# Artesia Christian Home, Inc. Board of Directors' Meeting – Agenda Tuesday June 24th, 2025 4:00 PM

# In Person & Zoom

**ZOOM ID CODE: 371-575-8625** 

**PASSWORD-ACH** 

- I. Opening Prayer & Devotions- Robin Brouwer
- II. Roll Call Steve Ornee
- III. Minutes of May 27th, 2025
- IV. Committee Reports
  - A. Finance Report- Pat Henry
  - B. Promotions Report
- V. Executive Director Report
- VI. Old Business
  - A. Reminder to Board Members to turn in Compliance and Ethics/Code of Conduct Acknowledgements.
- VII. New Business
  - A. Recommendations from Finance Committee regarding 2026 Budget/Rate Increase
  - B. Upcoming Board Openings & First Term Completions
    - 1. Trinity CRC- Randy Van Essen will be completing his 2<sup>nd</sup> term
    - 2. Anaheim CRC- Terry Van Dyk, completing first term
  - C. Next MEETINGS
    - 1. July 9th, 2025; Promotions Committee-Noon
    - 2. July 22nd, 2025; 3 pm Finance & 4 pm Board
    - 3. AUGUST NO MEETINGS
- VIII. Closing Prayer Robin Brouwer

# Artesia Christian Home, Inc. Finance Committee Meeting Minutes Tuesday, May 27, 2025

- I. Sandy Van Lant opened the meeting in prayer at 3:03 PM
- II. Members present: Tim Slegers, Ken Solomon, Sandy Van Lant, Rob Verhoeven Staff present: Executive Director Michelle Robison, Controller Patricia Henry. Absent: Terry Van Dyk with notice
- III. The Minutes of the April 29, 2025, Finance Committee meeting, were reviewed and approved.

#### IV. NEW BUSINESS

- A. Workman's Comp Audit complete and awaiting the final report.
- B. Preliminary budget discussions conducted.
  - i. Committee asked for some more refinement.
  - ii. A special budget meeting, prior to the next Finance Committee meeting, will be scheduled once the budget figures are updated.
- C. Staffing audit for Skilled Nursing Facility (SNF) conducted by California Department of Public Health (CDPH). We are awaiting the final
- V. MONTHLY REPORTS for February 2025 were distributed for review:
  - **A. Payroll Review:** Payroll reports for 2/14/2025 (9.74% OT & 9.74% Holiday OT), 2/28/2025 (6.32% OT & 6.32% Holiday OT).
  - B. Reviewed report on Extraordinary Expenses for the month of February 2025.
  - C. Reviewed a new report Census Days Actual to Budget Comparison.
  - D. Operations Reports for February 2025 month-end were reviewed.
    - **1. Skilled Nursing February 2025 loss:** \$196,717; **FY 2025 loss**: \$917,484.
    - 2. Assisted Living February 2025 loss: \$782; FY 2025 income: \$307.
    - 3. Independent Living February 2025 income: \$17,834; FY 2025 income: \$88,643.
    - 4. Memory Care February 2025 gain: \$10,630; FY 2025 loss: \$2,512.
    - **5.** ACH Operations total: February 2025 loss: \$124,912; FY 2025 loss of: \$610,531.
    - **6. ACH Non-operating Summary:** For **February 2025** the total **Facility Non-Operating Loss** (including interest, dividend income, donations, grant

- income and depreciation) was \$32,946; **FY 2025 Non-Operating Gain** of \$98,326.
- **7.** ACH total: February 2025 reported loss of \$157,858; FY 2025 loss of: \$512,204.
- **E. Balance Sheet** for 2-28-2025 total assets (and liabilities and equity) of \$13,687,939.
- F. Accounts Receivable Balance due as of 2-28-2025 was \$698,808.
- G. Accounts Receivable Aging Report reviewed accounts over 30 days past due.
- H. Savings Account Log as of 2-28-2025 was \$2,674,521.
- **I. Investment Summary** showed a return of 12.70% for the calendar year 2024.

#### VI. OLD BUSINESS

- A. Federal Civil Money Penalty for \$98,078.50 was paid. This includes a 35% discount for not filing an appeal.
- B. Awaiting update on Denial of Payment from CMS
- C. Employee Notice went out via letter on May 1, 2025 and All Staff Meetings held on May 14<sup>th</sup> & 15<sup>th</sup> to communicate change to 403b discretionary and discretionary match contributions.
- VII. Sandy Van Lant closed in prayer.
- VIII. Adjournment The meeting was adjourned at 4:03 PM. Next Meeting June 24, 2025 @3:00 PM

Respectfully submitted, Ken Solomon

Artesia Christian Home, Inc. Actual vs Budget Statement of Operations - Summary

March 31, 2025

		Current Actual	O	Current Budget		Variance		YTD Actual		YTD Budget		Variance
Operating Revenue												
Medicare A		66.689.10		68.095.00		(1,405.90)		395,156,21		408.570.00		(13.413.79)
Medicare B		(443.09)		0.00		(443.09)		16.224.73		0.00		16.224.73
MediCal		430,589.00		332,150.00		98,439.00		2,269,312.24		1,992,900.00		276,412.24
Commercial Insurance		47,311.31		36,217.00		11,094.31		275,656.03		217,302.00		58,354.03
Private		768,094.79		857,921.00		(89,826.21)		4,615,245.00		5,147,526.00		(532,281.00)
Other Anciliary Revenue		7,876.40		0.00		7,876.40		61,942.87	a	0.00		61,942.87
Total Operating Revenue	₩	1,320,117.51	₩	1,294,383.00	↔	25,734.51	₩	7,633,537.08	₩	7,766,298.00	₩	(132,760.92)
Operating Expense												
Nursing & Residential Services		608,555.27		590,064.43		(18,490.84)		3,657,662.70		3,540,386.58		(117,276.12)
Facilities		95,724.34		100,393.85		4,669.51		588,402.58		602,363.10		13,960.52
Housekeeping Services		42,912.71		51,338.82		8,426.11		262,772.26		308,032.92		45,260.66
Laundry Services		19,081.14		- 22,402.38		3,321.24		126,735.28		134,414.28		7,679.00
Dining Services		193,163.06		188,979.93		(4,183.13)		1,129,282.38		1,133,879.58		4,597.20
Social Services & Life Enrichment		81,704.13		73,116.77		(8,587.36)		472,653.45		438,700.62		(33,952.83)
Staff Developement		12,422.55		11,531.99		(890.56)		70,922.84		69,191.94		(1,730.90)
General & Administrative		223,413.85		213,071.58		(10,342.27)		1,598,056.54		1,278,429.48		(319,627.06)
Property Expenses		8,801.17		9,897.79		1,096.62		54,164.70		59,386.74		5,222.04
Ancillary Expenses		53,442.34		42,424.37		(11,017.97)		302,518.10		254,546.22		(47,971.88)
Total Operating Expense	69	1,339,220.56	€	1,303,221.91	69	(35,998.65)	↔	8,263,170.83	€9	7,819,331.46	69	(443,839.37)
Net Operating	↔	(19,103.05)	↔	(8,838.91)	€	(10,264.14)	↔	(629,633.75)	s	(53,033.46)	8	(576,600.29)
Non-Operating												
Extraordinary Items		(20,446.52)		0.00		(20,446.52)		(9,106.28)		0.00		(9,106.28)
Interest & Dividends		5,260.99		0.00		5,260.99		5,567.63		0.00		5,567.63
Donations		24,142.50		0.00		24,142.50		331,436.98		0.00		331,436.98
Depreciation Expense		(44,123.00)		0.00		(44,123.00)		(264,738.00)		0.00		(264,738.00)
Total Non-Operating	↔	(35,166.03)	s	0.00	8	(35,166.03)	8	63,160.33	↔	0.00	49	63,160.33
Net Income (Loss)	€9	(54,269.08)	8	(8,838.91)	↔	(45,430.17)	₩	(566,473.42)	↔	(53,033.46)	↔	(513,439.96)

# Artesia Christian Home, Inc. Balance Sheet March 31, 2025

# **Assets**

Current Assets		
Cash		723,495.17
Accounts Receivable		904,724.45
Prepaid Expenses	_	196,478.03
Total Current Assets	\$	1,824,697.65
Fixed Assets		
Land		1,216,888.94
Building & Improvements		14,668,029.00
Furniture Fixtures & Equipment		2,901,958.89
Work In Progress		165,052.13 (8,865,890.00)
Accumulated Depreciation	_	
Total Fixed Assets	\$	10,086,038.96
Other Assets Investments		1,856,841.95
Total Other Assets	\$	1,856,841.95
Total Assets	\$	13,767,578.56
Liabilities and Equity		×
		,
Liabilities and Equity		1,018,002.32
Liabilities and Equity  Current Liabilities  Accounts Payable  Accrued Salaries & Benefits		1,018,002.32 509,358.78
Liabilities and Equity  Current Liabilities  Accounts Payable		1,018,002.32
Liabilities and Equity  Current Liabilities  Accounts Payable  Accrued Salaries & Benefits	\$	1,018,002.32 509,358.78
Liabilities and Equity  Current Liabilities  Accounts Payable  Accrued Salaries & Benefits  Other Liabilities	\$	1,018,002.32 509,358.78 496.58
Liabilities and Equity  Current Liabilities  Accounts Payable  Accrued Salaries & Benefits  Other Liabilities  Total Current Liabilities  Total Liabilities	_	1,018,002.32 509,358.78 496.58 1,527,857.68
Current Liabilities Accounts Payable Accrued Salaries & Benefits Other Liabilities  Total Current Liabilities  Total Liabilities  Equity Equity	\$	1,018,002.32 509,358.78 496.58 1,527,857.68 1,527,857.68
Current Liabilities Accounts Payable Accrued Salaries & Benefits Other Liabilities  Total Current Liabilities  Total Liabilities  Equity	_	1,018,002.32 509,358.78 496.58 1,527,857.68 1,527,857.68
Current Liabilities Accounts Payable Accrued Salaries & Benefits Other Liabilities  Total Current Liabilities  Total Liabilities  Equity Equity	\$	1,018,002.32 509,358.78 496.58 1,527,857.68 1,527,857.68

# Artesia Christian Home, Inc. Investment Account Balance

		Month to	Cumulative	Cummulative
Date	<b>Market Value</b>	<b>Month Change</b>	Change from 1/1	Return*
1/1/2024	2,018,288	s.		
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%
3/31/2025	1,856,842	(417,701)	(161,446)	-7.90%

<sup>\*</sup>Data from RAI Wealth Management website

<sup>\*</sup>Moved \$400,000 from investment account to general account of 03/10/2025

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

		As of	As of
<b>Financial Institution</b>	Account	02/28/2025	03/31/2025
Schwab	CCRC Liquid Reserve Requirement by Dept of Social Services as of 1/30/2024	\$ 348,600	\$ 348,600
Schwab	Unemployment Fund Reserve	150,000	150,000
Schwab	Operating / Building Repairs / Emergencies Funds	1,715,637	1,358,242
	Investments Total	2,274,507	1,856,842
		As of	As of
		02/28/2025	03/31/2025
Citizens Business Bank	General Account	124,161	43,893
Citizens Business Bank	Money Market Account- Reserves for Payroll & Operations	259,080	548,115
Bank of America	Pegboard Account	16,774	16,774
	Cash Total	400,014	608,782
Total		\$ 2,674,521	\$ 2,465,624
<b>Donation Information</b>			YTD 03/31/2025
	C.A.R.E. Fund		\$ 291,067
	General Fund		9,420
	Special Fund		30,950
	Total Donations		\$ 331,437

# ACH Promotions Committee Meeting, June 11, 2025

In attendance: Kristin Cramer, Eden Escobedo, Robin Brouwer, Bob Hultgrien, Sandy Van Lant, and Michelle Robison. Barb Zondervan absent with notice.

## **Opening Prayer: Robin Brouwer**

## Approval of Minutes from May 14, 2025 – approved

Online Ads: 120,000 views, 88 clicks, 59 conversions. 8.54% = 3% increase over last month

<u>Census</u>: Memory care - 24 occupied; 3 rooms pending; 2 shared male beds open Skilled Nursing – 62 Independent Living – 1 cottage being remodeled; will be filled 7/4 Asst. Living – several open; 1 pending from SN; 1 person took tour and showed interest.

## **Events:**

• Lunch & Learn at ACH - June 12; 6 RSVPs to date.

## **OLD BUSINESS:**

- Christmas Market Dec. 6 Discussed option of raising sponsorship amounts, but decided to pursue more sponsors at the current rates.
- As we had not received any followup from Kaden Struiksma regarding video creation, he has been notified that we plan to go in a different direction.

#### **NEW BUSINESS:**

- Lunch & Learn scheduled for June for Bellflower Women's Club (this arose from Kristin speaking to their group). Will approach other women's groups in the are to assess interest.
- Monthly Giving Campaign almost ready to launch through GiveButter. New QR code for access will be printed in the next Messenger and link will be available on the ACHome website. GiveButter can accommodate credit card and PayPal payments as well as ACH transfers at a lower cost. GiveButter sends immediate "thank you" message, but we feel it is important to keep the personal touch of sending a brief handwritten note.
- Volunteer Appreciation High Tea: "You Are the Heart of Our Garden" on Sept. 18
- From Confusion to Clarity Estate Planning Seminar June 24 at 5:30 p.m. Free seminar presented by attorney Anna Serrambana and sponsored by Realtor Cassie Swan. Open to the public. Advertised on website, socials, and church bulletins.
- Weekly posts being made on social media through June for Alzheimer's Awareness month.
- 75th Gala: leaning toward a tea rather than a dinner. Need further investigation into how we wish to spend effort and resources to celebrate 75 years. Program needed with offerings to draw more attendees.
- Annual Board Dinner: Agreed to have Morrison prepare a nice meal in the lounge or parlor rather than Spaghettini.

# Calendar:

- Lunch and Learn: June 12
- From Confusion to Clarity Seminar: June 24
- Volunteer High Tea: September 18
- Annual Board Meeting & Dinner: November 6
- Board Christmas Dinner: December 2 (may be changed)
- Christmas Market: December 6
- 75<sup>th</sup> Anniversary Celebration: May 2027

# **Closing Prayer: Robin Brouwer**

**Meeting Adjourned** 

# **Executive Director Report**

June 24th, 2025 3:00 pm Board Room/Zoom

# **Upcoming Events**

- July 9th, 2025, Promotions Committee- Noon via Zoom
- July 22nd, 2025, Finance- 3pm & Board- 4pm
- AUGUST NO MEETINGS

#### **Executive Director**

- 5-28-25 Morrison Conversion initial proposal meeting 6-18-25- final decision to initiate Conversion to Morrison; will be working with them for a seamless transition to start 10-1-25.
- 5-30-25 Meeting to discuss Payroll Audit needs with Calibrate.
- 6-10-25 Final Budget meeting with Finance Committee to determine recommendations for Board.
- 6-11-25 Promotions Committee Meeting
- 6-17-25 Guardian Comp Membership Meeting

#### HR, COMPLIANCE & TECHNOLOGY OPERATIONS

- Go Live Date for Care Assist POC for AL, MCC, and SNF charting occurred on June 4<sup>th</sup>, 2025.
- Preparing for upcoming connectivity for the DX Framework. Gathering information for understanding and implementation. Data sharing portal with Matrix is ready.
- Preparation for the 403(b) annual audit began mid-April. Audit expected to begin August 1st.
- Application Tracking system through Paycom was released and went live on June 9, 2025.
   This is integrated into our ACH website employment page. ATS training with supervisors and directors held on June 11, 2025.
- Currently building a Supervisor Time and Attendance Quick Guide.
- "Supervisor Essentials: Wage and Hour Training" will be assigned to supervisors by the end
  of June 2025. Training will cover key wage and hour topics while supervising California
  employees (e.g., timekeeping requirements, compliant breaks, paid sick leave requests, offthe-clock work, etc.).
- June 403(b) Open Enrollment Day with SDWM financial advisors took place on June 12<sup>th</sup>,
   2025. Open Enrollment ends June 25<sup>th</sup>.
- Provided resources to staff regarding Immigration Compliance on June 12th, 2025.
- A new Business Office Administrative Assistant has been hired, expected to start training by June 18<sup>th</sup>, 2025.

• A new Operations Assistant position has been created to help support the HR and Operations Department. A current ACH employee has been appointed to the position. Training is expected to commence at the end of June and continue into July 2025.

## **Compliance & Ethics Snapshot of Action:**

- Class Action Settlement Agreement timeline revised by attorneys. Class Notices were mailed on June 17<sup>th</sup>, 2025, with a response deadline of August 1<sup>st</sup>, 2025.
- SNF: Sexual Harassment investigation resulted in 2 employees being written up & suspended on 6-5-25.
- Assisted Living: Abuse investigation was resolved on 6-6-25. Unsubstantiated for DSS & APS.
- Business Office: As a response to a recent concern about policy interpretation, we are
  initiating a Payroll Audit though Calibrate a third-party company to ensure policy
  compliance in our practices. This investigation remains open. Payroll Audit is expected to
  start end of June.

#### **FINANCIAL OPERATIONS**

- 0 Deficiencies for Annual Staffing Audit for SNF
- Final Preparations for Budget made and met with Finance committee for Final recommendations on July 10<sup>th</sup>.
- Workers Comp Payroll Audit Completed. No issues.
- Completed requirements to OPT IN for Medi-Cal reimbursement for 2026.
- EELC report filing
- Preparing rate letters for residents.
- Reviewed and updated Vendor List
- Completed Morrison Living Analysis

2025 YTD Total Occupancy: 88.%	
Goal/March YTD	
SNF: 91%/88%	
ALF: 95%/83.%	
MCC: 93%/94.%	
Cottages: 95%/91.2 %	

2025 YTD Overtime: 9.3%
March Payroll: 6.6% & 7.2%
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- March TOTAL

\$351,395 (this has adjusted based on 2024 rates & adjusted 2025 rates)

#### 2025 C.A.R.E. Fund October-March TOTAL

\$291,066.98

# 2025 Total Donations (including CARE FUND) October-March TOTAL

\$331,436.98

#### SNF:

- Exit Interview for Staffing Hours Audit: 0 deficiencies.
- Went live with the Care Assist Point of Care for SNF residents on 6-4-25.
- Preparing for SNF Survey Window, which begins in September
- Working to better understand and prepare for Dx Framework implementation needs, systems and processes.
- Social Services team is reviewing and revising the Admission Contract for SNF.
- Staffing:
  - O Just hired 4 CNA's. In the training process. Still in need of:
    - 2 CNAs on evening shift
    - 3 CNAs on night shift
    - 1 LVN on mod duty
    - 2 CNA on medical leave
    - 1 CNA out for expired license.
  - o Still using registry on all shifts.

# **Covid Updates:**

No concerns

#### Quality Assurance Performance Improvement (QAPI) Snapshot of Action:

• Nurse- Infection Prevention applications are open.

#### RESIDENTIAL:

• Submitted exception request to DSS to retain an Assisted Living resident with a prohibited condition. Updated Plan of Operation to reflect this.

- Attended Community Care Options conference for more continuing education, learn more what's happening at other RCFE's.
- Matrix Point of Care Roll Out went live on 6/4/25.

## **Covid Updates:**

None

#### **COMMUNITY RELATIONS:**

- Hosted Lunch & Learn for Bellflower Woman's Club members on 6/12/25
- 4 Community Outreach
  - o Rowntree Gardens Diamond Jubilee Expo 6/6/25
  - Ivy Park La Palma site visit 6/6/25
  - o Meeting with Ivy Park Cerritos Marketing Director 6/5/25
  - o Bellflower Chamber of Commerce 6/17/25
- Finalizing CRM option (customer relationship manager) to help unify sales, marketing, and customer support efforts by consolidating all customer information and interactions in one place.
- Completed 1 bedroom ACH Promotion Video
  - View it through this link
     <a href="https://youtube.com/shorts/0l3VMZqfYFU?si=xel9dTBBAYIqYU05">https://youtube.com/shorts/0l3VMZqfYFU?si=xel9dTBBAYIqYU05</a>
- Volunteer drivers pleased that it's continuing to grow
  - o https://www.achome.org/driving-requirements
- Promotion efforts for Christmas Market on 12/6/25 is coming along.
- Upcoming events
  - o From Confusion to Clarity: Estate Planning 101 seminar 6/24/25
    - RSVP: https://www.achome.org/
  - Anaheim CRC Day of Service 6/27/25
  - 1<sup>st</sup> Artesia CRC Church Outing 7/15/25
  - o Trinity CRC Church Outing 9/16/25
  - O Volunteer Appreciation Afternoon Tea 9/17/25
  - o Christmas Market 12/6/25

Rented or Oc	cupied Rooms: As of 6/20/25	
SNF: 60 beds	/66 beds; Budgeted: 60	

ALF: 51 rooms; 64 rooms; Budgeted: 60

MCC: 25 beds; 1 committed /28 beds; Budgeted: 26

Cottages: 20 cottages; 1 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:**

- Cottage #13 remodel in process
- MCC Backyard project completed
- Cottage Door Project: Doors are in process of being installed & painted; our Facilities team is installing all locks and handles. Also installing new mailboxes. Still awaiting screen doors.

# 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