LINCOLN COUNTY
PINE CREST NURSING HOME BOARD OF TRUSTEES
Conference Room, Pine Crest Nursing Home
2100 East Sixth Street, Merrill, WI 54452
Monday, November 18, 2019 at 8:00 am
Agenda

1. Call to Order
2. Approval of Minutes from Previous Meeting(s) – 10/11/19
3. Administrators Report
4. Patient Per Day Revenue Analysis/Census Report
5. Financials
6. Dissolve Pine Crest Trustees
7. Adjournment

DISTRIBUTION:
Board of Trustee Members: Kathy Wulf, Robert Weaver (electronic), Paul Gilk, Patricia Voermans and Ken Neff.

Administrative Coordinator
Other County Board Members
Department Heads
News Media – Notified on _____ at _____ a.m./p.m. by _____
Service Center – Posted on _____ at _____ a.m./p.m. by _____

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715-539-1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:
1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:
1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statue.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:
Date, time, place, and subject matter, including subject matter to be consider in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SEESIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours <u>unless</u> proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than $25.00 nor more than $300.00 for each violation.

Lincoln County – Pine Crest Nursing Home
Minutes of Friday, October 11, 2019 Board of Trustees Meeting
Pine Crest Nursing Home Conference Room

MEMBERS PRESENT: Bob Weaver, Paul Gilk, Kathy Wulf, Ken Neff, Patricia Voermans
ABSENT: Ken Neff
VISITORS: Jason Hake, Kim Gochanour, Ryan Hanson, Gayle Preu, Michael Loy, Zach Ziesemer, Jarret Nickel

1. **Call Meeting to Order:** Chair Wulf called the meeting to order at 8:00 a.m.

2. **Approval of Minutes from Previous Meeting(s) – 9/16/19:** Wulf stated she would like to see "finding" in item #4 change to deficiency.

   Motion by Gilk to approve the meeting minutes from the 9/16/19 meeting with the change of "finding" to deficiency in item #4, second by Voermans. All ayes. Motion carries.

   Item #5 was moved up to item #3 in the agenda

3. **Wage Comparison of RN & LPN positions to NCHC:** Kim Gochanour and Jarret Nickel from NCHC reviewed the handout which reviewed the current wages for RN, LPN & CNA positions compared to market. The recommendation from NCHC is to increase wages to the proposed amount, effective December 1, 2019. This recommendation will have an annual estimated cost of $178,644, which will be funded within the current Pine Crest budget.

   Jason stated that by approving this it could have an effect on the rest of the county. The salary study that was implemented in 2017 placed employees on step 1, with step 6 being the market rate. By moving Pine Crest employees up to market rate what message does this send to other county departments?

   Motion by Weaver to approve the proposed wage increases, effective December 1, 2019, second by Voermans. All ayes. Motion carried.

4. **Increase in Shift Differential Pay:** Kim Gochanour and Jarret Nickel from NCHC reviewed the handout, which reviewed the current shift differential rates and the proposal rate, that would align Pine Crest and NCHC's shift differential rates. The estimated fiscal impact of increase shift differentials is $32,952, which will be funded within the current Pine Crest budget.

   Motion by Weaver to increase the shift differential pay to the proposed rates, second by Voermans. All ayes. Motion carried.

5. **Reduction of Bed Licenses:** Kim Gochanour reviewed the handout. The average census over the last 4 years has decreased from 162.98 to 153.68. The impacts of change if Pine Crest were to reduce bed size was also discussed. This would include a reduction of 1 RN FTE, wing consolidation and an annual bed tax savings of $40,800.

Motion by Weaver to reduce bed license count from 180 to 160, second by Voermans. All ayes. Motion carried.

6. **Facility Assessment:** Jason Hake gave an overview of the facility tour he took with maintenance staff. The best way to sum up the assessment is much of the maintenance equipment is past its useful life and needs to be replaced. There will be a facility assessment completed in November and Pat Gierl will be working on creating a plan going forward.

7. **Adjournment:** Motion by Wulf to adjourn the meeting, second by Gilk. All ayes. Motion carried on a voice vote.

Minutes prepared by Jason Hake, Administrative Coordinator

Pine Crest Nursing Home
Patient Day Revenue Analysis
January-September, 2019

September

Payer Source	Actual: Residents Per Day	Actual: Patient Days	Actual: Net Revenue	Actual: Average Rate	Budget: Residents Per Day	Budget: Patient Days	Budget: Net Revenue	Budget: Average Rate	Variance: Days	Variance: Revenue	Reason for Variance: Volume Variance	Reason for Variance: Rate Variance
Self	23	686			16	480						
Medicare	10	314			10	300						
Managed Medicare	7	216			4	120						
Medicaid	111	3335			130	3900						
Managed Medicaid	3	93			0	0						
Insurance	1	29			0	0						
Total	156	4673	$1,009,334	$216	160	4800	$868,800	$181	(127)	$140,534	($22,987)	$163,521
Occupancy		86.54%				88.89%						

Year to Date:

Payer Source	Actual: Residents Per Day	Actual: Patient Days	Actual: Net Revenue	Actual: Average Rate	Budget: Residents Per Day	Budget: Patient Days	Budget: Net Revenue	Budget: Average Rate	Variance: Days	Variance: Revenue	Reason for Variance: Volume Variance	Reason for Variance: Rate Variance
Self	19	5263			16	4368						
Medicare	8	2174			10	2730						
Managed Medicare	5	1397			4	1092						
Medicaid	116	31762			130	35490						
Managed Medicaid	5	1371			0	0						
Insurance	1	183			0	0						
Total	154	42150	$8,248,366	$196	160	43680	$7,906,080	$181	(1530)	$342,286	($276,930)	$619,216
Occupancy		85.78%				88.89%						

Pine Crest Nursing Home
Statement of Revenue and Expenses
September, 2019

	September			Year To Date		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
REVENUE						
Net Patient Revenue	$1,020,477	$885,700	$134,777	$8,513,965	$8,059,869	$454,096
Write Offs	($15,232)	$0	($15,232)	($44,059)	$0	($44,059)
Supplemental Payment	$175,858	$152,083	$23,775	$1,582,723	$1,368,747	$213,976
Certified Public Expenditure (CPE)	$67,499	$0	$67,499	$602,497	$0	$602,497
Transportation Revenue	$3,335	$667	$2,668	$13,380	$6,003	$7,377
Other Operating Revenue	$1,454	$75	$1,379	$7,843	$675	$7,168
County Levy	$36,735	$36,735	$0	$330,615	$330,615	$0
Total Revenue	$1,290,125	$1,075,260	$214,865	$11,006,963	$9,765,909	$1,241,054
EXPENSES						
Salaries	$523,109	$567,986	$44,877	$5,002,234	$5,168,674	$166,440
Benefits	$251,228	$250,799	($429)	$2,268,325	$2,282,266	$13,941
Contract Nursing	$135,272	$0	($135,272)	$850,698	$0	($850,698)
Bed Assessment	$30,600	$30,600	$0	$275,400	$275,400	$0
Utilities	$12,399	$18,567	$6,169	$146,358	$167,103	$20,745
Depreciation	$57,576	$29,167	($28,409)	$518,185	$262,503	($255,682)
Interest	$21,069	$23,613	$2,544	$189,600	$212,517	$22,917
Other	$266,197	$155,475	($110,722)	$2,201,657	$1,399,275	($802,382)
Total Expenses	$1,297,450	$1,076,208	($90,825)	$11,452,457	$9,767,738	($1,684,719)
Operating Income (Loss)	($7,325)	($947)	($6,378)	($445,495)	($1,829)	($443,666)
Nonoperating Gains /(Losses)						
Interest Income	$55	$17	$38	$769	$153	$616
Gain/(loss) Disposal of Assets	$0	$0	$0	$300	$0	$300
Total Nonoperating Gains (Loss)	$55	$17	$38	$1,069	$153	$916
Income (Loss)	($7,270)	($930)	($6,340)	($444,426)	($1,676)	($442,750)