MINUTES OF UINTAH HEALTH CARE SPECIAL SERVICE DISTRICT PUBLIC MEETING at the GOLDEN AGE CENTER SOUTH EAST CONFERERNCE ROOM, 330 S AGGIE BLVD, VERNAL, UTAH on October 24, 2024 at 5:30 p.m.

Board Members Present – Richard Jolley, John Laursen, Robert Hall and Robin O'Driscoll
Board Members Excused – Terri Rimer

Visitors Attending – Windy Barton, Jamie Walker and Alicen Hatch

Welcome and Prayer – Robin O'Driscoll
The meeting was opened with a welcome to the Board of the Uintah Health Care Special Service District and Dr. Jolley offered the invocation.

Date, Time and Location of the Next Board Meeting – Robin O'Driscoll

- **Thursday November 21, 2024 at 5:30 p.m.**

Proposed date: November 21st, a week before Thanksgiving.
Discussion on the suitability of the date, considering the Thanksgiving holiday and other commitments.
Agreement to proceed with the proposed date, with Terri to be informed.

Approval of the August 22, 2024 Minutes – Robin O'Driscoll
Minutes from the August 22, 2024 meeting were reviewed.
Richard Jolley motioned to approve the minutes.
Richard Jolley – Aye, John Laursen – Aye, Robert Hall – Aye and Robin O'Driscoll – Aye

Approval of the August & September 2024 Check Registers – Robin O'Driscoll
August and September check registers were presented for review.
Robert Hall motioned to approve the August & September 2024 Check Registers
Richard Jolley – Aye, John Laursen – Aye, Robert Hall – Aye and Robin O'Driscoll – Aye

Approval of the May, June, July & August Financial Reports – Doug Rasmussen
Financial reports for May, June, July, and August were discussed.
Consensus to focus on the August report, with the option for board members to review earlier months at home. No notable issues were reported in the earlier months.

Care Center Financials

Current Assets:

- Total current assets for August are approximately $822,000, down from $1,052,000 the previous year.
- The cash position has improved, with a significant difference attributed to the upper payment receivable amount, which is $324,000 less than the previous year.
- Discussion on whether this is due to late payments or acuity, with a note that receivables were lagging in August of the previous year.

Petty Cash Management:

- Petty cash is audited as needed. The main petty cash belongs to the residents and is securely stored.
- An additional petty cash amount of $155 is kept for employee expenses like fingerprinting, reconciled with receipts.

Liabilities:

- Accounts payable decreased by $104,000 indicating timely payment of expenditures.
- Total payroll liabilities are similar to the previous year at $310,000 compared to $317,000.
- Total current liabilities are $1.288 million compared to $2.3 million, with pension liability being a significant factor.

Net Revenue and Expenses:

- Total net revenue is $512,000, down from $811,000 the previous year, with differences due to reduced mineral lease revenue and county contributions.
- Total expenses are $496,978 compared to $516,755, showing a decrease.
- Year-to-date activity shows a $300,000 loss compared to $331,000 the previous year.

Golden Age Center Financials

Current Assets:

- Total current assets are $116,000, up from $93,000 the previous year, with increases in cash and receivables.

Liabilities:

- Accounts payable decreased by over $50,000, indicating proper and timely payment of expenditures.
- Total current liabilities are $118,000 compared to $249,000, with pension liabilities contributing to the difference.

Net Revenue and Expenses:

- Current month net revenue is $127,000 compared to $118,000 the previous year.
- Year-to-date revenue is $842,160 compared to $810,940.
- Total expenses are $90,000 compared to $110,000, resulting in a net income of $10,000 for the current month and $37,000 year-to-date, compared to a loss of $37,000 the previous year.

District Activity

- **Current Assets**:
  - Total current assets are $1,062,000 compared to $768,000 the previous year, with an increase in the PTIF account by $250,000.

Net Revenue and Expenses:

- Net revenue is $218,000 compared to $167,000, with mineral lease money being a key factor.
- Year-to-date revenue is $1,479,000 compared to $1,342,000.
- Total expenses are $183,525 compared to $305,000, resulting in a net income of $35,000 for the current year and $145,334 year-to-date, compared to an $88,000 loss the previous year.

Discussion on whether to approve financial statements for August only or include previous months. Decision to approve August 2024 financials and review May, June, and July statements for approval next month, allowing for questions or comments at the next board meeting.

Richard Jolley motioned to approve the August 2024 Financial Reports
John Laursen seconded the motion
Richard Jolley – Aye, John Laursen – Aye, Robert Hall – Aye and Robin O'Driscoll – Aye

Smuin, Rich and Marsing Consulting Contract fee structure discussion – Doug Rasmussen

- The consulting contract has been in place for five years with a provision for a 5% fee increase on the anniversary date, which was not implemented.
- Proposal to amend the contract to include the fee increase.
- Proposal for Hourly Rates

- **Current Proposal**
  - **CPAs**: Proposed rate is $160 per hour.
  - **Manager, Senior, Non-CPAs**: Proposed rate is $135 per hour.
  - **Accountants, Non-CPAs**: Proposed rate is $115 per hour.
  - The discussion focused on how the proposed rates compare to the previous rates, although specific past rates were not mentioned in the conversation.
  - Discussed aligning hourly rates with current standards, including a potential 5% increase on the anniversary date, contingent on financial feasibility.
  - Current rates are $130 per hour, with a proposal to increase to $160 to match office standards.
  - Doug confirmed that the proposed rates align with accounting practices across the state.
- **Financial Overview**
  - Year-to-date spending through August is $32,399, with a budget of $58,000 for the year.
  - Last year's spending at this time was $38,000.
  - Travel time is charged at $110, a $50 reduction from the standard rate.
- **Purchasing Policy**
  - The current policy does not require bidding out professional services after a certain number of years.

Robert Hall motioned to approve the proposed fee structure for 2025
John Laursen seconded the motion
Richard Jolley – Aye, John Laursen – Aye, Robert Hall – Aye and Robin O'Driscoll – Aye

Director Report – Alicen Hatch
2025 Budget

- **Insurance Rate Changes**
  - PEHP rates increased by 4.5% prompting a review of bids from other carriers.
  - Regence Focal Point plan offers a 17.31% decrease from current rates covering a wide area including Salt Lake.
  - Value Care is an alternative for areas not covered by Focal Point with employees paying the difference if they opt for it.

- **Nursing Wages**
    - Proposal to increase nursing wages by $2 per hour for RNs & LPNs to remain competitive.
    - Current starting wages: LPNs at $20.57, RNs at $26.57.
    - Shift differentials include $0.50 for nights, $0.50 for weekends and an additional $0.50 for working on the dementia unit.
- **Budget Review**
    - A brief overview of the budget was provided, with a detailed discussion scheduled for the next meeting.
    - A 3% COLA increase is budgeted, aligning with state discussions of 2-2.5%.
- **Mineral Lease and PTIF Account**
    - As of September, the PTIF account holds approximately $450,000, with less reliance on it due to mineral lease funds.
    - Interest rates over 5% have been beneficial.
- **Investment Management**
    - The Zions Bank LAM account has been moved to a different investment, details to be confirmed by Commissioner John Laursen.
- **Employee Feedback**
- The annual assessment for CMS was conducted, prompting suggestion boxes at the nurse's stations that led to minor remodeling and improvements in the facility.

Staff Complaints and Reactions

- Acknowledgment of legitimate complaints from staff, particularly regarding sign-on bonuses.
- Emphasis on the importance of taking time to process complaints before responding.
- Efforts to improve communication and understanding between management and staff.

Facilities Updates

- Completion of stucco work on the golden age center building.
- Transition to a new payroll and time clock system integrated with WellSky to streamline processes.
- Replacement of the Golden Age Center's broken time clock.

Staffing and Wage Adjustments

- Ongoing challenges in maintaining staff levels, particularly CNAs.
- Decision to increase PRN CNA wages from $15.25 to $16.50 starting October 16th.
- Adjustments to wages for non-certified CNAs to attract and retain staff.
- Reduction of the benefits waiting period from 90 days to 30 days, effective January 1st.

Director of Nursing Report – Jamie Walker

- Current patient census at the care center is 28, with a capacity to bring in 10 more patients without hiring additional staff.
- Loss of memory care patients and ongoing investigation into a suicide incident.
- Discussion on weight limits for residents and the availability of bariatric equipment.

Golden Age Center Report – Windy Barton

- Completion of organizing and updating the first floor, including creating privacy offices.
- Increase in meal distribution and positive feedback on menu changes.
- Social activities for dementia patients, including bus rides around town.
- New truck for meal delivery received its first oil change after 5,000 miles.
- Positive feedback from a state nutritionist on the center's atmosphere and staff engagement.
- Consideration of the financial viability of hosting regular dance events.
- Successful ongoing activities like bingo, ball drumming, and chair yoga.
- Plans to utilize the brain exercise room for board games and other activities.
- Upcoming staff meeting to include Gallup StrengthsFinder assessments to enhance team dynamics.
- Donation of assessment codes by a former manager to facilitate this initiative.

Public Input – none

Adjournment
John Laursen motioned to adjourn the meeting
Robert Hall seconded the motion
Richard Jolley – Aye, John Laursen – Aye, Robert Hall – Aye and Robin O'Driscoll – Aye