

## **LEADERSHIP UPDATE MEETING**

**WEDNESDAY, JUNE 11, 2025, 10AM**

### **FOLLOW UP TO RESIDENT COUNCIL MEETING MAY 30, 2025**

**Notification:** RC requested that motion sensor lights be placed in the Morgan central stairway and in Morgan lobby as a safety measure for residents who are up at night.

**Response:** Hector is getting a bid to have this done. We will keep you informed as to progress of this project.

***~~~~~ This ends the Resident Council follow up ~~~~~***

**Mary Linde, CEO**

### **Affiliation Update**

Last week we conducted the first interview with one of three prospective affiliate candidates, and interviews with the other two candidates are scheduled for the end of the month. Our commitment remains steadfast in identifying a financially stable nonprofit organization with a strong presence in California and substantial organizational depth. We seek a partner who not only aligns with our culture but also brings the expertise needed to enhance efficiencies and support long-term sustainability.

### **Upcoming City Planning Hearing**

The appeal hearing, which follows the original planning hearing that was on April 17, 2025, is scheduled for Tuesday, June 17, at 3:00 PM at City Hall. Residents are encouraged to attend. Details are posted throughout the community under the title 'Notice of Public Hearing.

Location: Legislative Chamber, Room 250, located at City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA

## **Jon Casey, CFO**

### **Financial Report Status**

The Finance Team completed the first quarter 2025 financials, and these were provided to the FSG with a report.

The FSG, Mary and I met, and we were provided feedback on the reports and some changes that were requested. We will work on that for future reporting periods

They are now working on catching up April and moving onto May 2025 with some new reports.

### **Actuarial Study 2024**

The Actuarial study is done every 5 years.

We are negotiating changing the reporting period to be December 2024.

This is the fully clean year without any skilled nursing included so it will provide a better picture on the Heritage in the report.

We have just completed the 2024 Heritage Financial Audit, so the data will be much easier to gather and send to the contractor.

This is due toward the end of 2025 to the California Department of Social Services (“DSS”).

### **2021/2022/2023 401k Audits**

The 2023 401k Audit is in process. We will file the 5500 401(k) pre-audit to avoid penalties and amend it later with any updates.

The 2024 401k Audit and 5500 will follow this same process.

### **401k Fiduciary**

The first introductory report from SageView, the new Fiduciary on the 401(k) plan, was presented to the Board on May 28th.

Employee communication to follow.

### **Yardi**

The Electronic Health Record (EHR) is in production. Staff is working well with the new system.

Training is complete and we are doing some updates to how we work in the system

Our building's WIFI and access points are inadequate, and we are looking at solutions.

The RentCafe portal is up for Residents. If you need more information, please reach out and we can set up a time with you in the business office to get you connected.

We have been told that there are others that wish to join. Please reach out to the business office and we can help set you up.

If you think overall training would be helpful, we can do that too. Our new Web-Page, developed through Yardi RentCaffiene, will be up and running as early as next week. Again, it will generally have the same "look" as the current website but will allow some capabilities around marketing and other areas we currently do not have.

### **Yardi Future Phases**

We are starting work on adding Yardi Fixed Assets and JobCost which will allow for much better tracking of projects and integration of depreciation (it is currently done on spreadsheets).

We are looking at Yardi MaintenanceIQ with CoreWorks to see if we can use this tool to support resident maintenance requests and help track projects (Tie in with Job Cost). The Heritage currently uses WorxHub (a CoreWorks product) and we don't want to lose any of the functionality in that system in the potential switchover. We are planning a demonstration with CoreWorks on the capabilities.

### **2024 Financial Audit**

The annual financial audit has been completed and accepted by the Audit Committee and then by the full Board on May 28.

Since the audit was accepted, the DSS financial report package, which includes the audit, was submitted to DSS on Friday May 30.

## **Martha Nkhoma, Executive Director of Resident Health Service**

- We advise you to ensure you have a named Durable Power Of Attorney (DPOA) on file with us. If you become incapacitated and do not have a DPOA, we may have to go through the courts to obtain guardianship, and this takes considerable time. Without a DPOA we cannot ensure your wishes are being followed.
  - When you have a change in condition, we will notify your DPOA unless you tell us in writing not to.
- Yardi updates are still in progress.
- HotM policy regarding the presence of cameras in resident rooms.
- Remember to stay hydrated.

## **Praveen Rattan, Executive Director of Human Resources**

### **Recruiting Updates:**

- **Nursing Openings:**
  - Certified Nursing Assistant (CNA): Per Diem position(s) open.
  - Licensed Vocational Nurse (LVN): Two Per Diem positions open. In the process of closing one position.
  - Ward Clerk: Full-Time and Per Diem Position open. Anticipated to close FT position by next week.
- **New Hires:**
  - Environmental Services: Su Jian Huang, Housekeeper
- **Departures:**
  - Kayla Ware – Front Office
  - Camille Mallari – CNA

## **Bob Connolly, Sr. Sales Manager**

### **Marketing:**

- \*SF Chronicle Full page ad June 22nd print and publish date
- \*Marina Times Ad
- \*SF Giants Yearbook Ad

\*St. Vincent Paul Ad

\*Planning Open House for qualified/prospective residents. Waiting for unit combinations/construction to be completed to show

\*Needing volunteers to have Mktg show your 1 and/or 2-bedroom units?

**Sales:**

\*Finalizing move-in for resident in 305P-June 20th, family was out of town caused delay

\*Received full/completed application for 327M-complicating qualification process

\*Application for 235m on temporary hold until end of June

**Cortez McFarland, Director of EVS and Transportation**

**Transportation:**

Excited to report that we have our new Transportation Van, Thank you to the Board of Director's team, especial Mr. Scott Hindes.

Please be advised that Friday, July 04, 2025, the van will be out of service in recognition of the holiday.

**Laundry: No updates**

**Housekeeping: No updates**

**Misc:** Thank you all who allowed us into your homes for the Comcast sitewide modem swap out.

Thank you all for attending the Fire/Disaster Training with Ray on Wednesday, May 21st in Friendship Hall.

**Angie Lam, Director of Dining Services**

- We are celebrating PRIDE this month by having a special dessert at lunch on Fridays.

- This Friday June 13th is our June Birthday Night. Please come and celebrate with your fellow residents. Happy Hour in Morgan Parlor at 5:00pm, followed by dinner at 5:30pm.

- We will be celebrating Father's Day on Sunday June 15th mid-day dinner. Reservations are needed for guests and tables of 5 or more.
- Our country of the month is Puerto Rico! Join us for Puerto Rican fare on Friday June 20th dinner. Reservations are needed for guests and tables of 5 or more.

## **Hector Arrazola, Sr. Director of Facility Operations**

### **May Completed Projects**

- Perry Building Basement hallways patch & paint
- Porter Garden Leak Repair
- Morgan & Perry Building Transfer Switch require test (Successfully Completed)
- Morgan Building Elevator / preparation for remodeling
- Francisco & Octavia Buildings Preventive Maintenance
- Alarm Panel deficiencies follow up, Final inspection

### **Projects working on during the month of June 2025:**

- Morgan Building Elevator / Construction, Remodel
- Wi-Fi connectivity issues - Access points project
- Francisco and Octavia emergency annunciator system
- Morgan Building Lobby, lights motion sensor
- Morgan Building front, exterior lighting upgrade
- Room #423P Laundry Conversion - In Progress
- Apartment #235M - Shower remodel - In Progress

Cortez McFarland, Director of EVS & Transportation

## **Roxana Lara, Asst. Director of Life Enrichment**

- "Father's Day Happy Hour w/ SF Crooner "Sven"
  - 3pm in Morgan Parlor on 6/12
- Pride 2025 Happy Hour with Drag King (vs. Queen) Pony Bambino
  - 3pm in Friendship Hall on 6/19
- Sonoma Valley Author's Virtual Festival on going until 6/16
  - That will be the last day to see the free sessions online.