

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
February 26, 2018
Regular Meeting Minutes**

I. CALL TO ORDER

Heather Reynolds called the meeting to order at 12:00 pm at Clatsop Care Health and Rehabilitation.

A. Roll Call

Board Members Present:

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

Board Members Absent:

Also Present:

Mark Remley Aidan Health Services
Channon Larson Aidan Health Services
Lee Garber CCHR Administrator
Sharon Jackson CRV Administrator
Jennifer Whitmyer CCMC Administrator
Debi Martin IHC Director
Jessica Klein HR Director
Mike Kerwin CTO

Members of the Public:

Keyaho Rohlf
Caron Hart
Ron Meyer
Ty Windom
Public member

II. CONSENT AGENDA

A. Agenda Approval

Allison commented on item VI C on page 5 of the January 2018 minutes regarding Aidan services contract renewal, and the annual evaluation of the CEO.

Mark commented that there was discussion about having a work session.

Heather commented, it is an unusual situation because the CEO is the contractor.

Allison commented, we talked about meeting in May, and asked do we need a 360-evaluation process before we have the meeting in May.

Mike commented that he views the Aidan services contract and evaluating the CEO position to be the same, either we renew the contract when it comes up and that is the review of the CEO performance.

Mindy recommends looking at other alternatives, a workgroup will meet in May to decide given the contract is coming up in July 2019.

The agenda was approved.

B. Approval of Regular Meeting Minutes, December and January Meeting Minutes.

Mindy requested to discuss what member of the public Keyaho Rohlf's meant by his comment from the December minutes page 5 regarding educating the public, the purpose of the Levy and Aidan Health services.

Keyaho commented that alternatives should be evaluated. Keyaho commented, If the CEO position has become too big for one person, for the amount of money being spent for a management company, a CEO could be hired locally and get him or her some assistants. Keyaho also stated that regarding the ballot, the public should be informed thoroughly and clearly about the situation and if necessary a specific person or committee having some kind of plan in place if the ballot measure is successful.

Keyaho Rohlf's comments have been clarified regarding his December statement.

Motion to approve Paul. Seconded Roy. Minutes were approved.

C. Mark introduced Jennifer Whitmyer as the new administrator at the Memory Care Facility and Mike Kerwin, who will be recording meeting minutes from here on.

III. ADMINISTRATION REPORTS

A. Lee provided an update on Clatsop Care Health and Rehabilitation. Please see his written report for details.

Lee commented he is happy and looking forward to the upcoming CNA class in April and June to provide more staff that will allow Clatsop Care to increase census. Staff Orientation has also been improved for new staff members.

Allison asked if there has been a cost projection for the CNA class.

Lee commented not yet.

- B. Sharon provided an update on Clatsop Retirement Village. Please see her written report for details.
- C. Jennifer provided an update on Clatsop Care Memory Community. Please see her written report for details.

Allison asked how much training is specific to dementia care.

Channon commented and gave an overview of the modules that are utilized.

Allison asked if the Teepa Snow curriculum is still being used.

Channon confirmed, yes.

- D. Debi provided an update on Clatsop Care Memory Community. Please see her written report for details.
- E. Mark provided an update on Clatsop Care Health District. Please see his written report for details.

Ron Myer asked, what is the deficit for the month. Mark replied it was a positive \$14,000.

Mike asked do you have numbers for cash for the Month?

Mark replied \$683,000 is our current cash position.

Mike commented that is a significant drop from last month.

Mark commented from the last report there was accounts payable that had not gone out as of the report date.

Mike requested the cash report be available monthly to the board members.

Mike commented that he compared 6 months of 2016 to 6 months of 2017. There is a significant improvement with income being up 20%, net fund balance is positive \$660,000 over the last year which is a significant change.

IV. BOARD OF DIRECTORS - ACTION ITEMS

- A. Mark requested bank signers be updated to reflect changes. Remove Jeff Hazen who is stepping down from the board. Add Jennifer Whitmyer who is now the administrator at Clatsop Care Memory Community.

Roy motioned, Allison seconded.

Motion carried.

V. GENERAL DISCUSSION

A. Five-year local tax option for operations of Clatsop Care Health District.

Mike recommended that staff benefits be listed as well.

Heather recommended that programs benefiting the residents be listed in the levy request. She commented that a special meeting will need to be called to discuss the Levy.

Paul recommended not putting staff benefits wording in the Levy but focus the language on benefitting the residents.

Allison referenced a past board discussion about hiring a PR company.

Mark asked where the money would come from for the PR company. District money cannot be used to hire a company to promote a funding levy.

Heather also commented that to promote the levy a board member should take the lead with promoting it.

Dr. Little suggested all board members take a part in promoting it, involving volunteers from the community and family members of residents if possible.

Heather asked for board volunteers to spearhead the promotion of the Levy. Heather suggested volunteers from the Clatsop Care Health District Foundation be asked to help.

Mindy stokes agreed to contact foundation members via email regarding this.

Mark requested any change requests to the levy be submitted to him by Friday March 2nd.

The Board will have a special meeting to discuss the Levy Monday March 5th at 12:00PM

B. Aidan Bill approval and sign off.

Heather opened the conversation and commented. No one oversees and approves the bill for Aidan Health Service charges. Staff members are not

allowed to do this. Normally the CEO expenses get reviewed by the Chairperson. Aidan however is a contracted service. Heather recommends that a board member review.

Secretary Treasurer Allison Sansom was recommended to oversee the responsibility of reviewing the Aidan Health Services bill.

Allison agreed to take this responsibility.

Paul motioned. Mindy seconded.
Motion carried

C. Board Vacancy.

Jeff Hazen has resigned from the board. Heather and other board members recommend advertising in the Daily Astorian and on the website.

Roy recommends contacting members of the public who ran for a board position previously.

Heather requested volunteers for a committee to oversee the selection of a new board member. Mindy, Allison and Mike volunteered. Heather asked that they discuss and then report at the end of March. Open application for board member will be until March 15th.

D. Mark requested the next board meeting be moved back to March 19th All board members agreed.

E. Memory Care power generator.

Roy asked how long the generator can run without requiring fuel.

Mark commented that it will run for 60 hours.

The generator has a fuel capacity of less than three days. Clatsop Care and Clatsop Retirement Village have 7 days of fuel capacity.

Roy made a recommendation to add a Memory Care generator upgrade to the ballot measure.

F. Employee satisfaction survey.

Mark commented regarding the online staff satisfaction survey, it's a great start to have a jumping off point. He asked, when should the next one be scheduled.

What area's need improvement. How can communication be better to staff so they understand the survey and what changes are going on.

Allison commented that she would have liked the response rate to the survey be higher and that some employees had not heard anything about the staff survey. Clatsop Care only had 7 staff members take the survey. Allison asked, if the survey is going to continue to be utilized, what actions will be taken regarding this survey to identify the value of it.

Mark commented that the plan will be for the individual buildings to use this information with their management team to make improvements.

Heather requested an update in a month or two to review the idea's discussed.

Channon commented on talking with staff members about the survey at an all staff at the Memory Care. The access codes for the survey were then handed out and staff were asked if they have a few minutes to participate. Computers were made available after the meeting. With this process 21 out of 30 employees participated in the survey.

VI. PUBLIC COMMENT

Keyaho Rohlfs, an employee who manages CNA scheduling and works with residents as a CNA, commented that he appreciated the discussion about having CNA classes twice per year either at Clatsop Care or the college. He expressed that the difficulties regarding staffing is not impossible to overcome. He stated that CNA staff often move on to other jobs after a while, an exit of CNA's and the need to have resources for acquiring CNA staff locally.

Caron commented. I have had some challenges for a family member at the facility. I have to say Channon took immediate action and things have improved.

Ty Windom asked if he could attend the special board meeting.

Heather replied all meetings are open to the public and he is welcome to come and gave him the location, date and time.

Ron Myer commented, what if the budget is not there. How does the budget work if there is no money in the budget to hand out. A budget is based on looking ahead and expecting a revenue. Ron read a headline, Healthcare a Fundamental Right Oregon cannot yet afford.

Mike replied, he was not referring to budgetary figures. He was referring to net position changes and not comparing it to the budget. These are hard figures of income and expenses.

Allison commented that when she was the administrator at Clatsop Care, there was a CNA class. Expenses were about \$60,000 per year. There was still a CNA shortage. About 40 students graduated per year from the CNA course at Clatsop Care. This did not resolve the CNA shortage problem. Allison stated that recruitment and retention is the number one way the health District is going to remain staffed. Good orientation and support of new staff is needed. When this course was transferred up to the college it was with the understanding that even when Clatsop Care had its own program, the need for CNA's exceeded the 40 per year who completed the class. Allison stated that CNA programs are a lot of work. Allison expressed concern about the Districts ability to find an instructor to conduct a CNA program.

Roy commented, but we did produce CNA's and some of them ended up working here.

Allison commented that she believes that more students who have used the employment scholarship and taken the class at the college became employees than when Clatsop Care had its own CNA class.

Heather commented that that was in part due to setting up the scholarship opportunity after Clatsop Care stopped providing the program.

Allison commented that she did not believe a fee was charged to students when Clatsop Care had its own CNA program.

Mark commented that there is a tipping point in that students need to be charged something so that they have an investment in finishing the class.

Allison commented that there are going to be some changes up at the college. The registrar is disallowing using the credits for the CNA class for degree requirements. Allison is asking the administration at the college why the college will be charging for college credits if these cannot be used towards a degree. She believes there will be changes to the cost of the CNA program in the future.

Roy commented that a CNA class helps to produce potential workforce members both for Clatsop Care and the community. The college needs to be reliable promoter and supplier of the course. Roy commented that Clatsop Care should spend the money for at least a year or two.

Allison commented the college will not fund a full-time employee to teach the CNA class.

Roy commented, so if we want it, if it gets us a few employees, this would allow us to increase our census and improve revenue. Clatsop Care should have a CNA class.

Heather commented Clatsop Care could provide the instructor and the students could use the college if they would rather go up to the college to participate in the class.

Allison commented that she believes there would be difficulty getting this building approved by the State Board of nursing as a training site. When the building census was higher and the 2nd floor was opened for Hospice, Clatsop Care no longer had an area for students to train. Allison noted the rooms on the 2nd floor are empty again.

Paul asked, is the college producing 20 to 40 employees per year.

Allison commented 10 students per class are allowed so if we have staff to teach the class 40 per year.

Paul asked what other class produces that many employable students.

Allison commented maybe some of the programs at MERTS.

Lee commented, he would like the instructor to be one of the licensed nursing staff at Clatsop Care. Working as a Charge Nurse and a class instructor for the CNA class.

Allison commented that's exactly how Clatsop Care was doing it. A full-time nurse was on staff, when she wasn't teaching she worked the floor, but she left employment at Clatsop Care and that position was not replaced. We had this process before and it did not solve the problem.

Roy commented he thinks we need to try it.

Lee commented we need to try it and referred to Keyaho's earlier public comment.

Mike commented regarding the CNA classes that it is nearing budget time again.

Channon commented upon and clarified more regarding Teepa Snow dementia training for the Memory Care staff.


VII. ADJOURNMENT



Chair

4.22.18

Date



Secretary

4/5/18

Date