

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
February 4th, 2020
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 05:00 pm at Clatsop Care Retirement Village.

Role call: present = P excused = E absent = A

Board Members		Management	
Linda Crandell	P	Mark Remley Aidan Health Services	P
Mike Aho	P	Channon Larson Aidan Health Services	E
Paul Radu	P	David Miller Administrator CCHR	P
Dr. Roy Little	P	Launa DeGiusti Administrator CRV	P
Jacqueline DeVaney	P	Jennifer Williams Administrator CCMC	P
Chuck Meyer	P	Debi Martin IHC Director	P
Megan Lampson	P	Mike Kerwin CTO	P
		Clarissa Johnson Community Outreach Dir	E
		Other staff	
		Melissa Schacher	
		Shane Watson	
		Members of the public	
		Marcy Boyd, Moss Adams	
		Meredith Johnson, Accountant	
		Melissa Watson	
		Terri Opsahl	

II. CONSENT AGENDA

A. Agenda approval.

Chuck Meyer made motion to approve, Mike Aho seconded. All said Aye.

B. Approval of regular meeting minutes.

* Linda Crandell noted that the selection of a new board member to fill the open board position will be in general open session and not in executive session.

Roy Little made motion to approve as amended, Paul Radu seconded. All said Aye.

III. BOARD VACANCY

Two applicants were interviewed for the open board position. After discussion, Megan Lampson was selected to participate as a board member.

Linda Crandell called for a brief recess. Linda Crandell swore Megan Lampson in as a new board member.

IV. BOARD PRESENTATION - MARCY BOYD - MOSS ADAMS

Marcy Boyd handed out information and a PowerPoint packet. She reviewed highlights of the financial audit process. Please see her report for more details.

Mike Aho requested that the audit information that was handed out be sent out to board members as soon as it becomes available, by Mark Remley, so that this information can be reviewed well in advance of the meeting.

Mark Remley confirmed he will do this.

Mark Remley introduced Meredith Johnson who is providing the accounting services for the Health District.

V. PUBLIC COMMENT This is an opportunity for anyone to give a 3-minute presentation about any item on the agenda OR any topic of board concern that is not on the agenda.

No public comments.

VI. ADMINISTRATION REPORTS

- A. David Miller provided an update on Clatsop Care Health and Rehabilitation. Please see his report for details.

David Miller noted that the C.N.A / Nursing employment information event on January 30th was very successful. There were more than twenty-seven attendees at the event to discuss entering the Certified Nursing Assistant field. David Miller was interviewed by a reporter at the Astorian. David Miller feels this was a very affective article to draw attention and interest to in this field of employment. The C.N.A training class at Clatsop Care will be conducted by Dawn Cramer Aidan Nurse consultant and Angel Johnston Residential Care Manager at Clatsop Care.

Chuck Meyer asked if there are security camera's outside of Clatsop Care.

David Miller noted that there are camera's at Clatsop Care.

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

Chuck Meyer asked if there are security camera's outside of Clatsop Retirement Village.

Launa DeGiusti stated no, however she intends to investigate adding them at Clatsop Retirement Village.

- C. Jennifer Williams provided an update on Clatsop Care Memory Community. Please see her report for details.
- D. Debi Martin provided an update on In home care. Please see her report for details.
- E. Mark Remley provided an update on Clatsop Care Health District. Please see his report for details.

Mark Remley commented regarding Narcan (Naloxone) for use in the event of an opioid overdose in the facilities. Clatsop Care Health and Rehabilitation will have Narcan available for use in the e-kits. Clatsop Care Medical Director, Dr. Thomas Duncan, will be creating a facility standing order for its use in the facility. Staff will receive training regarding its use. At Clatsop Care Retirement Village and Clatsop Care Memory Community, Narcan will be available in the first aid kits. Staff will receive training regarding its use.

- F. Mark Remley Financial report. Please see his report for details.

Mike Aho requested a follow up regarding a breakout of Aidan service fees for review. He wants to have a general ledger code added for each fee charged, mileage etc.

Mark Remley will contact Meredith Johnson to create a report that explains this in detail.

Mark Remley shared some details regarding the HUD fund utilization and will continue to gather information so that these funds can be used for some of the projects at CRV. This will allow greater leeway for the use of tax levy funds.

VII. DISCUSSION

Tax levy updates

- A. A formal process to request levy funds has been created and approved by the board. A Capital levy project request form is now available to be filled out. Details about this form were discussed. Any completed form will be reviewed by the levy utilization committee and then be presented to the board for approval or denial.

The next tax levy oversight committee will be meeting Monday February 24th, 2020 at 1:00PM.

Linda Crandell drew attention to the levy funds tracking document. She noted that levy funds are clearly defined, not being overspent and staying within the original intended purpose regarding the tax levy.

VIII. ACTION ITEMS

Tax Levy Requests

- A. The completed levy request forms were reviewed and discussed. Future discussions will include whether to use levy funds or add the funding requests to the standard operating budget.

Paul Radu made motion to approve all the capital levy request forms that have been submitted to date. Mike Aho seconded. All said aye.

- B. A levy fund request form was submitted for Clatsop Retirement Village to purchase more AED (automated external defibrillator) devices.

Two AED devices were previously purchased at Clatsop Care Health and Rehabilitation, funds came out of the regular operating budget, prior to the levy request forms.

Paul Radu suggested that funds be reimbursed to the general operating fund from the levy funds for Clatsop Care.

After some discussion Paul Radu made motion to approve levy funds be used to reimburse the general operating fund for these AED devices for Clatsop Care. Mike Aho seconded. All said aye.

IX. BOARD NOTATIONS CLOSING COMMENTS

Jacqueline DeVaney complimented Linda Crandell for her efforts as board chairman.

Roy Little expressed appreciation for the clarity of the use and management of the tax levy funds.

All board members welcomed Megan Lampson as a new member of the board of directors.

X. ADJOURNMENT

Linda Crandell made motion to adjourn, Paul Radu seconded the motion. The meeting was adjourned at 7:31PM

Chair

Date

Secretary

Date

Minutes recorded by Mike Kerwin CTO