CANYONLANDS HEALTH CARE SPECIAL SERVICE DISTRICT BOARD MEETING

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

• Thursday December 12, 2024 at 5:30 p.m.

PRESENT: Tawny Knuteson-Boyd (Vice-Chair), Ken Ballantyne (Treasurer), Joette Langianese, Evan Clapper, Paula Martin, Debbie Testa (Clerk), Camille Peters, Cassie Rose, Colette Lyman (CCC), Jason Gatherum, Garrett Weston (Parkway), Todd Bramall, Nathan Bronemann (Seasons), Richard Lory (Moab City), Kimra Berrelez
ABSENT: Dan Cook, Lou Irby

I. Called to order at 5:35 PM

II. Approval of the October 10, 2024 Meeting Minutes *(5 min)* (Action Item)

Motion to approve the October 10th, 2024 minutes by Paula, seconded by Evan. Motion carried for approval 4-0.
JL joins the meeting at approx.. 5:45 PM

III. Financials *(30 min)*

a. CHCSSD Financials – Ken/Sophie

1. Review of the Budget vs Actuals Sept/Oct/Nov 2024
   Fund balances: $862,809.37 General PTIF Fund, $106,382.65 Capital PTIF Fund, $1,041,372.56 Debt Service Fund, $68,008.49 Wells Fargo Checking balances are as of Nov 30, 2024.
2. Review of the Fund Balances
   KB presented the September through November 2024 financial review, highlighting the year-to-date budget for sales tax revenue of $1.5 million with a total YTD income of $2.8 million. She noted that the actual expenditures of $2.5 million were higher than the budgeted amount, which might lead to an amendment of the budget. KB also discussed the balance sheet, noting that the total fund balance was approximately $2.2 million.
3. Approval of Bills (Action item)

Motion to ratify the CHCSSD $116,692.99 Nov 2024 bills and pay the $103,929.30 Dec 2024 bills for a total amount of $220,622.29 made by Joette, seconded by Eva. Motion carried for approval 5-0.

4. Other Considerations
   KB proposed transferring the district's financials to QuickBooks Online, which is $99/month, contingent on the current desktop version being unable to be transferred to the laptop. She suggested that if the 2019 QuickBooks desktop version cannot run on the new laptop, it might be necessary to upgrade to QuickBooks Online. The decision was made to move forward with the transfer with the understanding that the decision would be revisited if the 2019 QuickBooks desktop version could still be used on the laptop.

IV. Public Hearings (20 min)

a. Public Hearing – Ken

Public Hearing opened at 5:48 PM

1. Reopening of the CHCSSD 2024 budget
   KB and KB discussed the budget for 2024, specifically focusing on the transfer to the Enterprise Fund and the operations budget. They also discussed the sales tax, which was budgeted at $1.7 million but has only received $1.4 million YTD. EC suggested moving money from the fund balance to cover this shortfall. The conversation ended with the possibility of amending the expenditure side to account for the missing bond refunds.

2. Review of the CHCSSD 2025 Budget

   KB noted that $1.6 mil was budgeted for sales tax and $2.5 mil in total revenue. The expenditures include $150K for capital expenditures for CCC roof replacement, $50K for planning facilitator, $300K for DSH, and $150K for paying off one of the CIB loans early.

b. Close the Public Hearing

The public Hearing for 2025 budget closed at 6:00 PM

c. Discussion and Consideration to Approve:

1. Amendments to the 2024 budget (Action Item)

Motion to table the public hearing for the 2024 budget amendments to later in the meeting made by Evan, seconded by Joette. Motion carried for approval 5-0.

2. The Final 2025 Budget (Action Item)

Motion to approve the 2025 CHCSSD Budget as presented made by Joette, seconded by Evan. Motion carried for approval 5-0.

V. Reports/Presentations *(30 min)*

a. Parkway and Seasons Administrators/Financials Report Q3 2024 – Nathan/Todd/Jason

   NB reported that Seasons struggled with a lower census this last quarter. Revenues from managed care were over budget, while private, Medicaid and Medicare were under budget. A lower Medicaid census also meant lower UPL revenues. Total quarterly revenues were under budget by $232K. Total expenses were slightly below budget by $5K. During the quarter, the census averaged 42.2, up from 40.6 in Q2, but the skilled census was down by 3.7 from 4.4 in Q2. Due to the lower census, Seasons posted a quarterly loss of $127K. YTD Seasons show a loss of $267K. TB is optimistic that the skilled census will increase.

   GW presented the financial results for Parkway, noting an improvement in net operating income and an increase in the average daily census. Their current census is 53, with four active referrals accepted for admission. The facility has increased to 5 stars for quality metrics. The facility has reduced all CNA contract labor and is hiring one PRN and one full-time CNA to be fully contract labor-free. The facility has not received any complaint surveys since the annual survey in August.

b. Care Center Administrator's Report – Colette

1. Administrators Report

   CL reported for CCC with their census at 33 and no COVID since October. They have daily planned activities for holidays. The facility has two workman's comp claims YTD. They are working on fall prevention and have met 7 out of 9 quality measures. They are waiting for the audit results of the cost report and are in the process of refurbishing the facility.

   CL noted they will receive $106K for UPL reimbursement.

2. Quality Assurance Report

   For quality measures, CCC is flagging in three areas: fall prevention, catheter for a resident, and movement independence, meeting 7 out of 9 to qualify for UPL.

c. Canyonlands Care Center Financials – Cassie

1. Ratify Care Center Bills – Sept/Oct (Action Item)

Motion to ratify Canyonlands Care Center Sept 2024 bills for $369,448.80 and Oct 2024 bills for $447,708.16 made by Joette, seconded by Evan. Motion carried for approval 5-0.

2. Review of the Budget vs Actuals – Sept/Oct

   CR reported that September was in line with budget, with incontinence, nursing supplies, janitorial, and repair/maintenance over budget. For October's budget, the laundry service was over budget. Overall, they are in line with the budget.

d. Other Considerations

VI. New Business/Discussion/Action Items (*15 min)*

a. Discussion and Consideration to approve the 2025 CHCSSD meeting schedule (Action Item)
The board discussed the 2025 meeting schedule, which they agreed to remain unchanged from the previous year. Starting in February, the board will meet bi-monthly on the second Thursday of the month.

Motion to approve the CHCSSD 2025 meeting schedule made by Evan seconded by Joette. Motion carried for approval 5-0.

a. Discussion on CHCSSD Strategic Direction

  a. Discussion and Consideration of a CIB Application for a $50,000 Planning Grant
  JL discussed the possibility of securing an additional $50K through the Community Impact Board (CIB) for a planning grant to hire a consultant to develop a master plan for the remaining 8 acres of land. RL, the city's Grant writer, explained the process, emphasizing the prioritization list, the need for a public hearing and to submit the application to SERDA two weeks before the CIB submission due June 1st. RL explained the need to match the $50K grant for $100K total. JL suggested starting the development of an RFP (Request for Proposal) to find a consultant for the project. RL advised against incurring costs before the grant contract is signed. DT agreed to manage the process, with RL offering guidance and support. The team also discussed the possibility of reaching out to Bill Winfield for connections and support.

Motion to move forward with $50K CIB Application planning grant made by Joette, seconded by Evan. Motion carried for approval 5-0.

Motion to untable the public hearing for 2024 budget amendments made by Evan, seconded by Joette. Motion carried for approval 5-0.
Public Hearing for 2024 amendments reopened at 6:45 PM

KB discussed any amendments that still need to be reviewed but doesn't think any amendments will be necessary. The board agreed to schedule a special Zoom meeting if 2024 budget amendments are required before December 31st.s

Hearing Closed at 6:55PM
Motion to table amendments to the 2024 budget to the point that it's required that we do made by Joette, seconded by Evan. Motion carried for approval 5-0.

VII. Other Considerations *(5 min)*

VIII. Closed Session *(10 min)*

A motion to adjourn was made by Joette and seconded by Paula. Motion passes 5-0.

IX. Adjourned at 7:10 PM