

Present: Shirly Gribble, Janice Todd, Tiffanie Story, Milli Martin, Sharm Setterquist, Sarah Weideman  
Phone: Alana Greear Zoom: Bryan Zak

Absent: Colleen James

I. Call to order: Meeting Convened: 1:30. 11 December 2024

II. Quorum established

III. Pledge of Allegiance: respected

IV. Approval of Agenda: Milli Moved, Janice 2nd

V. Approval of 13 November minutes: Milli motioned, Tiffanie 2nded.

Motion to amend to correct my -> by. Milli motioned, Sharm 2nded

**VI. Public Comments:**

- 1) Bylaws: Bruce Barnes: revised bylaws are contrary to Articles of Incorporation. In 1991 changed membership age from 60 to 55.  
Responses (board and members): the Articles specify a 9 member BofD. They do not specify regular, associate or business member. Revised bylaws will support increased community involvement and diversity. There have been several work sessions on the bylaws. The January vote will allow members to approve or not approve the revisions. If passed, the new full members will be allowed to vote in May.
- 2) Suggestions: specify number of associate members on board, 3 or 1/3. HSC is a 55+ federal fair housing facility.

**VII. Resident Council Minutes (Summarized)**

Residents are pleased with meals other than a few dishes. The dish washer died; a replacement is being explored. Thanksgiving dinner was appreciated. A new dish washer will allow the return of China plates. Steak knives have been requested. ADS has requested more tables of puzzles and card games. Requests for football on the lobby TV; staff need orientation on using it. Requests for a pool table in the terrace and a prom night. Xmas decorations were appreciated. Terrace staff and maintenance staff are appreciated and praised for kindness and responsiveness. The High School Swing Choir will be coming, Family and friends are invited to the Christmas dinner.

**VIII. Committee Reports:**

- A) Finance: Past due accounts payable has been paid down by \$100,000 to \$276,000, due to Sarah's hard work. Accounts are being rebuilt on QuickBooks. Janice has been working hard to get current signer on Wells Fargo accounts. Currently only Sarah is on with. Ernie and Fred. Sarah has uncovered critical problems from the lack of billing to General Relief and is working to fix this.

Thank you, Tina and Paul Seaton, for their generous contribution for pendants (call buttons) for residents. This is much needed since it is an overdue account.

- B) Policy: Waiting until bylaws have been revised and accepted.
- C) Membership and Nominating: Focus has been on growing membership especially if revised bylaws are passed, allowing and promoting greater community involvement, encouraging people to be on the BofD. Lifetime and Gold memberships will not be affected by any changes in the bylaws.
- D) Fundraising: The raffle for 10 prime ribs will be held next Wednesday (18 Dec). 100 tickets are being sold. This could become an annual event. McNeil Canyon has been great to work with and very supportive.

Discussion from the audience: What is the status of Lotto Alaska?

ED response: Forms have been turned in, waiting for Lotto Alaska's acceptance and approval by the state. 52 other organizations participate. Our fee is \$20. We can earn up to \$500,000/year, currently we've earned \$800-900/year.

- E) Community Advisory: Xmas Décor did lights and donated lights throughout the building. The dining room has a scene with Santa and a snowman.
- F) Bylaws: The latest draft is on the website. Comments will be accepted through 14 Dec, Saturday night. Thank you for all the thoughtful and helpful feedback. Most has been minor and will be incorporated in a final revision that will be posted on the website by 17 Dec and in the Newsletter  
Voting will be in January, 30 days after the final draft. Voting will be either in person or via mail. A locked ballot box will be in the office for votes to be submitted. Email is not allowed since it is not specified in the bylaws. Voting hoping will be by January 17<sup>th</sup>. You must be a current member to vote (2025).
- G) Gaming: Shirly will be the new chair of this committee. She had nothing to report. She will be learning her new duties.

Milli moved to accept the reports. Bryan 2<sup>nd</sup>. Motion approved with a unanimous vote.

#### **IX. Executive's Report:**

HSC is making progress in addressing operational, financial, and structural challenges while fostering critical partnerships and engaging with the community. The building of the accounts in QuickBooks has been a challenge due to extensive lack of entering. The team is reconstructing invoices from the past 1.5 years, applying credits from Medicaid, General Relief, AHFA, and self-pay. This meticulous process will ensure accurate account balances and set the foundation for improved financial management. Accounts Payable has been reduced \$114,000 to a balance of \$276,000.

There had been a lack of General Relief billing resulting in uncollected revenue. Also, two clients had their funding stopped. One client successfully renewed their funding.

We received a magnifying computer for residents to read with. This will be placed in the library on the second floor.

Staff are in general receptive to changes and improvements and appreciate the open communications and support to navigate the transitions to a positive workplace.

The ED met with SPH's doctors and NPs to discuss HSC's status and explore ways the hospital can support us. They offered to partner with us for one year w/o any cost to us. The ED was invited to return quarterly to provide updates. SPH did an evaluation of Terrace staff, policies and procedures, indicating a need for organizational changes to comply with state regulations.

The IRS contacted HSC regarding taxes issues going back to 2018, a missing Form 990 and late payroll taxes. Manly, Brautigam & Bankston, P.C. will represent HSC as we work through these issues with the IRS.

Terrace: We will reinstate the RN position. An RN on staff is essential for compliance and state licensing. SPH offered RN coverage for one year at no cost while a search for an RN is underway. The Terrace was cited for violating AS 7 ACC 10.1070. Medications error. A second error occurred the following day. Staff training in corrective measures to counteract medication administration and other care procedures is planned. A new medication cart has been ordered and Medication Administration Records (MARs) has been created. Residents have been making full use of the activity rooms fostering creativity and connection with games, crafts and a book club that welcomes non-residents.

ADS: Seven participants were served. Outreach has been made to the local Food Pantry, the courthouse, Haven House, The Mud Bay Bards, Homer United Methodist Church, Hospice and Alzheimer's Resource of Alaska. Special events have included music, armchair travel, field trips to the public library and Homer Thrift. 100 Men's gift has \$262.57 left.

Housing: Waitlists are consistent. In the Terrace, two CNAs are pending, one prospective resident and their family are discussing moving in and a short-term respite stay is scheduled in December. We are committed to providing flexible care options.

HR: Skills assessment of staff are being scheduled for current staff to identify key areas for growth and guide training. Our goal is to foster excellence care for every resident.

Financial: HSC is working with clients to identify inaccuracies and to reconcile discrepancies. The building of accounting revealed problem practices including 'courtesy' discounts, legacy gift discounts (illegal) and outside payment sources. The team is working to create a transparent billing process that is accurate and reflects the cost of living while accounting for outside payment sources such as Medicare and General Relief.

## **X. President's Report**

The Board asks the members not directly contact our new ED unless it is an emergency or billing problem, until mid-late January when employee and other year-end tax information is completed. Rather, email her for an appointment. Sarah is currently doing the finance director's job in addition to her own and is overwhelmed. Due to the past dysfunction and mismanagement, the two combined jobs are like an ED on steroids. She is building a new billing system which will enable us to accurately record and collect money. Accurate accounting of our financial status is essential for us to pay down debts and apply for grants. We are moving in a positive direction but are not out of the woods yet. Are there any questions? No questions were asked by the members.

Several motions were made in multiple work sessions since 13 November Board meeting. 1) 11/20/24: poll votes passed with Tiffanie, Shirlie, Sharm, Mike, Janice, Colleen, Milli and Bryan (zoom) voting unanimously to accept. Alana was excused

- 3) Motion to remove all non-active past board members off all HSC financial accounts and legal documents
- 4) Motion: to make Sarah Weideman a signer on all accounts needed to conduct current business at HSC
- 5) Motion: to allow current board members to be signers on documents having to do with running the business of HSC
- 6) Motion: to remove Keren Kelley from the IRA documents. Now: Tiffanie is #1 and Janice is #2
- 7) Motion: for 10 RT tickets between Anchorage and Homer be made to Sarah during 2024-2025 to ensure safe travel between locations.
- 8) Motion: to waive HSC employment requirements for currently employed SPH professionals coming to HSC to assist getting AL staff and residents up to current standards of care.

Millie moved to certify the above poll votes made outside a board meeting. Janice 2<sup>nd</sup>. No discussion. Motion passed by unanimous voice vote.

The above motions are therefore passed.

Milli moved that the New Hire Bonus program implemented during covid be discontinued. Bryan seconded. Discussion: It's about time, yeah.

Vote: unanimous voice vote.

Motion passed.

**XI. Conflict of Interest:** None

**XII. Informational Items:** None

**XIII. Unfinished business:** None

**XIV. New business:** None

**XV. Comments from the Public:**

- A)** When will the vote on the bylaws take place? And can current members vote in January if haven't renewed yet in 2025?

Discussion

Discussion: final comments will be accepted Saturday night (14 December). Final draft of revised bylaws will then be made public by 17 December. 30 days must pass before a vote is allowed. Voting will be available 17 January and voting allowed through the end of January with results given at the February board meeting.

Members can mail in their vote and include a check for membership. This can be in the January Newsletter to make it simple for members.

- B)** Can members pay 2025 dues in 2024?

Yes. HSC hopes to retain the majority of members gained in 2024. Currently we don't prorate membership. It's not easy, so membership is from 1/1 to 12/31. Perhaps we could consider ½ year membership if joining mid-year or later. A membership drive was discussed to spread encourage new members.

- C)** When will House Rules be changed?

Response: The ED is reviewing these. They must agree with finalized bylaws and state laws. Some do not comply with state laws or do not agree with our policies and procedures. These are being rebuilt along with our HR policies to make everything mesh. This will be part of the policy and quality assurance committee who will have to read all of them to get them to mesh. The first are health and safety measures for AL since we have been sited.

- D)** Appreciation for the Sarah and the board for listening to concerns. Sarah and the BofD are making a difference and are appreciated. The board was commended for moving forward. The inclusion of younger members was seen as a positive move.

- E)** Appreciation for the openness of ED and BofD. Independent Living have monthly leases, and they no longer feel evictions are hanging over their heads if they speak up.

- F)** Nail Care: many residents need nail care. Training is required and the one podiatrist does not provide it. Training for nurses is 'outside'. HSC has offered to make salon available for Senior nail care. Please contact SPH's BofD to support this or attend their meeting. Hospital Board meeting is next week 18 December at 5:30.

**XVI. Executive Session:** None

**XVII. Comments by the Board of Directors:**

Sharm: Could we include a thank you to McNeil Canyon for their support of the Meat Raffle since their logo was not on the tickets. Sarah requested a better copy of their logo since it was blurry. The printer who printed the tickets is the same contact. Sarah will include this in the January newsletter.

Milli: Thanked Sarah for accepting the ED position and rescuing us.

**XVIII. Moment of Silence:** Briefly observed

**XIX. Adjournment:** Milli moved that the meeting be adjourned. Tiffanie seconded.

Unanimous vote of ayes.

Meeting adjourned: 3:00

Next meeting date: 1:30 PM Activity Room 15 January 2025

Respectfully Submitted,

Janice Todd  
HSC BofD Secretary