

Board Members for 2003

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ASSISTED LIVING SERVICES ORGANIZATION



YEAR END REPORT 2003

PREPARED AND SUBMITTED BY

**SUZETTE LINDEMUTH,
PRESIDENT
January 2004**

From the President

2003 was a year of continual growth for our organization. The board has continued to work hard and, without their dedication, this organization would not continue to grow. I would like to take this opportunity to recognize the 2003-2004 board members for their support.

Laura Moore, our office manager, passed away in September 2002. Her talent and skills in the office have been missed this last year. With this change came an opportunity to expand our organization by opening an office and employing an office manager. We have welcomed this growth and over the last year, despite growing pains, we have established a viable office that has allowed us to maintain vital services to our members.

Education and training continues to be the focus of our organization and we have worked hard with State licensing and certification to establish minimum standards of education and training for administrators and staff.

As president for the Assisted Living Services Organization, I have enjoyed the opportunity to serve an industry that I believe has as its primary purpose the well being and health of elderly and disabled. I look forward to 2004 with anticipation that the assisted living industry will continue to grow and will meet the challenges facing long term care.

Suzette Lindemuth, President

COMMITTEE SUMMARY REPORTS

Legislation

2003 saw major political changes in New Mexico, which resulted in many departments of the State re-focusing their priorities. After one year many departments continue to struggle with defining issues. Several committees over the last year ended their function and it is still somewhat unclear how the Department of Health, Department of Human Services and the new Department of Long Term Care and Aging Services will impact our industry.

The Assisted Living subcommittee of the Quality Care Cabinet, within the Department of Health Improvement did complete its revision of the regulations that govern adult residential care facilities. Our organization took a lead role in this process, recommending substantial changes to the regulations regarding qualification and training of administrators and staff. Although our organization opposed the licensing of administrators under the Board of Nursing Home Administrators, we were and are committed to improving the standards of assisted living programs and believe strongly that there should be higher minimum qualifications for administrators. Minimum annual hours of continuing education for administrators and staff were also recommended. The Assisted Living Services Organization will take a lead role in developing an administrator's training program that will ensure an understanding of basic principles of business, state regulations that govern assisted living and health care issues related to assisted living. These recommendations should be sent to public hearing this year and put into regulations in 2004.

Funding for assisted living continues to be an issue. With the reorganization of long term care services to the new Long Term Care and Aging Services Department with Michelle Lujan Grisham as Cabinet Secretary, there will be an opportunity to try to develop new strategies of funding. The "Global Waiver" has been discussed many times in State committees and would combine all Medicaid dollars, including nursing home dollars, into a comprehensive funding source for long term care.

New Mexico Gross Receipts Tax on health care services has been a controversial issue and bills to eliminate it have been introduced many times to the State Legislature. This past year an operator of an adult residential care facility was audited regarding its computation of gross receipts tax and although we did not receive a written interpretation of the law, the Taxation and Revenue Department determined in that case that it was acceptable to compute gross receipts tax on care and services only and not rental amounts. The Assisted Living Services Organization did contact New Mexico Taxation and Revenue and expressed its willingness to assist in the development of a standardized formula for determining gross receipts tax on care and services and the rental cost. It has been standard practice in the industry to only pay gross receipts tax on care and services only.

General liability insurance premiums in the last year have increased beyond the capacity of small providers. For a brief period of time coverage was not even available, due to many insurance companies ceasing to provide coverage in New Mexico. This issue was brought to the attention of the Department of Human Services with no resolution or assistance. The Assisted Living Services Organization is in the process of collecting data from its members to try to determine risk levels in the industry. It is our goal to try to find a way to reduce the cost of general liability insurance. All insurance premiums have increased substantially, but general liability has had the most impact on owners.

City of Albuquerque's Environmental Health Department proposed a variance for all adult residential care facilities, in residentially zoned areas under 13 residents, to be exempt from current EID requirements (3 compartment sink, indirect drainage, hand wash sink, etc.). All facilities with over 13 clients or in other zoned areas would have to come into full compliance with EID regulations similar to restaurants. Albuquerque EID's new training requirements for all food service employees, as well as stringent hiring protocol would also impact the local assisted living industry. These recommendations were proposed, but no action has been taken on them, yet.

The Assisted Living Services Organization's by-laws were amended at the spring 2003 conference to change officer's terms to two years and to have elections and terms of office coincide with the spring conference.

Membership Committee

Current membership of the organization is 87. Business membership is 8 and family membership is 2. We restructured our membership renewal process in 2003 with memberships beginning January 1 and ending December 31. Membership dues after June 30 are half. This process helped to simplify the renewal process. All membership files are being updated by adding additional information, such as licensed capacity and ownership so that a web site can be developed in 2004 with profiles of all our member's programs. Membership lists are updated twice a year and distributed to health care organizations.

Education Committee

The annual conference was held April 10 and 11, 2003 at the Le Baron Conference Center in Albuquerque, New Mexico. 75 individuals attended the conference and it was one of our best conferences. The 2004 annual conference is scheduled for April 8 and 9 and again will be held at the Le Baron Conference Center. The education committee continues to work on how to assist small providers with annual training requirements and how to meet the needs of our members in rural areas. During calendar 2003 the Assisted Living Services Organization processed 430 medication assistance tests and transportation tests and sold 7 medication assistance/first aid manuals and transportation training manuals.

Public Relations

The Quality Care Cabinet sub-committee for Best Practices began this last year to look at quality care issues in long term care facilities. Although the committee has not produced a final report, it has begun to address the issue of skin care, nutrition and pain in long term care facilities.

The Assisted Living Services Organization has continued throughout the year to educate consumers, case managers and health care professionals on assisted living. This is done through professional organizations, speaking engagements and presentations.

This next year will begin a process of developing ethic standards for operators and administrators of adult residential care facilities. This committee is recently formed and it is a goal of the organization to present recommendations at the 2004 conference to the members.

Office Report

In 2003 we established a permanent office at 11000 Candelaria NE, Albuquerque, NM, Suite 101. We also hired, on a contract basis, a part time office manager who has helped to process all requests coming into the office. In 2003 we took over 275 calls regarding membership, assistance with placement and miscellaneous inquiries. Lester Mayo is our current office manager. He replaced Jeannette Cisneros who helped us set up the office. As the organization continues to grow we will be upgrading our computer systems, office filing systems, and improving the office interior.

2003 Financial Report

Income

Membership Dues	\$10315.00
Training Processing	\$3223.12
Manuals (education)	\$1400.00
Conference Registration	\$5450.00

Total 20,388.12

Expenses

Rent	\$2820.00
Telephone	\$1716.28
Printing	\$1767.13
Postage	\$ 429.71
Office Supplies	\$ 701.28
Contracted Office	\$3306.74
Newsletter	\$ 750.00
Conference Costs	\$4759.53
Corporate Costs	\$ 10.00
Miscellaneous	\$ 369.72

Total expenses \$16,390.39

Total Net Profit \$3997.73