

MEETING OF BOARD OF DIRECTORS

OF

PRAIRIE PINES

Tom Davis called the meeting to order at 7:00 pm. Those in attendance were Administrator Linda Watts, Quality Control Manager Theresa Witte, Vice Chairman Tom Davis, Secretary Michelle Wyckoff, Trustees Theresa Weber and Cindy Mcloud, Commissioner Donald Oswald and Micheal Mcloud.

The Board welcomes Cindy Mcloud to the position of Trustee. She has graciously accepted the challenge of updating the Prairie Pines website and Face Book page.

Cindy moved to accept the January minutes with the correction of the spelling of her last name, Theresa seconded, motion carried.

Financial Report: Kiowa County Treasurer Steve Baxter released \$29,000 in mill levy funds to Prairie Pines. This enabled Linda to make the payment of \$8,692.00 to Colorado East Bank and Trust. With all January expenses subtracted, there was a net profit of \$4873.21.

The food budget has been cut from \$1972.54 in December to \$1893.21 for the month of January. Linda will work to cut that even further to a monthly budget of around \$1500.

Linda has purchased a new printer from Plains Network Services. With a credit that was left over there, it was less expensive than trying to repair the old one.

Administrative Report: Three new residents have moved to Prairie Pines, with two more coming, however, one will be moving to a nursing home soon. Several new people are on schedule to tour in the next few weeks. Currently there is only one double room available.

According to regulations, two additional Qmaps and PCPs have been hired for the three additional residents during the waking hours.

After January 1, 2013, the employees have had to be dismissed from the County payroll and rehired by Prairie Pines. They have all had new background checks and drug tests.

Cindy moved to open a general savings account for the monthly residential deposits, Theresa seconded, motion carried.

Linda will research the Memorial Fund account and get it reconciled.

Sharon Johnson was kind enough to offer to continue research for insuring the pool. There's a chance it could come from Colorado East Bank and Trust.

Maintenance Report: There is a fowl odor at the front entrance of the building. Linda will contact the city for their help to discover the source and resolve the problem.

Mike Crane has installed a new alarm on the east door.

The carpet needs to be shampooed, and two rooms need to be replaced.

Marketing and Advertising: We would like to look into the possibility of making an ad to show at the theatre to advertise Prairie Pines. Someone will look into this.

Linda has arranged for Prairie Pines to be put on the Plainview school's pocket calendars. They will come out in the spring and the fall. She's put Prairie Pines in the yearly directory for the Lamar Ledger's annual mass mailing, as well as reserving 30 spots on KAVY Radio.

Progress and Transition: Linda has obtained the Wage Withholding License. Payroll withholding will be done quarterly.

Linda will also approach Trice Watts to see if he would be interested in being the new accountant for Prairie Pines.

Linda has now updated the Prairie Pines website. Cindy will work to update the Face Book page.

Bill Dutro, Director of Colorado Small Business Development, has offered to send someone proficient in Quick Books Pro to tutor Linda for as long as she needs to become proficient in the program also.

With no further business to discuss, Theresa moved to adjourn at 9:02 pm. The next meeting will be March 14th at 6:30 pm.

