

Artesia Christian Home, Inc.
Board of Directors' Meeting – Agenda
Tuesday, May 27th, 2025
4:00 PM

In Person & Zoom

ZOOM ID CODE: 371-575-8625

PASSWORD-ACH

- I. Opening Prayer & Devotions- Sandy VanLant
- II. Roll Call –Steve Ornee
- III. Minutes of April 29th, 2025
- IV. Committee Reports
 - A. Finance Report- Pat Henry
 - B. Promotions Report
- V. Executive Director Report
- VI. Old Business
 - A. Employee notice went out via letter on May 1, 2025 & held in person All Staff meetings on May 14th & 15th to communicate change to 403b 3% discretionary, 3% discretionary match contributions
- VII. New Business
 - A. Compliance and Ethics Program Review/Code of Conduct/Acknowledgements
 - B. Next MEETINGS
 - 1. June 11th, 2025; Promotions Committee-Noon**
 - 2. June 24th, 2025; 3 pm Finance & 4 pm Board**
- VIII. Closing Prayer – Sandy VanLant

Artesia Christian Home, Inc.
Minutes from the Board of Directors' Meeting

4:00 PM, April 29th, 2025 - ACH Conference Room, Artesia, California



I. Call to Order - by K. Solomon at 4:00 PM. K. Solomon opened with a devotion and prayer.

II. Roll Call - 12 Board Members: 7 present (7 needed for quorum)

Staff

① Robin Brouwer ('26)	✓ Steven Ornee ('27-2) - Sect.	① Randy Van Essen ('25-2)	✓ M. Robison
✓ T. Slegers ('27)	✓ Ken Solomon ('27-2) - Pres.	✓ S. Van Lant ('27-2) - Treas.	✓ P. Henry
✓ Bob Hultgrien ('26)	① Bob Struiksma ('27)	① Rob Verhoeven ('26)	C. Levi
✓ Sondi Oldenburger ('26)*	✓ Terry Van Dyk ('25) - VP	① Barbara Zondervan ('26)	✓ A. Walsh

① = Informed absence * = Voting residential rep.

✓ = Present (##-2) = last year of term/2nd consecutive term

Non-Voting Res. Rep.

Rosie Verhoeef ('26)

III. Minutes Approval - March 25, 2025 minutes approved, with correction to VI. A. replace 'In lieu' with 'As a result'. **Motion Passed.**

IV. Committee Reports

A. Finance committee recommendation to cancel ACH contribution to employees' 403B. **Motion Passed.**
B. Promotion committee report from the meeting on Apr. 9, 2025.

V. Executive Reports - oral summaries given, written reports submitted

A. Financial Operations - P. Henry presented Jan. results
B. Executive Director - M. Robison
C. Skilled Nursing - report submitted
D. Residential Services - report submitted
E. Community Relations - M. Robison - focus on Family Market Day in May.
F. Facilities - M. Robison

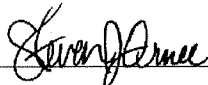
VI. New Business - none

VII. Upcoming Meetings/Events:

Ethics Committee	Wednesday, Apr 30th	Noon	Zoom
Promotions	Wednesday, May 14th	3PM/4PM	
Finance / Board	Tuesday, May 27th		

VIII. At 4:42PM a motion to adjourn was made and K. Solomon closed with prayer.

Motion Passed.



Steven Ornee, Secretary of the Board

Date of Approval

Artesia Christian Home, Inc.
Finance Committee Meeting Minutes
Tuesday, April 29, 2025

- I. Sandy Van Lant opened the meeting in prayer at 3:00 PM
- II. Members present: Tim Slegers, Ken Solomon, Terry Van Dyk, Sandy Van Lant, Rob Verhoeven
Staff present: Executive Director – Michelle Robison, Controller – Patricia Henry.
- III. The Minutes of the March 25, 2025, Finance Committee meeting, were reviewed and approved.
- IV. NEW BUSINESS
 - A. The committee welcomed Tim Slegers our newest board member
 - B. The payroll clerk has resigned and a replacement has been hired.
 - C. Development of the 2026 budget has commenced. A draft will be made available as soon as possible
- V. MONTHLY REPORTS for January 2025 were distributed for review:
 - A. Payroll Review:** Payroll reports for 1/17/2025 (8.62% OT & 14.39% Holiday OT), 1/31/2025 (10.83% OT & 10.83% Holiday OT). Additionally, retroactive pay was included in the 1/31/2025 payroll for participation in the Opt-In program.
 - B. Reviewed report on Extraordinary Expenses for the month of January 2025.**
 - C. Operations Reports for January 2025 month-end were reviewed.**
 - 1. Skilled Nursing January 2025 loss: \$154,733; FY 2025 loss: \$720,767.**
 - 2. Assisted Living January 2025 loss: \$9,528; FY 2025 income: \$1,089.**
 - 3. Independent Living January 2025 income: \$8,917; FY 2025 income: \$70,810.**
 - 4. Memory Care January 2025 gain: \$11,835; FY 2025 loss: \$13,243.**
 - 5. ACH Operations total: January 2025 loss: \$99,385; FY 2025 loss of: \$485,619.**
 - 6. ACH Non-operating Summary:** For January 2025 the total **Facility Non-Operating Loss** (including interest, dividend income, donations, grant income and depreciation) was \$16,506; **FY 2025 Non-Operating Gain** of \$131,272.

- 7. ACH total: January 2025** reported loss of \$115,991; **FY 2025 loss of:** \$354,346.
- D. Balance Sheet** for 1-31-2025 total assets (and liabilities and equity) of \$13,766,014.
- E. Accounts Receivable** – Balance due as of 1-31-2025 was \$578,388.
- F. Accounts Receivable Aging Report** reviewed accounts over 30 days past due.
- G. Savings Account Log** as of 1-31-2025 was \$2,844,068.
- H. Investment Summary** showed a return of 12.70% for the calendar year 2024.

VI. OLD BUSINESS

- A. Financial Hardship filed with CMP for the Denial of Payment was denied.
- B. Approved Motion to discontinue the 403b employer 3% match effective July 1, 2025 and the 3% discretionary match effective January 1, 2025 due to unforeseen financial hardship, will move to the full board for vote.
- C. No update on generator.
- D. Mandate to have an RN on every shift has been eliminated.

VII. Sandy Van Lant closed in prayer.

VIII. Adjournment – The meeting was adjourned at 3:54 PM. Next Meeting May 27, 2025 @3:00 PM

Respectfully submitted, Ken Solomon

Actual vs Budget Statement of Operations - Summary

Actual vs Budget Statement of Operations

February 28, 2025

	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	Variance
Operating Revenue						
Medicare A	55,997.26	68,095.00	(12,097.74)	328,467.11	340,475.00	(12,007.89)
Medicare B	4,361.72	0.00	4,361.72	16,667.82	0.00	16,667.82
MediCal	440,635.29	332,150.00	108,485.29	1,838,723.24	1,660,750.00	177,973.24
Commercial Insurance	(7,177.63)	36,217.00	(43,394.63)	228,344.72	181,085.00	47,259.72
Private	715,939.89	857,921.00	(141,981.11)	3,847,150.21	4,289,605.00	(442,454.79)
Other Ancillary Revenue	5,880.27	0.00	5,880.27	54,066.47	0.00	54,066.47
Total Operating Revenue	\$ 1,215,636.80	\$ 1,294,383.00	\$ (78,746.20)	\$ 6,313,419.57	\$ 6,471,915.00	\$ (158,495.43)
Operating Expense						
Nursing & Residential Services	559,538.64	590,064.43	30,525.79	3,049,107.43	2,950,322.15	(98,785.28)
Facilities	90,364.24	100,393.85	10,029.61	492,678.24	501,969.25	9,291.01
Housekeeping Services	41,475.52	51,338.82	9,863.30	219,859.55	256,694.10	36,834.55
Laundry Services	17,669.59	22,402.38	4,732.79	107,654.14	112,011.90	4,357.76
Dining Services	169,971.42	188,979.93	19,008.51	936,119.32	944,899.65	8,780.33
Social Services & Life Enrichment	77,442.23	73,116.77	(4,325.46)	390,949.32	365,583.85	(25,365.47)
Staff Development	10,090.25	11,531.99	1,441.74	58,500.29	57,659.95	(840.34)
General & Administrative	329,687.56	213,071.58	(116,615.98)	1,374,642.69	1,065,357.90	(309,284.79)
Property Expenses	8,801.17	9,897.79	1,096.62	45,363.53	49,488.95	4,125.42
Ancillary Expenses	35,508.08	42,424.37	6,916.29	249,075.76	212,121.85	(36,953.91)
Total Operating Expense	\$ 1,340,548.70	\$ 1,303,221.91	\$ (37,326.79)	\$ 6,923,950.27	\$ 6,516,109.55	\$ (407,840.72)
Net Operating	\$ (124,911.90)	\$ (8,838.91)	\$ (116,072.99)	\$ (610,530.70)	\$ (44,194.55)	\$ (566,336.15)
Non-Operating						
Extraordinary Items	443.80	0.00	443.80	11,340.24	0.00	11,340.24
Interest & Dividends	146.50	0.00	146.50	306.64	0.00	306.64
Donations	10,586.75	0.00	10,586.75	307,294.48	0.00	307,294.48
Depreciation Expense	(44,123.00)	0.00	(44,123.00)	(220,615.00)	0.00	(220,615.00)
Total Non-Operating	\$ (32,945.95)	\$ 0.00	\$ (32,945.95)	\$ 98,326.36	\$ 0.00	\$ 98,326.36
Net Income (Loss)	\$ (157,857.85)	\$ (8,838.91)	\$ (149,018.94)	\$ (512,204.34)	\$ (44,194.55)	\$ (468,009.79)

Artesia Christian Home, Inc.
Balance Sheet
February 28, 2025

Assets

Current Assets

Cash	403,649.48
Accounts Receivable	698,808.48
Prepaid Expenses	187,156.51
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Total Current Assets	\$ 1,289,614.47

Fixed Assets

Land	1,216,888.94
Building & Improvements	14,661,685.07
Furniture Fixtures & Equipment	2,901,958.89
Work In Progress	165,052.13
Accumulated Depreciation	(8,821,767.00)
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Total Fixed Assets	\$ 10,123,818.03

Other Assets

Investments	2,274,506.75
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Total Other Assets	\$ 2,274,506.75
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Total Assets	\$ 13,687,939.25
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Liabilities and Equity

Current Liabilities

Accounts Payable	974,883.14
Accrued Salaries & Benefits	418,640.73
Other Liabilities	425.42
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Total Current Liabilities	\$ 1,393,949.29
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Total Liabilities	\$ 1,393,949.29
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Equity

Equity	12,806,194.30
Net Income (Loss)	\$ (512,204.34)
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Total Equity	\$ 12,293,989.96
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Total Liabilities and Equity	\$ 13,687,939.25
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**Artesia Christian Home, Inc.
Investment Account Balance**

<u>Date</u>	<u>Market Value</u>	<u>Month to Month Change</u>	<u>Cumulative Change from 1/1</u>	<u>Cummulative Return*</u>
1/1/2024	2,018,288			
1/19/2024	2,042,685	24,397	24,397	1.21%
2/23/2024	2,090,808	48,123	72,520	3.59%
3/24/2024	2,123,771	32,964	105,484	5.23%
4/17/2024	2,075,448	(48,323)	57,160	2.83%
5/16/2024	2,142,266	66,818	123,979	6.14%
6/13/2024	2,158,224	15,957	139,936	6.93%
7/1/2024	2,162,549	4,325	144,261	7.15%
8/14/2024	2,179,360	16,811	161,072	7.98%
9/30/2024	2,271,669	92,309	253,381	12.55%
12/31/2024	2,274,543	2,874	256,255	12.70%

*Data from RAI Wealth Management website

**Artesia Christian Home, Inc.
Cash & Investments Summary**

Financial Institution	Account	As of	As of
		01/31/2025	02/28/2025
Schwab	CCRC Liquid Reserve Requirement by Dept of Social Services as of 1/30/2024	\$ 421,350	\$ 421,350
Schwab	Unemployment Fund Reserve	150,000	150,000
Schwab	Operating / Building Repairs / Emergencies Funds	1,642,887	1,642,887
	Investments Total	2,274,507	2,274,507
		As of	As of
		01/31/2025	02/28/2025
Citizens Business Bank	General Account	193,734	124,161
Citizens Business Bank	Money Market Account- Reserves for Payroll & Operations	359,053	259,080
Bank of America	Pegboard Account	16,774	16,774
	Cash Total	569,561	400,014
Total		\$ 2,844,068	\$ 2,674,521

Donation Information		YTD 02/28/2025
	C.A.R.E. Fund	\$ 267,024
	General Fund	9,320
	Special Fund	30,950
	Total Donations	\$ 307,294

Executive Director Report

May 27th, 2025

3:00 pm

Board Room/Zoom

Upcoming Events

- June 11th, 2025 Promotions Committee- Noon via Zoom
- June 24th, 2025 Finance- 3pm & Board- 4pm

Executive Director

- Family Market Day Community Event & Fundraiser
- All Staff Meetings Held on May 14th & 15th
- Compliance and Ethics Program & Code of Conduct materials finalized. Uploaded on website for all personnel and also uploaded to Relias and Paycom for employees.
- Attended the Leading Age Annual Conference in San Diego May 20-23

HR, COMPLIANCE & TECHNOLOGY OPERATIONS

- Connectivity for the DX Framework, Data sharing portal with Matrix is ready. Working to gather policy and procedure for this process prior to full implementation. Networking with other SNF on this issue.
- Notified employees via letter on May 1, 2025 of contribution changes and held All Staff meetings in person on May 14th & 15th to address.
- In All Staff Meetings provided information and training on Meal and Rest Break Guide. Reviewed importance of taking breaks. Addressed ways to support ACH by taking breaks and taking them correctly. Addressed Meal Premiums, goal of 0% and ways we are monitoring and addressing.
- Scheduled the next 403(b) open enrollment date with our financial advisors' group, SDWM, for June 12th, 2025.
- Revised the ACH 403(b) Plan Operations Manual and supporting documents with the assistance of our QPA, including new changes to employer contributions.
- Preparation for the 403(b) annual audit began mid-April. Audit expected to begin August 1st.
- The official ATS release date is scheduled for the following month. Training for supervisors and Directors is underway.
- Coordinating with the Marketing and IT Department to build our job board within the ACH website.
- Our class action attorney made new requests concerning the settlement agreement; tasks are currently being addressed and are due by May 27th.
- ADHR will review current meal and rest break compliance per department and their respective schedules.

- Meal and Rest Break Guide, compliant with CA wage and hour laws, released to employees and Directors.
- Currently building a Supervisor Time and Attendance Quick Guide.
- A Payroll Review Checklist was created to ensure compliance with every pay period and was provided to the Payroll Coordinator at the end of April.
- “Supervisor Essentials: Wage and Hour Training” will be assigned to supervisors next month. Training will cover key wage and hour topics while supervising California employees (e.g., timekeeping requirements, compliant breaks, paid sick leave requests, off-the-clock work, etc.).
- A third-party company will conduct a Payroll Audit within the next month. Training will be provided to the Director of Finance, Payroll Coordinator, and A/R Bookkeeper to ensure compliance with CA labor laws and wage/hour laws related to payroll.

Compliance & Ethics Snapshot of Action:

- Paid the Federal Civil Money Penalties which totaled \$98, 078.50, stemming from our 2024 SNF survey. This includes the 35% discount for not filing an appeal.
- 5-13-25 Preliminary Approval of CA Settlement and amount conditionally approved by the courts along with orders and implementation schedule. Final Approval hearing is set for 9-17-25.
- 5-14-25/5-15-25 At All- Staff Meeting provided training on the Compliance and Ethics Program & Code of Conduct. Materials uploaded to Relias and all staff will acknowledge understanding and agree to honor the Code. All Material uploaded to achome.org website.
- 5-17-25 Board of Directors provided with Compliance and Ethics program & Code of Conduct information including acknowledgement forms to return.

FINANANCIAL OPERATIONS

- Received notice regarding ERC refund. Expecting to receive refund by end of the month.
- Annual Staffing Audit for SNF conducted for period of Jan-March 2024 on 4/30-5/6/25. Awaiting results
- New Payroll Coordinator hired. She had 2 weeks training prior to Lydia last day.
- Preparation for 2026 Budget using 6 months of historical data Oct 2024 - March 2025
 - Complete 2026 Budget timely to allow for 60-day notice to residence for any room rate increases
- Workers Comp Payroll Audit in Process

2025 YTD Total Occupancy: 88.%
Goal/January YTD
SNF: 91%/88%
ALF: 95%/84.%
MCC: 93%/96.%
Cottages: 95%/91. %

Note: In January we were in a Covid Outbreak in SNF on January 19th- February 11, 2025. Covid Outbreak in Memory Care on January 23rd- February 17th 2025.

2025 YTD Overtime: 9.7%
February Payroll: 9.75 & 6.3%
January Payroll: 13.4% (with Holiday), 14.4% (with Holiday), 10.8%
December Payroll: 14.6% (with Holiday) 10.3%,
November Payroll: 10.7%, 12.3%
October Payroll: 9.8% 12.1 %

2025 Charity Care Total October- February TOTAL
\$345,084 (this has adjusted based on 2024 rates... next month, will include adjust Jan/Feb for 2025 rates)

2025 C.A.R.E. Fund October-February TOTAL
\$267,024.48

2025 Total Donations (including CARE FUND) October-January TOTAL
\$307,294.48

SNF:
<ul style="list-style-type: none"> • Staffing Hours Audit occurred this month and awaiting results. No issues identified at this time. • Working on building SNF Rehab patient census. Current census 61 • Implementation of Care Assist Point of Care for SNF residents is in process. • Still preparing paperwork for Administrator in Training application for DON. • DON completed CDC 20-hour Infection Prevention training. • Reviewing updated regulations • Staffing: <ul style="list-style-type: none"> ○ Short 2 CNAs on day shift ○ Short 2 CNAs on evening shift ○ Short 3 CNAs on night shift ○ 1 LVN on mod duty ○ 3 CNA on medical leave ○ Using registry on day and night shift

Covid Updates:

No concerns

Quality Assurance Performance Improvement (QAPI) Snapshot of Action:

- QAPI review from Molina Health Care. No compliance issues. Recommendations noted.
- Nurse- Infection Prevention applications are open

RESIDENTIAL:

- Restructured Life Enrichment Program to create Life Enrichment Coordinator for Residential Programs (AL and MCC) – Yara Panther
- Initial and ongoing schedule adjustments to run with lower staffing numbers when census is low, both in Assisted Living and in Memory Care.
- Assisted Living Point of Care project completed, working on fixing all bugs in this before 6/4 roll out.
- **Covid Updates:**
None

COMMUNITY RELATIONS:

- Volunteer drivers – pleased that it's continuing to grow
 - <https://www.achome.org/driving-requirements>
- Completed Compliance & Ethics document branding
- Promotion efforts for Family Market on 5/3/25 was a great success.
 - Over 20 vendors
 - Just under \$5500 raised
 - Planning a Dec. 6th Christmas Market
- Attended VCES Market 5/7/25
- New Life Church Outing 5/13/25
- Meeting with Right at Home 5/15/25
- Looking at different CRM options - (customer relationship manager) to help unify sales, marketing, and customer support efforts by consolidating all customer information and interactions in one place.
- Upcoming events
 - 5/22 Lunch & Learn event – scheduled
 - Speaking at Bellflower Women's Club 5/22

Rented or Occupied Rooms: As of 5/16/25

SNF: 61 beds /66 beds; Budgeted: 60

ALF: 52 rooms; 64 rooms; Budgeted: 60
MCC: 24 beds; /28 beds; Budgeted: 26
Cottages: 19 cottages; 2 committed /21-cottages; Budgeted: 20

Admissions/Discharges: April 2025
SNF: 10 Admissions, 9 Discharges, 1 Passed
ALF: 1 Admissions, 1 Discharges, 0 Passed,
MCC: 2 Admissions, 1 Discharges, 0 Passed
Cottages: 0 Admissions, 0 Discharge, 0 Passed;
Total: 13 Admissions, 11 Discharges, 1 Passed

FACILITIES:

- Office Space for IP & MDS Coordinator completed
- Cottage #13 remodel in process
- Window Washing projected completed week of May 5-9th
- MCC Backyard project in process.
- Cottage Door Project: Doors and Screen Doors ordered; Hardware is being keyed.
- Purchased 2 new washing machine for MCC E and Cottage Laundry
- Auxiliary gift of dishes, flatware and warming placed in MCC houses
- Rescreening screens for windows in Second Floor ASL S

Satisfaction Surveys

- None turned in.

Prayer requests

- Census growth for our Assisted Living & SNF
- Health of staff and residents
- Tenacity for Leadership

Respectfully Submitted,
Michelle Robison, MSW, LCSW, RCFE, LNHA Executive Director