



Agenda

Friday, August 31, 2018 at 9:00am Alaska Pioneer Homes Advisory Board Meeting

Teleconference Call in Conference No: 1-800-315-6338, Access code 54784#, Chairperson (Rosemary) 1399

Teleconference guidelines: Please mute your phone unless you are speaking. When speaking, state your name first. Soon after the meeting, be ready to receive a copy of the draft minutes to review and provide input within a short period of time. Thanks.

Public Comment: Public comment will be accepted during the first 15 minutes of the meeting. Please state your name and location before commenting. Thank you.

1. Attendance

Att	Type	First	Last	Location/Title	Representing
	Member	Gordon	Glaser	Anchorage	Alaska Commission on Aging Designee <i>(traveling, unable to attend)</i>
X	Member, Ch	Rosemary	Hagevig	Douglas	Public
X	Member	Phil	Hokenson	Fairbanks	Alaska Veterans Advisory Council Designee
X	Member	Bob	Pawlowski	Anchorage	Public
X	Member	Jana	Shockman	Anchorage	Public
X	Member	Ronald	Siebels	Anchorage	Public/Restricted/Veterans representative
X	Member	Gordon	Severson	Anchorage	Public
X	Department	Michael	Frawley	Juneau	DHSS Grants & Procurement
X	Department	Stephens	Keith	Juneau	DHSS Grants & Procurement
X	Division	Amanda	Lofgren	Director	Director's Office
X	Division	Clinton	Lasley	Adm Ops Mgr	Central Office
X	Division	Emily	Palmer	Soc Svcs Pr Coord	Central Office
X	Division	Megan	Bauman	Admin Assist I	Central Office

2. Call to Order

A. Meeting start time: 9:01am, 8/31/2018

3. Discussion and approval of minutes from previous meeting.

A. Gordon moves to approve, Ron seconds. No objections, minutes approved.

4. Declaration and verification of any conflicts of interest.

A. None identified.

5. Public Comment:

A. None.

6. Unfinished/Old Business

A. None.

7. New Business

A. Facilities and maintenance update + contingency funds discussion - Michael F.



- i. Mike – As a short background to the contingency funds discussion, in years passed the state legislature and the State of Alaska Office of Management and Budget (OMB) have appropriated funds directly to departments, and DHSS took a percentage off the top and placed into an “emergent funds” fund to support emergencies that happen at all 42 DHSS facilities (not just AKPH). Emergencies happen weekly – boilers go out, etc. For the past 2 years funds are no longer appropriated directly to the departments instead OMB has requested a lump sum of \$40 million for capital deferred maintenance appropriation to cover all departments. However the state legislature only approved \$20 million and that has to be spread over all departments in state – which does not go far. DHSS Facilities was able to secure \$1.6 million of it to fund 5 high priority projects – the highest priority being the KPH seismic upgrade (the only AKPH project). Individual facilities don’t have their own money to fix emergent problems, especially large scale expensive situations, so those must be paid out of the “emergent funds” bucket that DHSS used to create from the yearly appropriates. However, with the change of how appropriations are provided over the last 2 years, the “emergent fund” is almost entirely spent. DHSS Facilities is still waiting to hear back from OMB on how to handle this situation. OMB has suggested for FY20 for DHSS to request their top priority project as a \$500,000 emergency fund (which will severely limit what projects can be funded). DHSS Facilities wants to know if the AKPH Advisory Board can do anything to advocate for additional capital funds for projects.
- ii. Rosemary – To confirm, is the request that the board will be able to collaborate with others to advocate for additional deferred maintenance funds for all the Pioneer Homes?
- iii. Amanda – This would be 2 prong request – an overall request for additional funds for deferred maintenance projects for DHSS and a sub-request that some of the funds be retained specifically for the Pioneer Homes. The fund would reside with DHSS Facilities.
- iv. Rosemary – What is the difference between a capital project and deferred maintenance?
- v. Mike – A capital project is anything costing \$10,000 - \$750,000; anything over that is put into a request at the Departmental level (thus allowing collaboration among all the divisions to ensure the Departmental request is enough to cover everyone’s priority projects).
- vi. Mike – We are almost done with the DHSS FY20 priority list, and once it’s been analyzed and finalized it will be submitted to the legislature. The legislature will then announce how much money they’ll approve.
- vii. Bob P - Can we get a retrospect of what the DHSS deferred maintenance projects have been for the last several years?
- viii. Mike – We are compiling that list now to support our request. A key point to remember is that we never know when a high dollar emergency will occur, so we may have historically only needed \$100,000 but a major equipment malfunction could occur at any time requiring \$500,000 or more.
- ix. Amanda – Mike will be submitting a list to us shortly of each Home’s capital projects which we can review at the next board meeting.
- x. Keith – The deferred maintenance projects list is getting larger every year because the buildings are getting older but the funding we receive to maintain them is decreasing. The concern is that emergent needs will only grow as maintenance doesn’t occur due to lack of funding.
- xi. Amanda – Maintenance is critical to prevent emergencies.



- xii. Rosemary – In general, government is negligent if they don't take care of their existing investments.
- xiii. Mike – Extreme environments are hard on buildings and increases the amount of maintenance. In previous administrations, we were given large deferred maintenance funds that allowed us to keep the facilities at static/non-worsening conditions, but with several years of reduced funding that is slipping now.
- xiv. Amanda – The contract for the Pharmacy relocation project will be awarded soon (thanks to the support of Facilities). That will entail upgrading the bathrooms to meet ADA requirements to allow the Pharmacy to move. Construction will begin shortly, and hopefully by the end of the fiscal year the Pharmacy will be in its new location. The KPH Seismic Stabilization project will kick off this fall, along with further weatherization repairs (including a long wall that had deteriorated due to rain, requiring an additional \$150,000). Mike and I were able to get \$250,000 of old ADA money (that was previously awarded to AKPH but misplaced) re-allocated to Sitka PH to remodel their bathrooms to meet ADA compliance. We will also be working on Anchorage PH modifications to support elders with Alzheimer's and dementia related diagnoses. We are also working on an emergency generator for the Fairbanks PH.
- xv. Amanda – We will also need to replace the roof on the Alaska Veterans & PH sometime in the next few years, it is currently unfunded but a critical project.
- xvi. Mike – That will most likely be a \$5.5 million project. It's been on the list for a number of years, and we've been working on it in small pieces as it is such a large project and not emergent yet but that could quickly change.
- xvii. Bob – Can we get a federal match to do the AVPH?
- xviii. Mike/Amanda – We have looked into that in the past, and it is a 25% / 75% match. However, we have to have the 25% in hand before we can apply for the 75% federal match. This is a risk for the State because there's no guarantee the 75% federal match will be awarded. To proceed further, we will need to find a way to communicate this need in the correct language to the Legislature.
- xix. Bob – We have several senators and representatives who will likely be in support, as they are strong advocates for veteran support.
- xx. Rosemary – What is the procedure for beginning a federal delegation discussion?
- xxi. Mike – State law allows the Pioneer Homes to use private money for Pioneer Home projects, however we have to be on the same page and have the correct information in hand to do so.
- xxii. Amanda – We'll look into this further and report back to you at the next meeting.
- xxiii. Rosemary – This being an election year means there will be great opportunities for board members to talk with members of the Legislature. However we would need the right information.
- xxiv. Bob – Please keep me in the loop on this, as I have good relationships with several members in Legislature.
- xxv. Phil- Would it be helpful to have the Veteran's Advisory Council submit a letter?
- xxvi. Rosemary- Yes, once we have determined the appropriate language.



- xxvii. Ron – There’s a potential to discuss this topic at future Alaska Veterans Advisory Council meetings (the next one is September 14th).
- xxviii. Phil – I agree, if you can give us some bullet points to assist in our discussion with them that would be great.
- xxix. Amanda – Yes. And we can also look to coordinate with the Department of Military and Veterans Affairs.

B. Homes renovations vs replacement discussion - Michael F. & Amanda L.

- i. Amanda – We have previously touched on this topic before, and the Fairbanks PH is perhaps the best example of the conundrum we face. In the next 5 to 7 years the Fairbanks PH will need to be replaced, however, many things would have to be in place to make that happen, as well as, the “right time” determined. As such, I have asked Mike to discuss how that might work and to provide the board with an idea of the timeline and any actions the board might be able to take.
- ii. Mike – In 2009 the Alaska Pioneer Home had a census and population study done called “Planning for Tomorrow”. The analysis revealed the need that the Pioneer Homes will most likely need to increase in size to accommodate the increase in the elderly population. The study included several suggestions of how the existing PHs could expand. One option was the Fairbanks PH - with the amount of deferred maintenance occurring it would be cheaper to rebuild that Home rather than replace/expand the existing building. FPH owns the 16 acres of land that it sits on so there is more than enough room to rebuild a larger Home. The Juneau PH was originally designed to include another wing (there is a conceptual design already showing where that would go). The most likely scenario is to build a larger, more efficient home in Fairbanks (because it has its own land and Fairbanks has the 2nd fastest growing senior population).

Here are the following steps needed to proceed with this scenario:

Step 1) Hire a contractor to do a conceptual design study, which would take 4 - 6 months and cost between \$50,000 - \$75,000.

Step 2) Request the funds from the Legislature for a full design development study (~ \$1 million). This is a long, lengthy study that would take about a year. Amanda, any ideas on the number of proposed beds?

- iii. Amanda – There is a lot of market research to support the request (including the current Pioneer Homes staffing analysis). Knowing the challenges of maintaining large facilities, we might not want to go too big.
- iv. Rosemary – Are the Pioneer Homes subject to certificate of need?
- v. Amanda – No.
- vi. Mike – In 2009 the construction cost for building 10 beds was \$4.4 million. In today's dollars that's most likely around \$5.5 million per 10 beds.
- vii. Amanda – The Fairbanks Home is currently licensed for 91 beds, however with the other facilities currently being built in Fairbanks we might not need to go that big. We'll need to look at market demands and figure out what would be most ideal for the current and future needs of Fairbanks elders.



- viii. Rosemary – Board members, any thoughts? We should start with the conceptual design study?
- ix. Amanda – I would recommend continuing the discussion at November's face-to-face meeting. We'll send you the 2009 "Planning for Tomorrow" study, as it contains useful information on this topic. Regarding a potential timeline for this project, I would recommend budgeting the conceptual design study, cost benefit analysis (to explain why it's cheaper to build new) and maybe a market study (~\$100,000) in FY21. In 2023, request the \$1 million appropriation through the Legislature (and perhaps look to partner with the Alaska Mental Health Trust Authority to split the cost). The current Fairbanks Pioneer Home is 60 years old and not built to withstand the extreme environmental conditions of the area, so the sooner we can address this situation the better.
- x. Amanda – The board should also know that Mike is retiring. The Alaska Pioneer Homes Division is extremely appreciative of Mike and the Facilities department for all they have done for us. Keith will be taking over as the Division's primary point of contact with the Facilities department.

C. Staffing analysis update – Amanda L.

- i. Amanda – As a brief background, the Alaska Mental Health Trust Authority hired an independent contractor, Agnew::Beck, to conduct a staffing analysis at the Alaska Pioneer Homes. They completed 2 – 4 day site visits of each Home, the Pharmacy and the Central Office. They talked with the leadership at each location, as well as key members of the staff to really understand each of the Homes and their needs. They will be compiling models to help us determine the most effective and efficient way we can operate. Including recommendations for the structure of each Home (to fit their particular needs, elder population, etc.), minor building modifications that might be done to help serve those elders on our waitlists, staffing ratios adjustments (as needed), best processes as more. Agnew::Beck will submit their draft report for internal review at end of September, with the final report due November 26th.
- ii. Rosemary – What's timeline for incorporating recommendations?
- iii. Amanda – There will be short term and long term recommendations. Some recommendations may only take a couple months to implement, while others (including job re-classifications and philosophical shifts) might take 3 -5 years. As such, we may need additional assistance from the Alaska Mental Health Trust Authority to implement the long term recommendations. Overall, we're expecting a 3 -5 year long process.
- iv. Rosemary – Do we know how long the models will be good for?
- v. Amanda – Good question, there will several models. Agnew::Beck is working hard to ensure the models are flexible and changeable so that we can tweak them as times change to help us continue progressing.
- vi. Clinton – The models will also take into account the budget that we have to accomplish the recommendations. This is where things will get difficult; each Home Administrator will need to look at things from both the Division level and their Home level regarding proposed changes. It is likely that we will need to re-structure the organization at one or more Homes, and that will be a huge and difficult change for everyone.
- vii. Amanda – We have not previous had anything like this to help guide us. We definitely don't want "cookie-cutter Homes" (that's a horrible idea), but a degree of parity between Homes is beneficial on several levels.



- viii. Clinton – We've known for a long time that there are areas of change that need to happen but we haven't had any evidence to back up our requests to the Legislature. This analysis is going to take time but it will enable us to have the data we need to help make effective and successful requests.
- ix. Ron – When I was last in Juneau I visited with several SE legislative members and talked with them about the possibly of reversing the mandatory furlough – all of them agreed but nothing has been done.
- x. Amanda – Ron, we appreciate your advocacy and it is having an impact! The hard thing about the mandatory furlough is that it's imbedded in the Union contracts. So far the SS and LTC unions are phasing them out, but the GG contract is not up for renewal yet (but will likely follow suit). As such, 40 hour work weeks for SS and LTC will slowly be phased in but there could be unintended consequences so we'll have to watch and see.
- xi. Bob P – Looking at staffing and the trend of elders requiring more Level II & III care, will the report address the training & behavioral health needs associated with that?
- xii. Amanda – It will. Training and education came up a lot during the staffing analysis site visits. One of the biggest things the division has struggled with is that we are a hybrid organization – our Homes have one foot in assisted living, the other in skilled nursing. However the State has never fully acknowledge that – so we end up competing against the private sector in 3 ways. Fortunately, the staffing analysis report should help unpacked that a little bit and help facilitate the discussion in how we can better work with the private sector to be a part of the continuum of care. The quantitative and qualitative data that the report should provide will be a huge asset in supporting our elders.
- xiii. Rosemary – The staffing analysis report comes out November 26th, will that impact when we have our face-to-face advisory board meeting?
- xiv. Amanda- To work around the meeting availability complications, we can arrange with Agnew::Beck to come in and give a presentation on the core information from the report before Nov 26th.
- xv. Gordon – Agreed.

D. Draft FY2018 Annual Report & recommendations discussion – Amanda L. & Rosemary H.

- i. Amanda – The Homes are in the process of submitting their reports. I recommend that with the current discussion of additional contingency funds and the upcoming staffing analysis report that we include hard recommendations from the Board in the report. We'll send out the draft report (sans the recommendations) for your review before the November face-to-face meeting, and during the face-to-face we'll draft the Board Recommendations, and send out the updated report for finalization shortly after the meeting. Rosemary, you and I talked about this, with this being an election year it is beneficial to have hard evidence to put in front of the transition teams immediately.
- ii. Rosemary – Yes, I have worked with transition teams before, and I think having hard copy to give them would be hugely beneficial.

E. Letter from a Kenai Peninsula veteran – Amanda L.



- i. Amanda – For your information, I was contacted by a veteran and his wife (also a veteran) about the possibility of converting an old building into a seventh Pioneer Home in the Kenai area. The topic of a Kenai Peninsula Pioneer Home comes up every 5 years or so, and as the board would be integral in initiating that process (should the situation ever occur) it is important for the board to begin having communications on what that process would look like it. It is also important to make sure people know of the work Phil has done to support the veterans in our other Homes.
 - ii. Rosemary – Looking at the big picture, another veterans home in the state would be for veterans 65 yrs and older right? Although there is a huge need for younger veterans coming out of the recent wars.
 - iii. Phil – You’re absolutely right. VA Healthcare is expanding to account for that, but there is still a greater need to assist elder vets as they often need more assistance.
- F. November 9th in-person meeting discussion – Amanda L.
- i. Clinton – With the final staffing analysis report due on November 26th and the current discussion of building renovation vs. replacement, I would like to recommend the annual face-to-face meeting happen mid-November and at either the Juneau or Fairbanks Pioneer Home (so that everyone would be able to see one of the facilities key to the discussion). I am open to wherever you would want to have the meeting, but I think after today’ meeting it would be beneficial for everyone to see FPH (specifically) before the legislative meeting.
 - ii. Amanda – Phil, since you live there that would be work. But what about the rest of the board?
 - iii. Jana – I could do that.
 - iv. Bob – I could do Fairbanks in November (just not a weekend).
 - v. Gordon – Fairbanks in November is good.
 - vi. Amanda – So the week of Nov 9th works (just not that Friday, Nov 9th)?
 - vii. Rosemary – Or Tuesday, Nov 6th, as that’s Election day.
 - viii. Rosemary – Recommend flying up Wednesday morning (Nov 7th), meet Wednesday afternoon thru Thursday afternoon (Nov 8th) and fly home Thursday evening.
 - ix. Amanda – We can adjust the schedule as needed to accommodate those folks in Southeast Alaska. As Teri Holderman requested to resign, we do not currently have a board member in Ketchikan or Sitka and we are still waiting for the assignment of a new representative.
 - x. Rosemary – Does everyone agree with that schedule?
 - xi. All – All members concur, no one disagrees.
- G. AKPH logo contest discussion – Clinton L.
- i. Clinton – This is not a priority, but I wanted to have a conversation with you about having a potential AKPH logo contest. We have not been able to find out any history internally of where the existing logo came from nor an explanation of what the content of the logo means. As such, we are considering having a logo contest to design a new one and wanted to get the Boards’ thoughts on that and if you knew any of the logo history?



- ii. Rosemary – I am not familiar with the current logo's history, but does anyone else know? I think we should reach out to the Pioneers of Alaska's Igloos, as they might know (based on the feedback given when we changed the Palmer Pioneer Home's name). There is a Pioneer Lodge convention happening this fall.
 - iii. Gordon – The Pioneers of Alaska convention is in Seward, October 17-20th.
 - iv. Amanda – Gordon, would you be able to see if you could get the history behind the logo for us as a member?
 - v. Gordon – Absolutely!
 - vi. Rosemary – Does everyone agree that we should we involve these other organizations, especially in light of the additional facility projects coming up?
 - vii. All – Agreed.
 - viii. Clinton – We'll just carry over this conversation to the following meeting.
8. Agenda requests for next meeting?
- i. Bob – Recommend the Cold Climate Housing Research Center to aid in the discussion of replacement vs. renovation.
 - ii. Rosemary – Would someone come in to give us a presentation at the Fairbanks face-to-face meeting?
 - iii. Bob – I'm sure Jack or Ryan would be happy to do so.
 - iv. Rosemary – Are we talking another teleconference or at the November face to face meeting?
 - v. Jana – It might be beneficial to have a short teleconference meeting before the November face-to-face.
 - vi. Rosemary – How about a short 9am, Friday, Oct 5th teleconference to review everything we're going to discuss at the November meeting?
 - vii. Amanda – We can get you the draft report so you can review it before the face to face.
 - viii. Gordon – Sounds like we need it.
 - ix. Bob – I'll be in Florida and unable to attend.
9. Reports
- A. Division Director's Report – Amanda
 - i. Amanda – The only remaining update is on the additional 14 beds of skilled care at the Palmer home. All structural home requirements have been completed (including sprinklers and sidewalks). A 2nd nurse for nightshift has been moved from the Juneau Pioneer Home and a Protective Services Specialist II position (social worker) has been moved from the Sitka Pioneer Home to meet the organizational staffing requirements. We have officially hired Dr. Pepper as the Departmental medical director, and he will spend a quarter of his time acting as the medical director to AKPH (the largest remaining requirement needed); will also provide some auxiliary support to Homes and Pharmacy. His first day will be Oct 11th. We will most likely request the VA to come do our certification in November. These VA skilled nursing beds are different than CMS. The entire VA structure in Alaska has been hugely supportive and the federal structure has been notified.



- ii. Rosemary – So we can start billing when?
- iii. Amanda – End of November, most likely December.
- iv. Amanda – The last update is that I’m leaving the Division Director position, my last day is September 7th, 2018. My replacement has not been appointed yet. Clint will be acting in my place, and we will get a transition plan to you as it becomes available. I am humbled at how much we’ve been able to do in the last 15 months.
- v. Rosemary – You have been a breath of fresh air, and thanks to you we now have an idea of where we are going and that is monumental. It hasn’t been that way for a long, long time. Thank you!
- vi. Jana – It has been so great working with you!

B. Administrative Operation Manager’s Budget Report, Budget updates - Clinton

- i. Clinton – As a recap of FY18, we were able to earn \$4.4 million of the \$5.5 million authority granted, which is a huge. In previous years, we not only didn’t earn as much but we over spent by about \$500,000. However, in FY2018 we turned that around by not having a deficit and earning almost all of our authority. It was hard, and it took everyone, but we did it. Our approach for FY19 is the same. We’ve submitted the FY20 budget, but we don’t anticipate any additional funding in the near future due to all the other needs across the department. We are going to wait for the results of the staffing analysis report before looking at making requests. We are anticipating the need to leverage more money in-house – such as possibly renting out the extra space in the Sitka Pioneer Home to other state agencies, etc. For FY19, if we are able to tease out additional money we’ll share it with you at the November face-to-face meeting.

C. Alaska Veterans Advisory Council Report- Phil

- i. Phil – Josh Shaver (AVPH Administrator) gave a presentation to the tribal veteran representative program, which was helpful to give on-going attention to the other options available to veterans. Regarding A&D, we are currently working with a service officer in MN and will bring the packet over to the pension office to get things figure out. This is our first trial run, and we’ve learned a lot- including the need to have a fiduciary assigned ahead of time (which families need to know). Angie Howard has identified a veteran at FPH that this can benefit so we’re going to work with them to see if we can get them taken care of.
- ii. Amanda – Thanks Phil, I know having to figure this out the first time round is super hard and complicated and just wanted to say thanks.
- iii. Phil – This is something that is underutilized and glad for your support to make it happen for the veterans in our homes.

D. Board Chairman’s Report – Rosemary

- a. Rosemary – I will be attending an Alaska Commission on Aging rural outreach meeting in Nome and Shishmaref in September.

10. Chair’s request for comments:



- A. Gordon G - None.
- B. Bob - I'm glad for the opportunity to join this board, I look forward to working with you.
 - i. Rosemary – We are happy to have you.
- C. Gordon S - Welcome to our new members, Gordon G. and Bob. I personally want to compliment Amanda on all that she's done and how well she has set things in motion for her replacement. Amanda, just know that if you are ever able to come back you will be welcomed back to PH with open arms.
- D. Jana – None.
- E. Ron – No further updates to provide, but I just wanted to thank everyone for how well this board communicates, it makes for a very efficient board.
- F. Phil: Thanks to Amanda for all your support. No further comments.

11. Chair's Closing statement – Rosemary

- A. Rosemary – Amanda, thank you for where you have gotten us to and I think we are in good hands with Clinton. And thank you for your nomination for this position, I look forward to serving this board as the Chair.

12. Adjourn

- A. Motion to adjourn 10:58am, Gordon S, Jana seconded. No objection.
- B. Meeting adjourned at 10:59am

Distribution via email:

Division:

Amanda Lofgren, Director (amanda.lofgren@alaska.gov)
Clinton Lasley, Administrative Operations Manager II (clinton.lasley@alaska.gov)
Emily Palmer, Social Service Program Coordinator (emily.palmer@alaska.gov)
Megan Bauman, Administrative Assistant (megan.bauman@alaska.gov)

Pioneer Homes Advisory Board Members:

Gordon Glaser (mensch@acsalaska.net)
Rosemary Hagevig (rosemaryhagevig@gmail.com)
Gordon Severson (gordon@ptialaska.net)
Phil Hokenson (phil.hokenson@gmail.com)
Jana Shockman (Janetta.Shockman@Providence.org)
Bob Pawlowski (cptbob@gci.net)
Ron Siebels (ronakph@gmail.com)