

## CANYONLANDS HEALTH CARE SPECIAL SERVICE DISTRICT BOARD MEETING

Larson Building Conference Room 285 S 400 E, Moab, UT 84532, Online through Zoom

- Thursday February 8, 2024 at 5:30 p.m.

**PRESENT:** Tawny Knuteson-Boyd (Chair), Joette Langianese (Vice-Chair), Debbie Testa (Clerk), Evan Clapper, Paula Martin, Lou Irby, Dan Cook, Colette Lyman, Cassie Rose (CCC), Garrett Weston, Jonathan Bangerter (Parkway), Sophie Miller (Larson), Nathan Bronemann, Todd Bramall (Seasons), Beth Logan (Moab Healthcare Foundation)

**ABSENT:** Ken Ballantyne, Jason Gatherum

I. Called to Order at 5:32 PM

II. Approval of the December 14, 2023 Meeting Minutes (*5 min*) (Action Item)

**Motion to approve the December 14th minutes made by Evan seconded by Lou, Motion carried for approval Lou 6-0.**

III. Annual election of District Board Chair, Vice-Chair, Treasurer and Chief Administrator Officer (*10 min*) (Action Item)

**Motion to maintain current officers temporarily until all board members are in attendance for full appointments made by Evan seconded by Joette motion, passes 6-0.**

IV. Reports/Presentations (*25 min*)

a. Care Center Administrator's Report – Colette/Jillian

1. Administrators Report

CL provided the Dec 2024 CCC report. There was no state survey activity, and their census was at 33. Three residents were either discharged or passed away. The last COVID outbreak ended towards the end of November. They are flagging in falls for quality measures and have six QAPIs. To be fully staffed, 2 full-time nurses and 3 CNAs are needed. The cost report audit was due at the end of the year, with a financial audit to immediately follow.

2. Quality Assurance Report

CL reported on behalf of JF for CCC's QAPI Dec 2023 overview. There were 2 undesired weight losses, 6 house-acquired infections, 12 skin issues, and 5 falls. For psychotropic medications, 9 residents were taking anti-anxiety medications, 6 residents were taking anti-psychotic medications, 17 residents were taking anti-depressant medications, and 1 resident was taking a sedative-hypnotic. 1 medication error did occur, and their medical cart audits are complete.

b. Canyonlands Care Center Financials – Cassie

1. Ratify Care Center Bills – Dec/Jan (Action Item)

**Motion to ratify the Dec 2023 Canyonlands Care Center bills in \$496,872.80 made by Dan, seconded by Evan. Motion carried for approval 6-0.**

2. Review of the Budget vs Actuals – Dec/Jan

CL explained that the budget reports will include YTD and monthly with actual numbers and variance. CR discussed the financial report, highlighting a variance of \$1,024,777.25 between the budget and actual numbers. The net income before district funds was approximately \$1.1 million against an expected \$1.2 million from the district due to lower revenue offset by reduced staffing costs resulting in a profit of \$40K. Concerns were raised about being over budget by a million dollars in expenses. This led to discussions about subsidies and how they are utilized within the organization. There were discussions regarding reporting timelines with requests made to provide financial reports closer to meetings rather than well in advance due to changes in actuals versus estimates.

The group discussed the \$235,966.18 additional 2020 DSH payment for the Moab Regional Hospital that wasn't initially budgeted for. Beth Logan from Moab Healthcare Foundation is

working to secure funding to offset the costs, as donations cannot be directly used for this purpose but can support healthcare needs within the community. The discussion revolved around fundraising efforts through foundations and what specific items or needs could be supported through these initiatives without affecting ongoing operations or salaries. The group discussed drafting an MOU with the CHCSSD and the Moab Health Foundation regarding raising money to help support the Canyonlands Care Center. The board requested Beth draft the MOU for the board to sign and ratify at the CHCSSD April 2024 board meeting. Beth noted she would send the MOU to TK and JL.

- c. Parkway and Seasons Administrators/Financials Report (Feb) – Nathan/Todd/Jason  
GW reported that in February, Parkway's customer satisfaction scores improved significantly, with the facility hitting 16 out of 16 categories above the national average. The overall combined score for February was 4.67 out of 5.0, showing growth from January's score of 4.46 and a fourth-quarter trend of 4.12. The facility has shown significant growth and improvement in various areas, such as the activities department and quality of food scores. For Parkway's financials, GW provided details on fourth-quarter total revenue being shy of \$1.3 million, with operating expenses slightly higher than revenue, resulting in a total loss of \$200K for the quarter. Their Q4 census came in on average at 38 and is currently at 42. GW noted that they are still in the survey window.  
JB reported on Seasons and noted they were in the top 15% for pinnacle quality and won excellence awards in all categories surveyed. However, there was a slight drop in the average census from quarter three to quarter four. Their census is at 47, and they are fully staffed.  
NB provided an overview of Seasons Q4 and year-end financials. Seasons continued to struggle with census this last quarter. All revenue sources except Managed Care were under budget. Expenses also increased in Q4 for a variety of reasons. Due to the lower census and increased spending, Seasons posted a quarterly loss of \$159K. Excluding extraordinary income related to ERC and fees, Seasons would show a year-end loss of \$139K. The booked year-end revenue, including the ERC, was \$996K.
- d. Other Considerations

## V. Financials (25 min)

- a. CHCSSD Financials – Ken/Sophie

- 1. Approval of Bills (Action item)

**Motion to ratify the CHCSSD Jan bills as presented and approve the Feb bills with changes for a total amount of \$815,409.85 made by Joette, seconded by Lou. Motion carried for approval 6-0.**

A discussion ensued regarding an error related to reimbursements. Funds meant for the Moab Regional Hospital DSH payment were mistakenly paid by Canyonlands Care Center instead of coming from the CHCSSD district account ending in 1199. It was decided that TK would inform KB to reverse this transaction for \$317K, ensuring that the seed money goes to the health department from the CHCSSD account. Additionally, it was noted that another \$235K DSH payment for 2020 Q4 for MRH needed attention.

- 2. Review of the Budget vs Actuals

SM discussed the CHCSSD financial report highlighting various account balances and income for Dec 2023 and Jan 2024. The district posted a \$530K net income for 2023.

- 3. Review of the Fund Balances

SM provided an update on the fund balances: \$638,042.76 General PTIF Fund, \$101,301.18 Capital PTIF Fund, \$2,493.76 CCC Capital PTIF Fund, \$1,225,478.50 Debt Service Fund, \$830,189.72 Wells Fargo Checking, balances are as of January 31, 2024.

- 4. Discussion on 2020 DSH Seed Funding

The board agreed for the district to pay the Q4 2020 DSH invoice for MRH and amend the budget accordingly.

**Joette moved to approve 2020 DSH seed money for MRH with a budget amendment at the appropriate time, seconded by Evan. Motion carried for approval 6-0.**

- 5. Financial Audit Letter of Engagement from Gilbert & Stewart

Motion to approve the 2023 Financial Audit Letter of Engagement from Gilbert & Stewart made by Joette seconded by Evan. Motion carried for approval 6-0

#### 6. Other Considerations

##### VI. New Business/Discussion/Action Items (25 min)

###### a. Annual Review of Financial Procedures and Ethics & Conflict of Interest Policies

DT requested board members review and sign the ethics pledge documents per county policy, along with an annual review of financial procedures. It was noted that changes need to be made to the bylaws regarding meeting frequency and location. The board agreed to review the bylaws for potential amendments and approve them at the next board meeting in April 2024.

###### b. Update on development plans for the remaining CHCSSD property (Joette)

Discussions revolved around plans for mixed-income housing development on district property, involving senior-related services and commercial retail services. A facilitator is needed to assist with project progress and secure funding through CIB or donations.

##### VII. Other Considerations (5 min)

##### VIII. Closed Session to discuss the Character, Competency, and Mental Health of an Individual (20 min)

Motion to go into closed session to discuss the character, competency and mental health of an individual made by Evan, seconded by Lou. Motion carried for approval 6-0. Entered closed session at 7:10 PM.

Motion to come out of closed session made by Joette, seconded by Evan. Motion carried for approval 6-0. Ended closed session at 7:32 PM

Motion to adjourn the meeting made by Joette, seconded by Lou. Motion carried for approval 6-0.

##### IX. Adjourned at 7:33 PM