in 2024: \$40,000 tx. To PV Capital Fund
Aug	\$ 938,019	\$ 763,346	\$174,673	\$64,621 pymt rec'd for Lien(paid in full)
Sept	\$ 836,528	\$ 1,128,098	-\$291,571	3 paydates & Labor Day Holiday; cash includes \$50,000 Schmitz donation to Solar Array
Oct	\$ 887,867	\$ 847,798	\$40,069	\$50,000 Simpson Donation & \$21,144 Focus on Energy pymt rec'd for Solar Project; \$16,144 rec'd from McCollum & PV Foundation for Shelter; \$75,408 paid to Salisbury Const. for Shelter
Nov	\$ 760,536	\$ 774,669	-\$14,132	\$20,000 DHS Grant rec'd Outdoor Shelter
Dec	\$ 1,040,520	\$ 864,834	\$175,686	\$143,259 SP Pymt & \$41,223 MCD Retro pymts. Rec'd; \$97,000 WC 2024 Ins. Paid
	<u>\$ 11,123,122</u>	<u>\$ 10,757,117</u>	<u>\$ 366,005</u>	

SCHEDULE OF VOUCHERS – PINE VALLEY COMMUNITY VILLAGE

RICHLAND COUNTY

DATE: FEBRUARY 2024

WE HEREBY CERTIFY THAT THE BOARD OF TRUSTEES OF THE COUNTY OF RICHLAND PINE VALLEY COMMUNITY VILLAGE HAVE ALLOWED AND AUDITED THE FOLLOWING CLAIMS. YOU ARE INSTRUCTED TO ISSUE A COUNTY-ORDER CHECK TO EACH PERSON NAMED BELOW THE AMOUNT SET OPPOSITE EACH NAME.

SUMMARY OF CASH RECEIPTS AND EXPENSES

CASH RECEIPTS:	+	834,867.42
Jrnl Entries: Crthouse		
Telephone/Internet:	-	127.77
HRA/FLEX & Annual Fees	-	464.94
Health Ins/HRA Deductions	-	76.74
PAYROLL:	-	549,289.17
VOUCHERS:	-	207,859.54

Cash Variance	+	77,049.26

Note: This report includes only the selection criteria listed below.
 Check Date From 2/1/2024 Thru 2/29/2024

Cash Disbursements Journal
10010 Cash - Operating
 Pine Valley Community Village (PV)

Page 1 of 4
 3/14/24 8:14 AM
 ApJournalCD

Sort Order: Check Number

Vendor	Date Entered	Check Date	Void Date	GL Month	Check Number	Check Amount	----- Distribution ----- Account	Amount	Invoice ID
985 ALLIANT UTILITIES (WP&L) (ALLI)									
Electrical service	2/8/24	2/8/24			10512	\$12,681.84	20010	\$12,681.84	02082024
1094 WAL-MART (WALM)									
Walmart Purchases	2/8/24	2/8/24			10513	\$444.31	20010	\$444.31	02082024
2039 FRONTIER COMMUNICATIONS (FRONC)									
Phone for lift station	2/15/24	2/15/24			10573	\$82.18	20010	\$82.18	02152024
9006 KRONOS INCORPORATED (KRON)									
Payroll software support	2/15/24	2/15/24			10574	\$872.33	20010	\$872.33	02152024
2274 KWIK TRIP, INC. (KWIK)									
Gasoline Purchases	2/15/24	2/15/24			10575	\$288.56	20010	\$288.56	02152024
455 WE ENERGIES (WI GAS) (WE)									
Gas service	2/15/24	2/15/24			10576	\$880.93	20010	\$880.93	02152024
1841 CARDMEMBER SERVICES (CARD)									
Credit card purchases	2/22/24	2/22/24			10577	\$3,965.91	20010	\$3,965.91	02222024
2057 PREMIER MEDICAL STAFFING SERVICES (PREMM)									
WE 2/3, 2/10-Contract RN	2/22/24	2/22/24			10578	\$2,962.50	20010	\$2,962.50	02222024
6192 GRAPETREE MEDICAL STAFFING (GRAPM)									
WE 2/3,2/10-ContractWages 1 LPN 1 PCWCNA	2/22/24	2/22/24			10579	\$9,891.25	20010	\$9,891.25	02222024
1575 GENUINE TELECOM (GENU)									
Phone and TV service	2/22/24	2/22/24			10580	\$1,629.01	20010	\$1,629.01	02222024
1387 U.S. CELLULAR (USCEL)									
Cell phone service	2/22/24	2/22/24			10581	\$134.76	20010	\$134.76	02222024
650 R.C. MUNICIPAL UTILITIES (RCMU)									
Waste water treatment	2/22/24	2/22/24			10582	\$1,691.00	20010	\$1,691.00	02222024
1411 AGING & DISABILITY RESOURCE CENTER (AGIND)									
Medical Transports, DG	3/14/24	2/29/24			10588	\$715.25	20010	\$715.25	02292024
19 ADDED TOUCH FLORAL (ADDE)									
Funeral flowers	3/14/24	2/29/24			10589	\$30.00	20010	\$30.00	02292024
2057 PREMIER MEDICAL STAFFING SERVICES (PREMM)									
WE 2/17, 2/24-Contract RN Wages	3/14/24	2/29/24			10590	\$2,381.25	20010	\$2,381.25	02292024
2669 ADVANCED PUMP AND WELL SOLUTIONS (ADVAP)									
Water sample postage	3/14/24	2/29/24			10591	\$34.89	20010	\$34.89	126063
2703 BEN KOELSCH (KOELB)									
Public Access sponsorship	3/14/24	2/29/24			10592	\$50.00	20010	\$50.00	02292024
2708 CENTER PHARMACY (CENTP)									
OTC rs and prescriptions jb	3/14/24	2/29/24			10593	\$1,013.17	20010	\$1,013.17	02292024
2709 PRECISION CONTROLS & SERVICE LLC (PRECC)									
Check & repair walk in freezer	3/14/24	2/29/24			10594	\$449.18	20010	\$449.18	524
2856 ORKIN INC (ORKIP)									
Pest Control Service	3/14/24	2/29/24			10595	\$104.99	20010	\$104.99	254862355
459 ARAMARK (ARAMA)									

Cash Disbursements Journal

10010 Cash - Operating
Pine Valley Community Village (PV)

Page 2 of 4
3/14/24 8:14 AM
ApJournalCD

Sort Order: Check Number

Vendor	Date Entered	Check Date	Void Date	GL Month	Check Number	Check Amount	----- Distribution Account	----- Amount	Invoice ID
Laundry services	3/14/24	2/29/24			10596	\$8,485.00	20010	\$8,485.00	02292024
5176 CINTAS CORP. (CINTC)									
Floor mats for outside doors	3/14/24	2/29/24			10597	\$145.49	20010	\$145.49	02292024
6145 OAK MEDICAL SC (OAKME)									
Medical director fee	3/14/24	2/29/24			10598	\$1,200.00	20010	\$1,200.00	02292024
6173 ROCKET INDUSTRIAL (ROCKI)									
Dietary Chemicals IN00456911,369894	3/14/24	2/29/24			10599	\$300.87	20010	\$300.87	02292024
6192 GRAPETREE MEDICAL STAFFING (GRAPM)									
WE 2/17,24-ContractWages 1 LPN 1 PCWCNA	3/14/24	2/29/24			10600	\$9,831.25	20010	\$9,831.25	02292024
6257 CIVIC MEDIA (CIVIM)									
WRCO radio advertising	3/14/24	2/29/24			10601	\$695.00	20010	\$695.00	02292024
6262 SARA SUARDINI (SUARS)									
Dietary consultant	3/14/24	2/29/24			10602	\$1,609.00	20010	\$1,609.00	02292024
6383 Elim Preferred Services (ELIM)									
Medical supplies	3/14/24	2/29/24			10603	\$6,635.87	20010	\$6,635.87	02292024
6443 THE GOOD LIFE MEDSTAFF, LLC (TGL)									
1 wk contract CNA-WE 2/24/24	3/14/24	2/29/24			10604	\$2,000.00	20010	\$2,000.00	3624
914 PHILLIPS TOTAL CARE PHARMACY, INC. (PHILLI)									
Pharmacy and IV charges	3/14/24	2/29/24			10605	\$8,976.95	20010	\$8,976.95	02292024
3060 INOVALON PROVIDER, INC (IVAN)									
Medicare billing service Jan & Feb	3/14/24	2/29/24			10606	\$724.02	20010	\$724.02	02292024
1308 AEGIS THERAPIES, INC. (AEGI)									
Contracted therapy services	3/14/24	2/29/24			10607	\$45,676.74	20010	\$45,676.74	02292024
2760 AMERICAN HEALTHTECH, INC. (AHTC)									
Nursing & Accounting software support	3/14/24	2/29/24			10608	\$2,530.90	20010	\$2,530.90	J24020264042
4228 AMERICAN DO IT CENTER (AMER)									
Maintenance supplies	3/14/24	2/29/24			10609	\$41.46	20010	\$41.46	02292024
4032 BRIGGS HEALTHCARE (BRIG)									
Physician's Telephone orders	3/14/24	2/29/24			10610	\$336.45	20010	\$336.45	B453913
2058 CLIA LABORATORY PROGRAM (CLIA)									
Lab process fee SNF & AL 2 yr.	3/14/24	2/29/24			10611	\$496.00	20010	\$496.00	02292024
2952 COMMUNITY SERVICE ASSOC. (COMMU)									
Psychologist service	3/14/24	2/29/24			10612	\$560.00	20010	\$560.00	02292024
1217 DALCO (DALC)									
Housekeeping chemicals & supplies	3/14/24	2/29/24			10613	\$1,690.14	20010	\$1,690.14	02292024
2181 DIRECT SUPPLY (DIRE)									
CBRF Plates	3/14/24	2/29/24			10614	\$63.94	20010	\$63.94	32765098
2214 EZ WAY INC (EZWA)									
Slings for lifts	3/14/24	2/29/24			10615	\$1,190.30	20010	\$1,190.30	02292024
2117 FITZSIMMONS HOSPITAL SERVICES (FITZ)									

Cash Disbursements Journal
10010 Cash - Operating
Pine Valley Community Village (PV)

Sort Order: Check Number

<i>Vendor</i>	<i>Date Entered</i>	<i>Check Date</i>	<i>Void Date</i>	<i>GL Month</i>	<i>Check Number</i>	<i>Check Amount</i>	<i>----- Distribution -----</i>		<i>Invoice ID</i>
							<i>Account</i>	<i>Amount</i>	
Phone system repairs	3/14/24	2/29/24			10637	\$75.00	20010	\$75.00	40114
4598 TOWN & COUNTRY SANITATION, INC. (TOWN)									
Trash disposal	3/14/24	2/29/24			10638	\$1,105.17	20010	\$1,105.17	02292024
4362 TRANE U.S. INC. (TRAN)									
Service Contract	3/14/24	2/29/24			10639	\$2,427.00	20010	\$2,427.00	314305586
902 WALSH'S ACE HARDWARE (WALS)									
Maintenance supplies and copy paper	3/14/24	2/29/24			10640	\$388.45	20010	\$388.45	02292024
4341 WI DEPT OF JUSTICE (WIJUST)									
Background checks	3/14/24	2/29/24			10641	\$30.00	20010	\$30.00	02292024
617 WI STATE LABORATORY OF HYGIENE (WILAB)									
Water testing-Legionella	3/14/24	2/29/24			10642	\$260.00	20010	\$260.00	769858
2223 WI DEPT. OF HEALTH & FAMILY SERVICES (WIDHFS)									
Bed tax	3/14/24	2/29/24			10643	\$13,600.00	20010	\$13,600.00	02292024
						\$207,859.54		\$207,859.54	

<i>Total Manual Checks</i>	\$0.00
<i>Total Voided Checks</i>	\$0.00
<i>Total Computer Checks</i>	\$207,859.54