CANYONLANDS HEALTH CARE SPECIAL SERVICE DISTRICT BOARD MEETING
Larson Building Conference Room 285 S 400 E, Moab, UT 84532, Online through Zoom
• Thursday October 10, 2024 at 5:30 p.m.

PRESENT: Dan Cook (Chair), Ken Ballantyne (Treasurer), Tawny Knuteson-Boyd (Vice-Chair), Joette Langianese, Evan Clapper, Paula Martin, Debbie Testa (Clerk), Colette Lyman (CCC), Jason Gatherum, Garrett Weston, Johnathan Bangerter (Parkway), John Bramall (Seasons), Ben Probst (Gilbert & Stewart), Jennifer Sadoff (Moab Regional Hospital), Kate Jagla, David Olsen (Moab Free Clinic).
ABSENT: Lou Irby

I. Called to order at 5:34 PM

II. Approval of the August 8, 2024 Meeting Minutes *(5 min)* (Action Item)

Motion to approve the August 8th, 2024 minutes by Paula, seconded by Evan. Motion carried for approval 4-0.

III. Financials *(35 min)*

a. CHCSSD Financials – Ken/Sophie

1. Review of the Budget vs Actuals
KB discussed the financial updates for August and September. He noted that August sales tax revenue was 79% of 2023, while July was 107% of 2023. They also discussed the transfer of funds, with no transfer to operations in August but a $200,000 transfer in September.
2. Review of the Fund Balances
Fund balances: $626,493.31 General PTIF Fund, $105,047.58 Capital PTIF Fund $2,585.98 CCC Capital PTIF Fund, $1,028,303.67 Debt Service Fund, $124,960.43 Wells Fargo Checking balances are as of Aug 31, 2024.
3. Approval of Bills (Action item)

JL arrives at 5:45 PM

Motion to ratify the CHCSSD Sept 2024 bills and pay the Oct 2024 bills for a total amount of $332,889.32 made by Evan, seconded by Paula. Motion carried for approval 5-0.

4. Discussion and Consideration to Approve
   1. 2023 Financial Audit (Action item)
   BP presented the 2023 financial audit report, explaining the audit procedures and their unmodified opinion on the financial statements. EC discussed the internal controls of their operations, with BP stating that they were in good compliance. EC asked if there were any areas for improvement, to which BP responded that they were well-documented and had proper segregation of duties.
   JL raised a concern about the delay in submitting paperwork to the auditors due to the special service district's late information to the county. EC suggested that getting the information sooner would help avoid delays in the county-wide audit. The group agreed to expedite the process and move up the timeline on their end to help the county.

Tawny arrives at 5:50 PM

Motion to accept the CHCSSD 2023 Audit as presented made by Ken, seconded by Joette.
Motion carried for approval 6-0.

2. RFP for District Accountant (Action item)
   The CHCSSD received one proposal for a district accountant, for which the RFP was noticed appropriately. The board chose to select the proposal received from Kimra Berrelez for CHCSSD accounting services, and she will start on Nov 1, 2024.

Motion to approve the proposal from Kimra Berrelez made by Ken, seconded by Evan.
Motion carried for approval 6-0.

3. Sending the proposed 2025 Budget to the Public (Action Item)
   The board discussed the proposed 2025 budget put together by KB and DC, including the need for a new roof at the care center. They agreed to start saving for this project and set aside an additional $50K for a total of $150K for Canyonlands Care Center capital. The plan is to schedule the project simultaneously with MRH slated for 2026/27. They also considered paying off one of their CIB loans early with just 3 payments left, totaling $525,000, by adding the annual payments of $170,000 to their budget. Plans were also suggested to budget $50K for a strategic direction and planning facilitator. The team agreed to these proposals, aiming to balance their books and make progress on their financial commitments. KB notes he would contact CIB for instructions for paying off Bond B early. The board agreed to send the 2025 budget to the public for the 30 day review.

Motion to accept the proposed budget as presented with the additions of $50K transfer to capital, $50K for strategic planning, pay off amount for the CIB loan and to send the 2025 budget to the public made by Dan seconded by Evan.
Motion carried for approval 6-0.

5. Ratify Updated CHCSSD Financial Procedures

Motion to ratify the updated CHCSSD Financial Procedures made by Evan, seconded by Ken. Motion carried for approval 6-0.

6. Other Considerations

IV. Reports/Presentations *(30 min)*

a. Parkway and Seasons Administrators/Financials Report (Q3 Dec) – Nathan/Todd/Jason
   TB discussed Seasons annual survey results, identifying three deficiencies deemed easy to fix with their plan of correction being accepted. A new life safety issue related to electrical testing was identified, which is a new regulation everyone needs to follow. GW reported that Parkway had successfully completed survey with 12 tags with no harm and their plan of correction was accepted. He also mentioned a tag reduction from 34 in 2022 to 12 in the current quarter. He highlighted an 82% occupancy rate and an 76% overall satisfaction rate based on resident surveys.
b. Care Center Administrator's Report – Colette
   1. Administrators Report
      CL discussed the CCC's improved quality measures over the past four years, with success in eight out of nine areas. The main issue is falls, which they are working on addressing through positive reinforcement and accurate documentation. The CCC passed survey with 4 minor tags. They will now be able to have the CNA program back set for approval in November, with a tentative start in December. CR was able to finish the cost report, which is now electronic. The team is focused on staff retention, quality measures, and a successful holiday season.
c. Canyonlands Care Center Financials – Cassie
   1. Ratify Care Center Bills – July/Aug (Action Item)

Motion to ratify Canyonlands Care Center July 2024 bills in the amount of $381,189.30 and Aug 2024 bills in the amount of $367,983.10 made by Dan seconded by Evan. Motion carried for approval 6-0.

2. Review of the Budget vs Actuals – July/Aug
CL discussed the CCC's financial status, highlighting that they were on track with their budget, except for the benefits, which were underutilized. She mentioned that they were preparing for open enrollment in November and December, anticipating an increase in benefits uptake. Their cash flow is good, and they have been collecting on past A/R.
CL also mentioned that the CCC had improved its financial management, eliminating waste and accurately categorizing expenses. The team also discussed the potential need for additional staff due to new staffing regulations and the impact of these changes on their budget. JL requested a balance sheet showing assets vs liabilities. CL noted they just have one checking account and the balance can be seen in the WF checking account reports already provided. CL provided the CCC 2025 budget for review, with the amount received from the district lowered to $90K/month; however, they are raising the private rate to $10/month. CL is meeting with a Medicare specialist on Oct 18 to submit the application.

d. Other Considerations

V. New Business/Discussion/Action Items (*30 min)*

a. Funding Report Presentation from Moab Free Health Clinic
KJ discussed the expansion of their services, including dental and vision clinics, and their recent partnership with Rocky Mountain University School of Optometry. KJ highlighted the growth of their dental program, funded by $25,000 in 2023 and 2024 from the CHCSSD, and the addition of a dental hygienist and a dental assistant, both volunteers. KJ emphasized the importance of interrelated health services and the positive impact of their dental program on the community. She also confirmed the nearing completion of a building project and discussed the future of their dental practice, with Dr. Frank and Dr. Thomas playing key roles.

b. Discussion and Consideration to recommend to the Grand County Commission the appointment of Camille Trujillo and Ken Ballantyne to the CHCSSD Board (Action Item)
CT introduced herself and expressed her passion for her work at Community Nursing Services. KB noted he has enjoyed his time on the board and wants to continue another term.

Motion to approve the recommendation to appoint Camille Trujillo and reappointment Ken Ballantyne to the CHCSSD board to the Grand County Commission made by Evan, seconded by Tawny. Motion carried for approval 6-0.

c. Review of Annual Grand County 2025 Funding Request Presentation
JL and DC co-presented with EMS to the Grand County Commission regarding the split of sales tax revenue. They proposed a 50/50 split, and CHCSSD would take care of the DSH payment for MRH, which the commission approved. JL noted the state legislature expanded who is eligible for the rural health sales tax, such as the fire departments, search and rescue and sheriff's offices. The group discussed the potential increase of the healthcare sales tax rate from half to one percent with more entities possibly competing for the money.

d. Discussion on CHCSSD Purpose and Strategic Direction
The board agreed to set aside funds in the 2025 budget to contract a strategic planning facilitator and start having deeper conversations about this on the first of next year.

VI. Other Considerations *(5 min)*
JS updated the group about the damage to the Baxter plant during the hurricane, which led to a shortage of IV and saline solutions.

VII. Closed Session *(10 min)*

Motion to adjourn made by Dan, seconded by Evan. motion passes 6-0.

VIII. Adjourned at 7:44 PM