



Beth Haven provides quality care in a  
supportive Christian community

## **BOARD OF DIRECTORS**

**MENNONITE HOME ASSOCIATION - MEETING 652**  
**BETH-HAVEN GROUP HOMES - MEETING 264**  
**BETH-HAVEN TERRACE, INC. - MEETING 403**  
**BETH-HAVEN MANAGEMENT SERVICES - MEETING 377**

**January 20, 2020**

Opening meditation and prayer

Minutes of prior meeting.

Consent Agenda

- CEO Report
- Group Home Report
- Terrace Report
- Management Report
- Risk Management Report

Financial Reports

Dashboard report.

Old Business

a.

New Business

- a. Auditors Report
- b. Risk Management & Corporate Compliance
- c. Conflict of Interest
- d. MEHTAP Grant
- e. Secession Plan
- f.

Questions, Comments and Adjournment

Mennonite Home Association  
Meeting # 651  
November 18, 2019

The meeting was opened by Rachel Shepherd. Phil Smith opened with a devotion from Our Daily Bread and Psalms 118:23. He led in prayer.

MEMBERS PRESENT: Rachel Shepherd, Phil Smith, Tim Goodman, Aaron Zook, Paul Richards, Connie Benson, and Carol Harvey.

STAFF PRESENT: Paul Ewert, Chief Executive Officer

MINUTES OF PRIOR MEETING; Minutes of the previous meeting were discussed. The minutes were approved

CONSENT AGENDA; Items in the consent agenda were discussed. The Consent Agenda was approved.

FINANCIALS: Financial reports were discussed. Paul answered questions. The financial reports was approved.

DASHBOARD REPORT: The dashboard report was presented and discussed. Paul answered questions. The Dashboard report was approved

OLD BUSINESS;

- a. Saints Avenue Bank: Paul informed the Board that the loan documents had been signed and the loan to Commerce Bank paid off. Paul described the difference in debt covenant calculation between the 2 banks. The consensus of the Board was to change the reporting of the calculation in the dash board to the Saints Avenue Bank calculation.

NEW BUSINESS;

- A. Investment Management Report: Our account representatives from Commerce Investment Management presented the annual report for our investment account. After hearing the report the Board accepted their report.
- B. Board Election: Paul presented the recommendation of the Governance Committee for Board Members of Mark Albee and Stewart McIntyre. Motion was made, seconded and passed to elect them to a 3 year term. By electronic ballot Paul Richards was elected to a 2<sup>nd</sup> 3 year term. Paul Ewert presented the recommendation of the Governance Committee for Officers for this next year: Phil Smith – Chair, Beth Anderson – Vice-Chair, Connie Benson – Secretary, Paul Richards – Treasurer, and Paul Ewert – Assistant Secretary. Motion was made, seconded and passed to adopt the recommendation of the Governance Committee
- C. 401(k) Signature Authority; Paul requested a change in signature authority for the 401(k) accounts to; Paul Ewert, CEO, Loretta Maize, Comptroller, and Tisha Johnston, Administrator. Motion was made, seconded and passed to authorize the change.
- D. Medical Marijuana and Trauma Informed Care Policy: Paul presented the proposed policy regarding Medical Marijuana. After discussion the motion was made, seconded and passed to adopt the policy.
- E. HVAC: Paul presented a quote from Peters to change the HVAC system on the East side of the building. After discussion Paul was asked to put together more information about the proposal.

F. Evaluation: Paul's annual evaluation was discussed. Paul was dismissed from the meeting for the discussion. After discussion Paul was asked to return to the meeting. Paul was informed by the Board Chair of the results of the discussion.

ADJOURNMENT; There being no further business to discuss the meeting was adjourned with unanimous approval.

Beth Haven Group Homes  
Meeting #263  
November 18, 2019

The meeting was opened by Rachel Shepherd. Phil Smith opened with a devotion from Our Daily Bread and Psalms 118:23. He led in prayer.

MEMBERS PRESENT: Rachel Shepherd, Phil Smith, Tim Goodman, Aaron Zook, Paul Richards, Connie Benson, and Carol Harvey.

STAFF PRESENT: Paul Ewert, Chief Executive Officer

MINUTES OF PRIOR MEETING; Minutes of the previous meeting were discussed. The minutes were approved

CONSENT AGENDA; Items in the consent agenda were discussed. The Consent Agenda was approved.

FINANCIALS: Financial reports were discussed. Paul answered questions. The financial reports was approved.

DASHBOARD REPORT: The dashboard report was presented and discussed. Paul answered questions. The Dashboard report was approved

OLD BUSINESS;

- a. Saints Avenue Bank: Paul presented a request to switch the Group Homes operating account to Saints Avenue Bank, they offered us a lower rate and will provide a sweep account to provide us with earnings from our funds. Motion was made, seconded and passed to move the account to Saints Avenue Bank and establish a sweep account.

NEW BUSINESS;

- A. Board Election: Paul presented the recommendation of the Governance Committee for Board Members of Mark Albee and Stewart McIntyre. Motion was made, seconded and passed to elect them to a 3 year term. By electronic ballot Paul Richards was elected to a 2<sup>nd</sup> 3 year term. Paul Ewert presented the recommendation of the Governance Committee for Officers for this next year: Phil Smith – Chair, Beth Anderson – Vice-Chair, Connie Benson – Secretary, Paul Richards – Treasurer, and Paul Ewert – Assistant Secretary. Motion was made, seconded and passed to adopt the recommendation of the Governance Committee
- B. 401(k) Signature Authority; Paul requested a change in signature authority for the 401(k) accounts to; Paul Ewert, CEO, Loretta Maize, Comptroller, and Tisha Johnston, Administrator. Motion was made, seconded and passed to authorize the change.
- C. Medical Marijuana and Trauma Informed Care Policy: Paul presented the proposed policy regarding Medical Marijuana. After discussion the motion was made, seconded and passed to adopt the policy.
- D. Evaluation: Paul's annual evaluation was discussed. Paul was dismissed from the meeting for the discussion. After discussion Paul was asked to return to the meeting. Paul was informed by the Board Chair of the results of the discussion.

ADJOURNMENT; There being no further business to discuss the meeting was adjourned with unanimous approval.

Beth Haven Terrace  
Meeting # 402  
November 18, 2019

The meeting was opened by Rachel Shepherd. Phil Smith opened with a devotion from Our Daily Bread and Psalms 118:23. He led in prayer.

MEMBERS PRESENT: Rachel Shepherd, Phil Smith, Tim Goodman, Aaron Zook, Paul Richards, Connie Benson, and Carol Harvey.

STAFF PRESENT: Paul Ewert, Chief Executive Officer

MINUTES OF PRIOR MEETING; Minutes of the previous meeting were discussed. The minutes were approved

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OLD BUSINESS;

- a. There was no old business to conduct

NEW BUSINESS;

- A. Board Election: Paul presented the recommendation of the Governance Committee for Board Members of Mark Albee and Stewart McIntyre. Motion was made, seconded and passed to elect them to a 3 year term. By electronic ballot Paul Richards was elected to a 2<sup>nd</sup> 3 year term. Paul Ewert presented the recommendation of the Governance Committee for Officers for this next year: Phil Smith – Chair, Beth Anderson – Vice-Chair, Connie Benson – Secretary, Paul Richards – Treasurer, and Paul Ewert – Assistant Secretary. Motion was made, seconded and passed to adopt the recommendation of the Governance Committee
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- C. Evaluation: Paul's annual evaluation was discussed. Paul was dismissed from the meeting for the discussion. After discussion Paul was asked to return to the meeting. Paul was informed by the Board Chair of the results of the discussion.

ADJOURNMENT; There being no further business to discuss the meeting was adjourned with unanimous approval.

Beth Haven Management Services  
Meeting # 376  
November 18, 2019

The meeting was opened by Rachel Shepherd. Phil Smith opened with a devotion from Our Daily Bread and Psalms 118:23. He led in prayer.

MEMBERS PRESENT: Rachel Shepherd, Phil Smith, Tim Goodman, Aaron Zook, Paul Richards, Connie Benson, Carol Harvey, and Paul Ewert, Chief Executive Officer.

MINUTES OF PRIOR MEETING; Minutes of the previous meeting were discussed. The minutes were approved

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OLD BUSINESS;

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### Beth Haven Impairment Checklist

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor/Manager: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone: \_\_\_\_\_

I. Supervisor's concern about employee behavior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Employee's behavior:

1. Does individual seem dazed, confused, or disoriented? Yes \_\_\_ No \_\_\_
2. Have you observed employee to have difficulty with movements, balance, or coordination (loss of balance, stumbling or staggering, jerky movements, lean on objects for balance)?  
Yes \_\_\_ No \_\_\_
3. Is there a concern about the individual's speech, content of speech, pace of speech or slurring of words? Yes \_\_\_ No \_\_\_
4. Is there any concern about physical appearance (eyes red or glassy, unkempt or unshaven)?  
Yes \_\_\_ No \_\_\_
5. Has individual been observed sleeping at work or dozing off? Yes \_\_\_ No \_\_\_
6. Have there been concerns/reports about this individual in regards to any unusual behavior today? Yes \_\_\_ No \_\_\_
7. Has this individual been involved in any work incident or accident today or in the past couple of days? Yes \_\_\_ No \_\_\_

III. Evidence of possible alcohol/drug use at work:

1. Is there odor of alcohol on individual's breath? Yes \_\_\_ No \_\_\_
2. Have you observed or discovered the individual to have any possession of alcohol, possession of other drugs, or drug paraphernalia today? Yes \_\_\_ No \_\_\_
3. Have you or anyone else witnessed this individual's use of alcohol or other drug today?  
Yes \_\_\_ No \_\_\_ If yes, witness name: \_\_\_\_\_

IV. Other observations of possible impairment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Transportation:

\_\_\_ Friend /relative provided ride \_\_\_\_\_ name of individual  
\_\_\_ Taxicab transported \_\_\_\_\_ name of company  
Time Left \_\_\_\_\_  
  
Transported to \_\_\_\_\_

VI. Signatures

\_\_\_\_\_  
Supervisor/Manager (documenting report)                      Supervisor/Manager (witness, when available)



*Retirement Community*

To: Board of Directors

From: Paul Ewert, CEO

Date: January 2020

RE: Chief Executive Officer Report

The Nursing Home remains occupied with an annual occupancy of 95.3% as opposed to a county average of 79.1% and a state average of 72.2%. For the month of November the average occupancy was 95.3 and December was 96.26. In Pleasant View we had a room occupancy of 91.24% for November and 92.62 in December. The annual occupancy is 94.69%. For both months we had a small apartment open at Pleasant View and a 2<sup>nd</sup> occupant in 2 of the assisted units.

The Group homes have 1 opening in the Lake Apollo ISL and 2 at West Ely, but we are not taking a loss because of it. The 2 group homes on campus are in transition. We are making Hathaway house an ISL in January and Kreider will be fully occupied. There is a fair amount of change that needs to occur for this to happen.

Terrace was occupied in November at 98 and December at 98.81. With an annual occupancy of 96.59. For the nursing home in November we had 30.47 private pay individuals, 56.6 Medicaid individuals, 2.83 Medicare, 1.57 managed care, 3.07 on hospice, and .73 Medicaid pending. We had a low occupancy of 91 and a high of 100. In December we had 30.26 private pay, 56.26 Medicaid, 4.1 Medicare, 1.94 Managed care, 2.35 hospice, and 1.35 Medicaid pending. We had a low occupancy of 93 and a high of 98.

In September we had our annual inspection and we reported we had a number of issues that needed to be corrected for a revisit that would occur sometime around 45 days after the inspection. Right before we were re-inspected we had a couple of complaints called in, one for a man that fell a number of times and one for pressure ulcer care. The State did their compliant investigation in conjunction with their inspection revisit and said we were not in compliance because of the complaints. This put us on track to be denied payment for new Medicare and Medicaid admissions, our ability to do CNA training and other sanctions if these issues were not corrected by December 12<sup>th</sup>. We took actions to correct those issues and informed the State we were corrected prior to December 12<sup>th</sup>. It took until January 7<sup>th</sup> for the State to do a revisit and during the revisit determine that we were in-fact in compliance. We have received notification that they have cleared us from the denial of payments, but because we had an uncorrected deficiency we have CNA class restrictions. We are working with MACC to do the classes for us.

Currently for the month of January the nursing home is averaging 97 individuals and Pleasant View is averaging 34 individuals.

Outstanding financial item for all is the audit expenses that will soon come to an end, and we always have higher wages at the holidays related to PTO being taken and holiday pay

Outstanding financial items of note for the Nursing home for December we had an unrealized gain of \$6,984. Our wages reflected the holidays with higher costs. Our nursing supplies were \$5000 above budget related to the care needs of the current residents. Over the holidays we try to serve several special meals and we have a few extra guests so our dietary costs were up \$4000. Our audit expenses were \$8,000 and office supplies were \$1000 above budget.



Pleasant view had unrealized gain of \$2,323. The effect of the holiday wage costs are significantly less as we have less staff. However the additional costs for dietary continue, even though we have less people here our ability to provide a better holiday meals is here and the expectation is. It is a good thing to be able to provide the upscale dining for assisted living. We had audit expenses of \$2,967.

We have a single bedroom independent apartment that we have had trouble filling due to its size. We have a couple of new applicants to the waiting list and are hoping this will take care of the vacancy. One of the 2 bedroom apartments emptied the end of December and we expect to have it ready to fill the first of January. We expect to be able to fill this unit faster.



*Group Homes & ISLs*

To: Board of Directors

From: Paul Ewert, CEO

Date: January 2020

RE: Beth Haven Group Homes

We are continuing to work with the Hannibal Regional Office to converted one of the group homes on our campus into an ISL and filled up the other house. We have had the move we were waiting on happen and are currently working on changes within the 2 houses to be able to make the move. With this move we will move 2 individuals into the other house and we will have 4 individuals in the one house, which will become a ISL, and 8 in the other which will remain a group home. In addition to the change in status and funding we will be able to changing the level of employees we need, eliminating the need for round the clock LPN's at the ISL and replacing them with Med Tech's. It is much easier for us to get Med Tech coverage than LPN.

We are continuing to look for another place for the 2 ladies who currently live on out on West Ely Rd, since that house is really too large for the 2 of them. We are only looking at houses that are at least 2 bedroom and 2 bathroom on the main level and is accessible to get into. While we are looking we are not ready to request a change at this time. We are continuing to look at the markets to see if there is a better house for them to be in. The house on West Ely is a 4 bedroom house and is expensive to maintain.

We have an inquiry about a potential additional individual at the ISL at Lake Apollo. We are looking into that and if it works out we will bring her in. Financially this will not make much difference as it is an ISL. At this point she seems like a good fit. It is now up to the family and funding for her.

We are having significant issues with staffing. Both licensed and direct care. I am not sure how we will solve this. We have not found the avenue to connect with potential employees but continue to search. If we make the change from a group home to an ISL we will solve some of our licensed staffing needs but will still need unlicensed. We are making changes to the salary structure for both LPN's and Med Techs at the group homes while we are increasing the minimum wage. We are hoping this will help with recruitment.

The financial items of interest for November there were no items of note financially.

For December there was audit expenses of \$3000, and Employee Benefits were \$1000 above budget.

# Beth Haven

## *Terrace Apartments*

To: Board of Directors

From: Paul Ewert, CEO

Date: January 2020

RE: Beth Haven Terrace

For November we averaged 98, and for December 98.81 for an annual occupancy of 96.59. We experienced a turn-over of 1.5 units a month. We are working on marketing strategies to increase occupancy and we have claimed some funds from HUD for vacancies, but HUD has requirements that limit our reimbursement.

The fire on Christmas Eve at Terrace East ended up with very little damage outside of the one apartment. Also outside of the lady living in the affected apartment the other residents were able to be back in their apartment the next day. We had ServPro come in and clean up the residual from the fire the smoke throughout the upstairs. In the other apartments they only needed to clean up where the firemen had been. And they had smoke smell removal equipment in the building through the weekend and by Monday were able to remove it. We are having Durst Construction come in and take care of the apartment. They have taken the interior of the apartment back to the studs and removed everything else in it. We are working with our property insurance on this. We have a \$25,000 deductible so do not expect to get anything from them. They are working on subrogation of the damages to the individual, but this is low income housing and to our knowledge she had no renters insurance. She was sent to St. Louis for medical treat. We have heard from the hospital that she is ready for dismissal. Since she is/was a smoker and the nursing home is smoke free we are unable to provide for her.

The only news on the old St. Elizabeth hospital is that possibly a group from St. Louis taking over from the group from Oklahoma. They are continuing to look for tax credit funding to create senior housing. The last tax credit program was sidelined by our last Governor. We continue to watch this.

The financial item for Terrace for November we had repair materials of \$3,300.

For December we had miscellaneous renting expenses of \$2,462 for software, Audit expenses of \$5,245, and electricity was \$2000 above budget.

# Beth Haven

*Management Services*

To: Board of Directors

From: Paul Ewert, CEO

Date: January 2020

RE: Beth Haven Management Services

To adjust for the high profit for management we adjusted the charges for the CEO salary between Management and the Nursing Home and also Terrace. We reduced that charge by one half. We will continue to operate with this change. This change will not require us to make a change to our management agreement.

We are working on adding an additional part time accounting person. With the increased work for Medicare Advantage plans and DMH we are needing to add. This will give us a person to keep up with things while one of the others is on vacation. We are also needing to think about when they retire or cutback. This will be well within our budget.

For November we had audit expenses of \$600, and property expenses of \$2,165 for the property that is leased by the ISL's.

For December our audit expenses were \$3,580.



Retirement Community

2500 Pleasant Street  
Hannibal, Missouri 63401  
Phone (573) 221-6000

To: Board of Directors  
From: Tisha Johnston, Risk Manager

January 2020  
Risk Management Report

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- This report reflects falls for the months of November and December 2019. There were falls at SNF and ALF during both months. SNF level had 2 reportable incidents. ALF had 1 reportable incident.
- Annual Fire evacuations were completed at both SNF and ALF for 2019.
- Monthly awareness fire drills are held at Pleasant View with residents.
- Elopement drills were completed at SNF and ALF for 2019.
- On 12/24/19, Terrace East experienced a smoking related fire that was contained to one apartment. It was well responded by Beth Haven staff and Fire/EMS.
- Our Quarterly Risk Management meeting was held on January 6th including the review of accountability and the 5C's to accomplish it.  
Next meeting 4/6/20.
- Ongoing events- CPR classes continue throughout the year to keep all appropriate staff certified. Caring Communities provides monthly webinars with various topics related to risk management.
- Elopement drills will continue for 2020 year at SNF and ALF.

Thank you,  
Tisha Johnston

*"By love serve one another" Gal. 5:13*

# Beth Haven

## *Retirement Community*

To: Board of Directors

From: Paul Ewert, CEO

Date: January 2020

RE: Finance Report

For the month of December the Nursing Home average occupancy was 96.26 with a 12 month average of 95.3. We had a high occupancy of 98 and a low of 93. In Pleasant View we had a room occupancy of 32.43 of 35 or 92.63% with 1 unit having double occupancy. We have a 12 month average of 33.14 with double occupancy for 7 months. One of our independent living apartments was vacant, it has been made ready for occupancy and we are going through our list to find a new renter. It is a small unit and so we are having trouble finding someone to accept it. The ISL's have 1 opening in the Lake Apollo ISL and 2 at the West Ely ISL but we are not taking a loss because of it. We now have 4 opening in the 2 houses on campus. We are working through the process of converting the west house into an ISL with 4 individuals and having 8 individuals in the east house. This will give us full occupancy of both houses. Terrace had an average occupancy of 98 in December. With a 12 month average occupancy of 96.59 of 102

For the nursing home in December we had 30.26 private pay individuals, 56.26 Medicaid individuals, 4.1 Medicare, 1.94 managed care, 2.35 on hospice, and 1.35 Medicaid pending. We had a low occupancy of 93 and a high of 98.

Currently for the month of January the nursing home is averaging 97 individuals and Pleasant View is averaging 34 individuals.

For all organizations we are in the process of our annual audit and will have audit expenses for the next several months. Also with the holidays we have higher wage costs related to holiday pay and individuals taking PTO. Outstanding financial items of note for the Nursing home for December we had an unrealized gain of \$6,984. Our wages reflected the holidays with higher costs. Our nursing supplies were \$5000 above budget related to the care needs of the current residents. Over the holidays we try to serve several special meals and we have a few extra guests so our dietary costs were up \$4000. Our audit expenses were \$8,000 and office supplies were \$1000 above budget.

Pleasant view had unrealized gain of \$2,323. The effect of the holiday wage costs are significantly less as we have less staff. However the additional costs for dietary continue, even though we have less people here our ability to provide a better holiday meals is here and the expectation is. It is a good thing to be able to provide the upscale dining for assisted living. We had audit expenses of \$2,967.

For the group homes for December there was audit expenses of \$3000, and Employee Benefits were \$1000 above budget.

For Terrace we had miscellaneous renting expenses of \$2,462 for software, Audit expenses of \$5,245, and electricity was \$2000 above budget.

For Management we had audit expenses of \$3,580.

In regard to the law suit against the State for the reduction in our nursing home Medicaid rate a couple of years ago. There is a settlement in discussion that is working its way through the State offices. At this time the settlement would provide us with \$42,583.44. To date the suit has cost us \$1,811. While this is good news even after we get all the agreements we need it will still take a little time to process.

November 2019  
Mennonite Home Assn.

Balance Sheets  
Assets

	Group Homes	Terrace	Management
<b>Current Assets</b>			
Cash and Equivalents	160,377.60	190,771.84	1,834.36
Accounts Receivable	1,097,811.38	168,941.76	52,658.00
Short Term Investments	1,257,230.91	73,134.00	225,506.74
Prepaid Expenses	32,109.34	6,008.15	14,990.24
Due from Related	72,086.46	442,040.89	20,250.80
Misc	58,329.67		6,465.77
<b>Total Current Assets</b>	<b>2,677,945.36</b>	<b>880,896.64</b>	<b>89,733.40</b>
Assets Limited as to Use	25,825.63	4,916.31	94,796.52
<b>Property and Equipment, Net</b>	<b>4,069,509.76</b>	<b>250,793.22</b>	<b>679,016.29</b>
<b>Other Assets</b>			
Investment in Affiliated Investments	157,954.70		157,954.71
Security Deposits			34,061.37
Escrow	139,054.48	8,993.64	658.76
<b>Total Assets</b>	<b>7,070,289.93</b>	<b>1,145,599.81</b>	<b>461,219.10</b>

**Liabilities and Net**

<b>Current Liabilities</b>			
Current Maturities long term debt	199,550.77		118,912.41
Accounts Payable	526,869.51	59,785.83	26,886.20
Accrued Payable	252,879.13	67,316.45	9,071.54
Due to Related parties	427,042.22	343.59	15,565.96
Resident Trust Fund	14,055.63	4,916.31	
Resident security deposits	11,695.00		34,061.37
<b>Total Current Liabilities</b>	<b>1,426,092.26</b>	<b>132,362.18</b>	<b>204,497.48</b>
Long Term liability			
Long term debt	2,033,897.43		962,479.33
Deferred Income	362,117.61		53,324.00
Asset Retirement obligation	60,780.00		
<b>Stock Holders Equity</b>			
Common stock & Retained Earnings			343,346.98
<b>Total Liabilities</b>	<b>3,882,887.30</b>	<b>132,362.18</b>	<b>1,220,300.81</b>
<b>Unrestricted Net</b>			
Fund Balance	3,238,568.55	937,589.31	-175,130.50
Profit (loss)	-51,165.92	75,648.32	11,050.74
<b>Total Liabilities and Capital</b>	<b>7,070,289.93</b>	<b>1,145,599.81</b>	<b>461,219.10</b>





December 2019  
Mennonite Home Assn.

Assets	Group Homes	Terrace	Management
<b>Current Assets</b>			
Cash and Equivalents	51,163.48	248,580.51	37,238.65
Accounts Receivable	1,221,882.87	168,751.16	54,985.70
Short Term Investments	1,109,156.62	73,134.00	201,471.02
Prepaid Expenses	23,476.61	6,020.98	12,213.93
Due from Related	103,202.44	425,124.99	20,250.80
Misc	58,329.67		8,035.52
<b>Total Current Assets</b>	<b>2,567,211.69</b>	<b>124,689.08</b>	<b>263,155.92</b>
<b>Assets Limited as to Use</b>	<b>26,084.15</b>	<b>4,912.75</b>	<b>96,624.53</b>
<b>Property and Equipment, Net</b>	<b>4,044,918.82</b>	<b>248,609.60</b>	<b>668,035.04</b>
<b>Other Assets</b>	<b>173,555.70</b>	<b>173,555.71</b>	
Investment in Affiliated Investments			
Security Deposits	139,054.48	8,993.64	658.76
Escrow	6,950,824.84	1,184,127.63	1,063,563.12
<b>Total Assets</b>	<b>139,054.48</b>	<b>8,993.64</b>	<b>4,663.09</b>
<b>Liabilities and Net</b>	<b>6,950,824.84</b>	<b>1,184,127.63</b>	<b>432,971.78</b>
<b>Current Liabilities</b>			
Current Maturities long term debt	174,555.83	106,989.31	
Accounts Payable	519,360.56	31,399.47	24,449.91
Accrued Payable	285,197.38	66,255.53	8,462.58
Due to Related parties	397,042.22	184.59	15,005.96
Resident Trust Fund	14,314.15	4,912.75	79.44
Resident security deposits	11,695.00	34,486.50	
<b>Total Current Liabilities</b>	<b>1,402,165.14</b>	<b>142,154.95</b>	<b>83,632.01</b>
<b>Long Term liability</b>			
Long term debt	2,033,897.43	962,479.33	
Deferred Income	361,804.15	54,410.00	
Asset Retirement obligation	63,819.00		
<b>Stock Holders Equity</b>			
Common stock & Retained Earnings			347,311.98
<b>Total Liabilities</b>	<b>3,861,685.72</b>	<b>1,213,233.15</b>	<b>430,943.99</b>
<b>Unrestricted Net</b>			
Fund Balance	3,141,353.55	937,589.31	-159,529.50
Profit (loss)	-52,214.43	104,383.37	9,859.47
<b>Total Liabilities and Capital</b>	<b>6,950,824.84</b>	<b>1,184,127.63</b>	<b>432,971.78</b>

Combined P & L  
December 19

	YTD	YTD	YTD	YTD	YTD	YTD	YTD
	Nursing Home Revenue	Pleasant View	Group Homes	Terrace	Management		
Private	\$152,420.69	\$567,868.02					
Medicare	\$86,407.65	\$230,484.49					
Medicaid	\$342,815.46	\$932,643.12					
Resident services		\$111,079.98	\$160,682.72	\$55,902.00	\$165,501.00		
Management fees						\$54,469.80	\$164,216.79
Other	\$4,092.03	\$2,744.35	\$934.05	\$940.25	\$2,169.00	\$1,195.00	\$3,585.00
Operating Revenue	\$585,735.83	\$1,742,852.43	\$161,616.77	\$56,842.25	\$167,670.00	\$55,664.80	\$167,801.79

Expense

Nursing	\$286,321.31	\$824,982.79	\$73,579.57	\$252,948.64			
Support services	\$116,401.50	\$330,005.79	\$87,322.35	\$19,730.57		\$38,078.11	\$113,398.25
Plant Operations	\$31,685.25	\$103,335.74	\$5,041.19	\$15,971.61	\$43,806.97	\$120.02	\$775.14
Administration	\$93,322.12	\$269,239.57	\$59,709.60	\$37,842.44	\$20,982.02	\$6,390.95	\$11,650.01
Tax and Benefits	\$58,853.77	\$221,870.62	\$21,960.92	\$62,701.39	\$9,065.37	\$10,393.32	\$29,213.23
Interest			\$25,308.71	\$2,944.94			
Misc.	\$1,168.78	\$4,839.29	\$574.35			\$1,903.49	\$8,115.16
Depreciation	\$10,173.56	\$30,474.33	\$34,768.46	\$4,300.86	\$12,085.25	\$882.53	\$2,647.55
Operating Expense	\$597,926.29	\$1,784,748.13	\$132,846.91	\$58,230.02	\$158,163.78	\$57,768.42	\$165,799.34

Other Income

Interest income	\$1,349.93	\$4,909.33	\$650.14	\$196.50	\$353.25		
Unrealizes I/G	\$6,983.61	\$21,204.78	\$7,582.50				
Misc	\$1,083.33	\$3,249.99	-\$42,561.00		\$8.00		\$306.34
Total other income	\$9,416.87	\$29,364.10	-\$34,328.36	\$196.50	\$353.25	\$8.00	\$306.34
Income tax expense						\$281.00	\$281.00
Net Income	-\$2,773.59	-\$12,531.60	\$104,383.37	-\$1,191.27	\$9,859.47	-\$2,376.62	\$2,027.79

## Menonite Home Association Board Report

	FY	FY	3rd	October	November	December	12 Months
	18	19	2019	19	19	19	Average
<b>Human Resources</b>							
FTE's Nursing Home	80.67	84.88	86.33	91.69	87.34	92.25	86.27
FTE's Pleasant View	12.56	9.56	9.79	9.52	8.21	8.60	9.37
FTE's Group Homes	37.77	35.38	35.74	35.25	34.75	35.32	35.31
# new employees	10.10	9.33	9.67	8	8	5	8.75
<b>Menonite Home Operational &amp; Financial</b>							
Debt Coverage Ratio	0.55	1.26	1.64	3.06	-1.37	0.97	1.17
SNF Admissions	16.80	18.67	17.67	20	6	20	18.75
SNF Dismissals	14.60	15.00	12.67	15	17	14	15.08
SNF Deaths	3.10	4.22	4.00	3	5	2	4.00
% Medicare utilization	7.22%	6.56%	4.55%	3.50%	2.97%	4.26%	5.82%
% Medicaid utilization	67.29%	65.89%	66.90%	63.57%	62.44%	62.06%	65.09%
% Private utilization	23.48%	25.39%	26.66%	31.38%	33.02%	31.67%	27.05%
% Managed Care	2.01%	1.95%	1.25%	1.55%	1.57%	2.01%	1.89%
SNF Average Daily Census from 101 units	88.57	95.15	96.64	95.71	95.30	96.26	95.30
Total SNF resident days	2693.10	2886.33	2963.33	2967	2859	2984	2898.92
SNF length of stay	667.44	572.67	580.67	201	542	530	535.58
ALF Admissions	2.60	1.89	1.33	1	2	1	1.83
ALF Dismissals	2.90	2.44	1.33	1	1	2	2.17
ALF Deaths	0.00	0.11	0.00	0	0	0	0.08
ALF Average Daily Census from 35 units	34.35	33.15	32.03	31.94	33.00	34.42	33.14
Total ALF resident days	1046.20	1010.44	992.00	1021	990	1067	1014.33
ALF length of stay	1203.02	1247.00	1224.67	1175	1169	1040	1217.25
Independent Living Units	8.90	8.51	8.67	8	8	8	8.38
Adult Day Care hours	290.70	262.68	289.75	292.50	341.00	303.00	275.05
Therapy A ALOS	22.03	18.56	15.16	28.00	10.50	13.50	18.26
Therapy B ALOS	23.11	23.74	25.17	19.40	23.50	37.00	24.47
Therapy A Units Provided	933.80	807.89	546.67	418	356	555	716.67
Therapy B Units Provided	479.00	558.44	658.00	826	818	634	608.67
Managed Care Units Provided	237.75	194.56	200.67	176	175	211	192.75
Number Falls	25.70	29.89	33.00	50	30	25	31.17
Number Fractures	5.00	0.56	1.00	2	4	3	1.17
Residents with Catheters	6.50	6.56	6.00	4	3	3	5.75
Residents with UTI's	6.50	5.89	5.67	6	4	9	6.00
Residents who lost weight	9.10	8.67	8.67	11	8	14	9.25
Residents with increase in ADL's	1.90	1.78	3.00	4	1	0	1.75
Residents Restrained	0.00	0.00	0.00	0	0	0	0.00
Residents with Pressure Ulcers	6.00	7.78	7.67	6	7	6	7.42
<b>Terrace</b>							
Average Daily Census from 102 units	99.47	95.84	96.29	99.74	98.00	98.81	96.59
Average length of stay	1997.03	1965.33	1942.33	1392	2003	1951	1969.50
Admissions	2.00	1.44	2.00	2	0	3	1.50
Move outs	1.30	1.33	0.67	2	2	1	1.42



*Retirement Community*

To: Board of Directors

From: Paul Ewert, CEO

Date: January 2020

RE: Risk Manager and Corporate Compliance Director

We have reviewed the Corporate Risk Management Policy and have no recommendations to make at this time. We recommend that the Board reaffirm the policy.

We have reviewed the Corporate Compliance program and have no recommendations to make at this time. We recommend that the Board reaffirm the program.

As Chief Executive Officer I am requesting that the Board make the following appointments:

Corporate Risk Manager, Tisha Johnston, Pleasant View Administrator

Corporate Compliance Director, Paul Ewert, Chief Executive Officer

## Conflict of Interest

No employee or member of the Board of Directors or entity shall derive any profit or gain directly or indirectly by reason of their association with Beth Haven, without the prior knowledge and acceptance of the Board of Directors. All board members and key management employees, at the discretion of the board, will be required to submit a disclosure statement annually.

If a matter arises in which a member of the board or employee has a conflict, it shall be promptly disclosed to the Chief Executive Officer and to the Board of Directors.

A Board Member with a conflict of interest shall, disclose any reason which might influence their decision and shall not participate in discussions unless requested by the Board nor vote on such transactions. The abstention shall be recorded in the minutes.

No member of Management or consultant will offer financial incentives to any employee to inappropriately bill claims.

## Individual Statement Regarding Conflict of Interest

I, \_\_\_\_\_, have read and am fully familiar with Beth Haven's policy regarding conflict of interest. I am not presently involved in any transaction, investment, or other matter in which I would profit or gain directly or indirectly as a result of my membership on Beth Haven's Board of Directors or my employment which have not already been disclosed. Furthermore I agree to disclose on the attached schedule, any such interest, which may occur in accordance with the requirements of the policy and agree to abstain from any vote or action regarding Beth Haven's business that might result in any profit or gain, directly or indirectly, for myself.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Statement Regarding Potential or Actual Conflicts of Interest

It is Beth Haven's policy to obtain a Statement of Potential or Actual Conflicts of Interest from each Board Member and key management employee.

I have read the policy concerning independence and conflict of interest as presented in Beth Haven's Conflict of Interest Policy and Corporate Compliance Manual.

I agree to abide by these policies and I also hereby confirm that at the below date I (and my spouse and dependents, if any) do not have any involvement as follows, except as noted below:

- Have any financial interest in any of Beth Haven's vendors.
- Have any joint, closely held business investment with any vendor or with their officers, directors, or principal shareholders.
- Have any loan to or from any vendor or with their officers, directors or principal shareholders.
- In the last year been a trustee for any pension or profit sharing trust of a vendor.
- In the last year been connected to any vendor as a promoter, underwriter or voting trustee, as a director, officer or employee or in any capacity equivalent to that of a member of management.
- Have a close relative that has a financial interest in a vendor or has a position with a vendor where they could exercise significant influence. Close relatives are nondependent children, grandchildren, stepchildren, brothers, sisters, grandparents, parents, parents in-law and their respective spouses. Close relatives do not include the brothers or sisters of the member's spouse.
- The following summarizes all circumstances where my independence may be impaired because of family, financial or other involvement with a vendor of Beth Haven to the best of my knowledge.

Relationship or Circumstance	Service Provided

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

**Interested Person:** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, is an interested person.

**Independent Contractor:** Persons who are not treated as employees for employment tax purposes.

**Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

**Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Recording**

The minutes of the governing board and all committees with board delegated powers shall contain, The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest,

**Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person: Has received a copy of the conflicts of interest policy, Has read and understands the policy, Has agreed to comply with the policy.



**SECTION V Authorizing Resolution**

**AUTHORIZING RESOLUTION**

WHEREAS, the Missouri Department of Transportation is authorized to make grants for elderly and handicapped transportation projects; and,

NOW, THEREFORE, be it resolved by the Mennonite Home Association, Inc.,  
(Name of Corporation or public entity)

That the Chair \_\_\_\_\_ is authorized to execute the

Agreement(s) on behalf of the Mennonite Home Association, Inc \_\_\_\_\_: with  
the Missouri  
(Name of Corporation or public entity)

Highways and Transportation Commission for financial assistance through the Missouri Elderly and Handicapped Transportation Assistance Program.

Adopted this 20th day of January, 2020.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

ATTEST

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_



## Management Services

### Short Term CEO Succession Plan

The Beth Haven Management Services Board of Directors recognizes its responsibility to make provisions for competent leadership for the organization. In fulfilling this responsibility, the Board also acknowledges that some situations may arise which require a need for interim leadership and that future leadership transitions are inevitable.

Accordingly, this short term CEO Succession Plan is designed to address the following situations:

- Provision for leadership during anticipated or unanticipated short-term absences of the CEO.
- Leadership needs during longer absences of the CEO.
- In the event of a permanent leadership change, the process for conducting a CEO search.

The Beth Haven Management Services Board of Directors is responsible for the approval, implementation and any modifications of this policy and its related procedures.

#### **A. Temporary Unplanned Absence of the CEO: 30 days or less**

1. In a situation where the CEO is absent temporarily, i.e. illness or leave of absence and determined to be unable to carry out the CEO responsibilities, the follow procedures will be followed:

As soon as possible, and not more than five business days after the date of the CEO's absence the board authorizes the board chair, or vice-chair in the absence of the board chair, to appoint;

Brian Voelkel to carry out the Nursing Home Administrator duties,

Mary Novara to carry out Terrace's Director's duties

Tisha Johnston to carry out Pleasant View's Administrators duties

Sherrill Moline to carry out Beth Haven Group Homes Directors duties

Loretta Maize to carry out Beth Haven Management Services Directors duties

Each will report to the Board for their area of responsibility and will function as Charge person for their area of responsibility.

2. The Board Chair is responsible to ensure the interim leadership arrangements are communicated to the board, staff and key stakeholders, including licensing agencies.
3. These appointments will remain in place until the CEO is able to resume the CEO responsibilities, an interim CEO is appointed by the board or until such

time that other appointments are made by the board or the executive committee acting on behalf of the board. The board maintains the prerogative to appoint or discontinue interim leadership appointments at any time.

4. As soon as possible following the notification of an unplanned absence of the CEO, the board chair shall convene an Executive Committee meeting to affirm the procedures in this plan or to modify them as necessary.
5. The board chair shall remain in at least weekly contact with the persons assigned to provide interim leadership

**B. Temporary Planned or Unplanned Short-term Absence of the CEO: longer than 30 Days**

1. If the short-term interim arrangements as outlined in A. 1. have not already been implemented, they should be implemented as soon as possible.
2. Within five days of the awareness that the CEO's absence is anticipated to be longer than 30 total days, the executive committee of the board shall:
  - a. Appoint a transition committee consisting of at least one member of the executive committee and two additional members of the board of directors which shall have the following responsibilities:
    - i. Communicate with key stakeholders, i.e. lenders, staff, etc.:
      - a. That the CEO succession plan has been implemented.
      - b. The arrangements that have been made for interim leadership including the persons who have been appointed for these leadership roles.
      - c. Any other arrangements that are being made, such as a request for an interim CEO.
    - ii. Throughout the absence of the CEO, the transition committee shall consider the need for consulting assistance, i.e. search assistance in identifying an interim CEO or other consulting needs, based on the circumstances of the transition:
      - a. If the transition committee determines that assistance in securing outside interim CEO leadership is needed, the transition committee shall:
        - i. Recommend to the Board that a search committee be engaged to identify an interim CEO who can provide leadership until the CEO is able to return to the CEO responsibilities or until a permanent CEO is selected and available to serve.
        - ii. Serve as the primary contact with the search firm and, after reviewing potential interim candidates, recommend a preferred candidate to the board for appointment.

- b. If other consulting assistance is deemed to be needed recommend an appropriate consultant to the board for engagement.
- iii. Review the organization's status to determine whether any priority issues must be addressed and develop and monitor a plan for addressing any identified issues.
- iv. Continue in at least weekly communication with any appointed interim leader regarding the status of the organization.
- v. The board maintains the prerogative to appoint or discontinue interim leadership appointments at any time.

### **C. Planned or unplanned Permanent Absence of the CEO**

1. When the CEO is not available and is not able to return to the position (serious illness, death or termination) the above procedures for a temporary absence of the CEO will be followed. In addition, the procedures outlined in #2 below shall be implemented.
2. Within four weeks of a known permanent vacancy in the CEO position, the executive committee of the board will recommend a search committee to the board which will appoint the members. The search committee is expected to:
  - i. Assess the status of the organization in order to identify leadership qualities that are needed.
  - ii. Develop compensation and benefit guidelines for prospective candidates.
  - iii. Review the candidate profile of desired qualities with the board for its input.
  - iv. Keep the board and staff informed of its progress at appropriate junctures.
  - v. Bring a recommended candidate to the board for consideration or in the absence of a clear recommendation, bring the two finalist to the board for consideration.
  - vi. Maintain confidentiality as appropriate.
  - vii. Recommend to the board a transition plan/timetable and support tools for the executive.

### **D. Resource available**

1. Beth Haven maintains membership with MHS, Mennonite Health Services. MHS provides consultant, and executive search services. They are willing to assist Beth Haven in locating interim leadership and a search for a new CEO.