

Richland County  
Pine Valley Sub-Committee

January 12, 2026

**NOTICE OF MEETING**

Please be advised that the Richland County Pine Valley Sub-Committee will convene on Monday, January 19, 2026, at 6 pm in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:  
<https://administrator.co.richland.wi.us/minutes/pine-valley-committee/>.

If you have any trouble accessing the meeting, please contact MIS Director Jason Marshall at 608-649-5926 (phone) or [Jason.marshall@co.richland.wi.us](mailto:Jason.marshall@co.richland.wi.us) (email).

1. Call to Order
2. Roll Call
3. Approval of Agenda and Verification of Posting
4. Approval of Minutes of the December 15, 2025, Pine Valley Sub-Committee Meeting
5. Public Comment
6. Administrator Census
7. Pine Valley Financials
  - a. December financial standing
8. Administrator's Report
9. Future Agenda Items:
10. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Pine Valley Sub-Committee.

**Richland County**  
**Pine Valley Sub Committee**

The Richland County Pine Valley Committee convened on Monday, December 15, 2025, in person and virtually at 6:00 PM in the County Boardroom of the Richland County Courthouse.

**Call to Order:** Committee Acting Chair Sandra Kramer called the meeting to order at 6:00PM.

**Committee Members present:** Pat Rippchen, Sandra Kramer and Marc Couey, Mary Miller, Gary Manning, Alayne Hendricks, Tiffany Thompson.

**Committee Member(s) absent:** None

**County Board Members present:** None

**Attendants:** Staff present included Brittany Paulus, Pine Valley Administrator; Jesi Towne, Pine Valley DON, Tricia Clements, County Administrator, Leanna Pick, County Finance Director.

**Approval of Agenda and Verification of Posting:** Motion by Manning to approve agenda. Motion carried and agenda declared approved. Verification of positing completed.

**Approval of Minutes of the October 20, 2025 Pine Valley Sub-Committee Meeting:** No additions, corrections or notes were identified. The minutes of the October 20, 2025, meeting were approved as written.

**Public Comment:** Debra Mueller made a public comment in regards to employment at Pine Valley. Alayne request to go into closed session next meeting.

**Pine Valley Census Recap:** Brittany reviewed the census report for October and November, Average of 70 in August, but currently at its highest thus far 72. CBRF average 16.

**Pine Valley Financials – Accounts Receivable Trend Report:** Leanna Pick went over in depth of the financial stand, shared her screen with the committee. We over current standing as of that day where Pine Valley was sitting and that Pine Valley was in the positive over 400,000 dollars YTD and still had to close out the year, this number will likely go up.

**Administrator's Report:** Administrator Brittany went over the state surveys that occurred in October- Skilled nursing for complaints that were unsubstantiated, and the ALF received a citation free bi-annual survey. Went over the QAPI and how we are improving our documentation with admissions. Went over our fall reduction initiatives and how we are using therapy to be proactive. Brought in Gentell for our wound care supplies to lower the cost of supplies. Working on Less ER visits. We did fire safety training for all staff. Signed a new wound care provider, we signed up for a CMS covered guide program for the assisted living. Administrator went over self-reports and that we are rolling out IDDSI diets. Went over agency usage. Was asked about the water, let them know that we are still clear. Manning brought up hooking up to city water and let him know that we are not planning to hook up to city water and repaint the inside.

**Future Agenda Items:** Potential for closed session for next month, turn over rates.

**Adjourn:** Motion by Gary Manning second by Tiffany Thompson to adjourn. Motion carried and meeting adjourned at 6:53 PM.

**Next Meeting:** Monday, January 19, 2025 at 6:00 PM.

Brittany Paulus, Pine Valley Administrator

## 2025 Pine Valley Community Village Census

Month	Beginning	End	High	Low	Average	CBRF Avg
January	63	66	66	61	64	16
February	66	64	70	64	68	15
March	64	65	70	63	66	15
April	65	67	67	63	65	15
May	67	68	70	64	67	15
June	68	68	72	68	70	15
July	68	71	71	67	69	14
August	71	75	76	70	73	15
September	75	69	75	66	68	16
October	69	69	69	65	68	16
November	69	66	72	65	68	16
December	66	65	69	64	67	16

## **Administrator Monthly Report**

Pine Valley Community Village

Brittany Paulus

### **Facility Overview & Census**

Skilled Nursing Licensed Beds: 80

Assisted Living Licensed Beds: 16

Average Daily Census (SNF): 67

Average Daily Census (AL): 16

Admissions This Month: 8

Discharges This Month: 6

Narrative Summary:

Had several hospital stays in the month of December, due to respiratory and other. Currently have covid and influenza in the building.

### **Regulatory & Survey Activity**

Surveys or Inspections This Month: 1 Complaint survey- they were completely satisfied with the cares of our patients, COC charting she stated was amazing, however we will be cited for a missing narcotic count sheet.

Plan of Correction / Follow-up Status: For F755- Pharmacy

Services/Procedures/pharmacist/Records, working on this, we are getting hard cover narcotic books verses binder. No sheets can be removed from the bound book moving forward. We have implemented checks to ensure proper filling out of these as an added layer of protection.

### **Quality Measures & QAPI**

Quality Indicators Reviewed:

Root Cause Analysis

Active QAPI Projects:

Root Cause Analysis

Outcomes / Progress:

Education, hand outs to nurses

### **Staffing Updates**

Current Vacancies or Challenges:

All availability, all shifts. In February if all RA's pass their test, we will be able to fill majority

of the CNA spots.

Agency Use: We are using Agency currently; this will be a while before we are able to get around not having them in the building. We are hoping to reduce the amount used in the coming months.

### **Retention & Workforce Efforts**

Retention Initiatives:

We do Employee of the month, pot lucks.

Recruitment & Training Activities:

Revamping of onboarding and posted open position, radio advertisement. Word of mouth and having luck with RA to CNA positing. We have sent 7 RA's to school this month. They will all become CNA's by February.

### **Facility & Maintenance Updates**

Preventative Maintenance Completed:

Fire drills, Review of our heating system with another company for bids

Safety & Environmental Rounds:

Everything seems to be fine QA rounds to be completed each month. SPA tub on 400/500 wing door quit working- they no longer make this model or parts for this, will need to replace this.

### **Dining & Nutrition Services**

Menu & Therapeutic Diet Compliance:

IDDSI implementation, working on ensuring timely orders to be put in and correct diets are transitioned over for IDDSI verbiage.

Resident Satisfaction or Concerns:

Food is improving slowly, we still have some issue that are being worked out, menu planning meeting.

### **Technology & Systems**

EMR / Technology Updates:

Looking into PCC, we are struggling getting paperless due to the lack of our system capabilities and not meeting federal and state requirements.

System Issues or Improvements:

Potential upgrade of camera system, adding a intercom for communication, but may just use walkie talkies instead depending how things go.

### **Resident, Family & Community Relations**

Resident Council Highlights:

Residents are getting more happy with the food. We are doing a lot of training with the staff.

We had a chef from PFG to do food preparation and snacks for residents with staff, they loved it and enjoyed the food prepared.