



## Agenda

Friday, October 5<sup>th</sup>, 2018 at 9:00am Alaska Pioneer Homes Advisory Board Meeting

Teleconference Call in Conference No: 1 (855) 244-8681, Access code 805 762 423#

**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
x	Member	Gordon	Glaser	Anchorage	Alaska Commission on Aging Designee
x	Member, Ch	Rosemary	Hagevig	Douglas	Public
x	Member	Phil	Hokenson	Fairbanks	Alaska Veterans Advisory Council Designee
	Member	Bob	Pawlowski	Anchorage	Public
	Member	Jana	Shockman	Anchorage	Public
x	Member	Ronald	Siebels	Anchorage	Public/Restricted/Veterans representative
x	Member	Gordon	Severson	Anchorage	Public
x	Member	Brenda	Shelden	Wasilla	Public
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

Introduction of new Board Member, Brenda Shelden of Wasilla. Brenda is a medical professional, PT, at the Mat-Sue Regional Center and is now semi-retired. She has been in Alaska for 18 years and has two kids in high school.

### 2. Call to Order

A. Meeting start time: 9:07am, 10/5/2018

### 3. Discussion and approval of minutes from previous meeting.

A. Meeting minutes held until next meeting (11/7/2018)

### 4. Declaration and verification of any conflicts of interest.

A. None

### 5. Public Comment:

A. None

### 6. Unfinished/Old Business

A. AKPH logo history update – Clinton L.

i. Clinton – We have re-evaluated the timing of this project, based on everything going on within the State and Division. I appreciate all of the information and feedback provided.



We are proposing to postpone this project until after the election and the completion of the staffing analysis (most likely to spring 2019).

## 7. New Business

### A. Draft Advisory Board Report review – Megan B.

- i. Megan – The report is still in draft form, so please review it before November's meeting and send all comments to Megan.
- ii. Rosemary – Can we add a box for the current FY19 board members, along with past FY18 members? Board members, be prepared to work on Board recommendations while at the Face-to-Face meeting in November.

### B. Confirmation of November face-to-face board meeting – Rosemary H. & Clinton L.

- i. Rosemary – At last meeting, we confirmed our face-to-face meeting will take place at the Fairbanks Pioneer Home on Nov 7 & 8, since it is a target of our facility update conversation.
- ii. Megan – I will be making everyone's travel arrangements and will be in touch with you soon regarding your preferences, information, etc.

### C. Agenda requests for the November face-to-face meeting?

- i. Rosemary – Does anyone have any agenda ideas to put forth right now?
- ii. Phil – The Veteran Advisory Council is working on a request to ask the State to put forward the money necessary to secure a matching Federal grant for the AVPH repairs. I should have further details to brief at the meeting.
- iii. Gordon – Nov 5-9<sup>th</sup> the Trust is interviewing for the advisory board, I will need to step out as necessary to be part of those interview teleconferences.
- iv. Rosemary – That sounds fine.
- v. Salary survey
- vi. Facilities information
- vii. Rosemary – If anyone has any additional agenda requests, please send those to Clinton ahead of time. I will be out of state and out of the country October 9<sup>th</sup> – November 5<sup>th</sup>, my access to email will be unreliable and phone contact will be unavailable.

## 8. Reports

### A. Division Director's Report – Clinton L

- i. It has been a very busy month. Amanda's last day was Sept 7<sup>th</sup> and I was appointed in her place on Sept 8<sup>th</sup>. Since then I have traveled to FPH and KPH, which were the two remaining homes I had not previously been to. I am currently working on a lot of projects, one of which is compiling a list of the major projects that the Homes and Senior Leadership personnel are working on to help ensure we are not taking on too much and are staying on top of all of the existing projects.
- ii. Regarding the staffing analysis, we are still in the middle of it. The Mental Health Trust Authority has funded a staffing analysis for us to help determine our base status quo, as well as, giving us suggestions on what we can do to optimize our resources to best serve Alaskan elders. We are currently reviewing the draft data to ensure its accuracy. Over the next two weeks we will receive the draft report itself. We will have one more opportunity to review this report before the final version is published on Nov. 28<sup>th</sup>. We



will be able to go over some of the staffing analysis data with you during next month's face to face meeting. This will help us as we start a new legislative season.

- iii. In response to the Alaska Psychiatric Institute situation, the State has decided to look at the psychiatric nurse salaries to see if they are competitive in the market. This analysis has shown that we were not competitive, and as a result, the state psychiatric nurse staff have had their salaries raised two ranges. Phase Two is to look at all nursing positions and certified nursing aids, which is a very big portion of our direct care staff. We do not know when this will be completed, but they are actively working on this. They are hoping to complete the review sometime in the next 6 weeks. One of our biggest challenges has been recruitment and retention of staff. We are really hopeful this will help us in our recruitment challenges.
  - iv. We have finalized the Nana Management Services' contract (which provides food services for all 6 Homes + the laundry and housekeeping duties at JPH), and will be continuing to evaluate to ensure we are receiving all of the services in the contract.
  - v. We have managed to secure some capital funds to convert a neighborhood at APH to care for elders with challenging behaviors. This project will cost roughly \$750,000. We will need the Advisory Board's input to help us define what will qualify as a "challenging behavior" – this will need to be put down in black and white to help ensure we do not become a "mini API". We will need to get these details in place before anything occurs and ensure that everyone is on the same page. Our primary goal is to make sure everyone remains safe and to verify that this is something we can successfully manage. We are currently starting to get the plan in place now.
  - vi. Rosemary – How will this new "challenging behavior" neighborhood affect the Anchorage waitlist? I'm presuming these folks will need to be 65 yrs. old+, but how will admission to this separate neighborhood work to ensure no one gets bumped off the waitlist?
  - vii. Clinton – Great question, there has been a lot of discussion around the waitlist. Per state regulations everyone is required to be on the active waitlist. These challenging behavior beds would be designated as level 3, plus having some additional mental health needs. To help balance things out, we will be re-arranging some of the storage spaces to free up space to add more rooms.
  - viii. Rosemary – To help avoid a potential public relation nightmare due to someone not understanding, we will need to very clearly communicate to the public ahead of time that these challenge behavior beds will not impact the rest of the folks on the waitlist.
  - ix. Clinton – I'd like to propose that we take a little time at November's face to face meeting to further discuss this.
  - x. Rosemary – The more information we can get ahead of the Face to Face the better.
- B. Administrative Operation Manager's Budget Report, Budget updates - Clinton L.
- i. Clinton – Over past 2 years, we have put a lot of tools in place to help the Home Administrators balance their budget (none of which existed before). Last year, we finally closed the budget gap (first time since 2014 that has happened). We have increased revenues by \$1M, mainly by focusing on transferring over those Level III residents who qualify for Medicaid waiver, and working on keep beds filled. About 42% of our budget we have to earn, and with Amanda's leadership we are right on track



budget wise and have the necessary tools in place help the Administrators know where they are at in their budget so they are better able to catch stuff quickly. Overall, we have goal of 95% occupancy.

C. Alaska Veterans Advisory Council Report- Phil H.

- i. Phil – Nothing new to report, other than working on the federal/state matching project for the AVPH which I'll update further on at the November meeting.

D. Board Chairman's Report – Rosemary H.

- i. Rosemary – I attended my first Commission on Aging meeting in Nome. While there, the blow up at API happened, which greatly affected the meeting. Everyone was very interested in our staffing analysis project, and the facilities discussion we've been having. They were pleased to hear of the addition of the skilled nursing beds to AVPH. While in Nome, we went to all of the buildings that supported elders and was most impressed with the Norton Sound Hospital – it was a beautiful and wonderful place. I was very impressed with the long term care facility, as the director there is truly a gift to the community and is doing excellent things there. There was heavy emphasis on mental health and providing options to elders. Suitable housing for elders is a big problem both in Nome and the surrounding villages. Many seniors are ending up house bound because they can't get in and out (due to most places not having wheel chair access, and much of the housing being multi-level with no wheel chair support). The XYZ Senior Center is accomplishing amazing work for Nome seniors. This was a very useful trip and I was pleased to be able to represent our Board there.

9. Chair's request for comments:

- A. Gordon G.: Thank you for helping me get up to speed. You have the full support of the Commission on Aging and its board.
- B. Bob: No comment
- C. Gordon S.: Looking forward to the face to face meeting, it looks like there will be a lot of things on the agenda to take up our 2 day meeting.
- D. Jana: No comment
- E. Ron: No comment. This was another great meeting, and I'm glad to be a part of it.
- F. Phil: No comment
- G. Brenda: Nothing today.

10. Chair's Closing statement – Rosemary

- A. Looking forward to seeing everyone next month, and looking forward to personal trips to Hawaii and Europe (October is family month for me).

11. Adjourn

- A. Motion to adjourn by Gordon S., seconded by Ron.
- B. Meeting adjourned at 9:50am

Distribution via email:

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