

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
January 22, 2018
Regular Meeting Minutes**

I. CALL TO ORDER

Heather called the meeting to order at 12:00 pm at Clatsop Care Center.

A. Roll Call

Members Present:

Heather Reynolds
Mike Aho
Paul Radu
Allison Sansom
Mindy Stokes
Dr. Roy Little

Also Present:

Mark Remley, Aidan Health Services
Sharon Jackson, CRV Administrator
Debi Martin, IHC Director
Jessica Klein, HR Director
Lee Garber, CCC Administrator
Linda Fortune, CCMC Interim Administrator

Members Excused:

Jeff Hazen

Members of the Public:

Karen Hart
Ron Meyer

II. CONSENT AGENDA

- A. Agenda Approval
- B. Approval of December Regular Meeting Minutes

There were several changes requested. The minutes were not approved. They will be amended and returned for approval at the next meeting.

III. ADMINISTRATION REPORTS

- A. Lee provided an update on Clatsop Care Center. Please see his written report for details.

Dr. Little asked about the CNA class and where we are at with that. Allison and Mark have been working together on hiring a CNA instructor through the Health District.

Mindy noted that the special events held for staff generate a lot of excitement and interest.

Allison stated that something they noted helped with retention in the past was ramping up staff training and orientation. She also congratulated Lee and the Director of Nursing on the removal of fall tabs.

- B. Sharon provided an update on Clatsop Retirement Village. Please see her written report for details.

Sharon was able to hire a registered nurse who began today. The staff put together a thank you card for the Board with regard to the Holiday bonuses the Board authorized.

Mike personally thanked Sharon and the staff for their care during an outbreak of illness recently.

Dr. Little noted that there is moss growing on the north side of the building. Sharon has noticed it as well and is planning to have it cleaned off.

- C. Linda provided an update on Clatsop Care Memory Community. Please see the written report for details.

A new Administrator was hired and will start in February.

Mindy asked whether we are using music for the residents. Linda stated that they have started focusing on recruiting and using the volunteers that can play an instrument.

- D. Debi provided an update on Clatsop In-Home Care Services. Please see her written report for more details.
- E. Mark provided a CEO report for the District. Please see his written report for details.

Allison asked how employees were being provided information for the employee satisfaction surveys. Jessica and Mark stated that the information was given to the Administrators to hand out to employees.

- F. Mark provided an update on the financials.

Mike stated that the administrative supplies expenditures is low for the year to date budgeted amount. Mark will check on what is included in that expenditure category.

Dr. Little asked about the table top exercise. He asked whether all our generators carry enough fuel for 6 days. Mark is going to check on this and will follow up at the next meeting.

IV. BOARD OF DIRECTORS ACTION ITEMS

A. Board Meeting Time

The Board Meeting will be held the 4th Monday of the month at 12pm as previously appointed.

VI. GENERAL DISCUSSION

A. Tax Levy

Mark is working on the levy with Suzanne. He will send it out to the Board once it's complete. The levy draft will need to be approved in February to make the filing deadline.

B. Workforce Retention

Jessica presented a report on current staffing and what is being done to retain staff. A significant change to the wage scale was implemented this past year, in addition to paying for certification, education, and scholarships; STARS events and prizes, employee of the quarter, PTO cash out and pay advances, in addition to hire-on-bonuses. She stated that the employee satisfaction survey will be helpful in determining what areas staff would like to see improved in each facility.

There is a Walmart opening potentially this year which could affect our non-credentialed/licensed staff (housekeeping, dietary, caregivers) but we are unable to provide statistics at this time.

It was important to note that we experience a significant employment loss during the summer months when seasonal employment is available and starts at around \$15 per hour.

Overall, turnover decreased since Aidan started in April 2017, baring several positions the Board was already advised of.

Jessica also included an MIT report based on the cost of living expense for Astoria, OR. This will be looked at for the wage scale for this year.

Mindy suggested staff work sessions with a Board representative present. She also commended Debi for her staff retention rate. Allison stated she thought the District Administrators and Jessica should work together on a comprehensive recruitment and retention plan and present it to the Board at a later date rather than have a Board member Involved in the development process.

Mike asked which of these questions (wage, benefits, sustainability) are presented in the Pinnacle staff survey. Jessica will send out a sample survey result to the Board, so they can review the information presented to the staff for survey.

Allison requested to have work sessions outside of Board Meetings once more information has been made available. Mindy concurred.

C. Aidan Contract

Heather stated that Aidan has been with us for 1-year and would like the Board's input on where we go from here.

Allison stated that she thinks it would be beneficial to have a committee and work session to go over this. Aidan's contract does not end until July 2019. She suggested planning a work session when we are closer to 1-year from the end of their contract to review data and statistics.

Mindy agreed that she would like to have work sessions or a committee to discuss this further, and would like to begin the discussion in the early summer so that we have time to recruit a CEO if that's the direction the Board chooses to go in. Dr. Little agreed.

Heather suggested a work session in May in order to put together the information needed for this discussion. Jessica will organize this.

VII. PUBLIC COMMENT

Karen Hart shared with the Board an issue that she has been having with her mother's dentures being lost or stolen on three occasions at the Memory Care. She has gone through two sets of dentures in 2-months and is no longer able to eat solid foods because of this.

Linda Fortune said that Memory Care has been working with the State on this. She stated that there is a disclosure in the paperwork upon move-in that the building cannot be held responsible for missing items, but Memory Care has been offering to pay to replace the dentures since November when this initially happened. Linda stated that the State, ElderPlace, and the staff worked hard to ensure that the dentures would not go missing again. She stated that this has not happened with any other residents in the facility.

Mark asked Karen whether there is anything that Memory Care could do that they haven't already done to address this issue. Karen stated that communication would be helpful and would like to be kept in the loop.

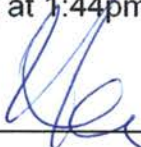
Karen also stated that things have improved at Memory Care and that the new person in activities is wonderful. She stated that there has been a lot of turn over and inconsistencies at the Memory Care since her mother moved in 15-months ago and that it has been a rocky road. She stated that 40 different people have bathed her mother. Ron Meyer stated that his name was misspelled in the last Board Meeting minutes, and that he was misquoted as saying, "credibility," when he had said, "credit ability." Ron further stated that he would like to purchase the Care Center, and that the purchase price would far exceed that which the Health District has been quoted, and that the Board has not allowed him to give a presentation.

VIII. BOARD CLOSING COMMENTS

Allison thanked Mark, the managers, and staff for all the work they have done for our elderly population.

IX. ADJOURNMENT

Dr. Little made a motion to adjourn the meeting. Paul seconded. Heather adjourned the meeting at 1:44pm. We will meet at Clatsop Care Center at 12pm on February 26th.



Chair

Date



Secretary

Date