

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
March 19, 2018
Regular Meeting Minutes**

I. CALL TO ORDER

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

A. Roll Call

Members Present:

Heather Reynolds
Mike Aho
Allison Sansom
Dr. Roy Little

Also Present:

Mark Remley Aidan Health Services
Channon Larson Aidan Health Services
Lee Garber Administrator CCHR
Sharon Jackson Administrator CRV
Debi Martin IHC Director
Mike Kerwin CTO

Absent:

Paul Radu
Mindy Stokes

Members of the Public:

Caron Hart
Ty Windom

II. CONSENT AGENDA

A. Agenda Approval

Mark requested to add the abuse and reporting policy to the board action items.

B. Approval of February 26th, 2018 Regular Meeting Minutes

Heather requested a modification regarding a public comment regarding personal info about a resident at the memory care and HIPAA compliance.

Mike requested his last name be removed from the minutes.

Roy requested page two have the year 2019 added after July.

Roy made a motion to approve, Allison seconded, as amended.

C. Approval of March 5th Special meeting minutes.

Roy made a motion to approve, Mike seconded.

III. ADMINISTRATION REPORTS

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

Lee commented that current staffing levels restrict the census from growing.

Allison commented that she has received emails from persons interested in the CNA training course and is confident that the upcoming class will have 10. These students will graduate in June 2018.

Channon asked if everyone in that class future Clatsop Care Center employees?

Allison commented, anytime a student approaches me directly, I encourage them to go to the Care Center to explore the scholarship.

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

Sharon commented that an RN was interviewed for employment at Clatsop Retirement Village.

Roy asked if that is a 40 hour per week job at CRV, or is that job position a District resource?

Sharon confirmed that it is a 40 hour per week job at Clatsop Retirement Village.

Mark noted that with the expanding rules, there is a lot for a nurse to do at Clatsop Retirement Village.

Allison commented that historically the nurse also provided nursing services for In Home Care as well. There is enough work for a nurse full time.

Heather asked for an update on activities at Clatsop Retirement Village.

Sharon commented. Residents participated in Bingo with prizes wearing green for St Patrick's Day. A music presentation on Sunday. We have a new life enrichment director that works on the weekends. A sewing club has been started, once per month people can bring their clothes for mending. A gardening group has picked out plants for the back patio to plant as the weather gets warmer. Happy hour is every Friday afternoon.

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

Channon commented, census is 31. A part time maintenance position, 16 hours per week is available. Work is being completed on touching up paint and making the environment more home like. Facility environment is a focus of Survey.

- D. Debi provided an update on In home care. Please see her written report for details.

Debi commented census is 52 and soon up to 54.

Mike noted. That is quite an increase, is this seasonal or are you pounding the pavement?

Debi commented that the radio ad that directly contributed to a new employee and a client as well.

Mike asked, why did you call it death with dignity client. Why did you use this title?

Debi commented, it is more appropriate than the term assisted suicide. Our role in this is very limited, meals, personal care and other assistance.

Roy asked, have you made plans to help the caregivers needs after this client passes away?

Debi commented, the two staff members I have assisting the client have experience with this type of situation. Debi has been focusing on the educational process with her staff. If a caregiver needs time off for grieving, they can take the time off.

- E. Mark provided an update on Clatsop Care Health District. Please see his written report for details.

Mark commented on the new survey process and the different things that can be expected regarding a homelike environment. Only seven surveys have been completed under this new process.

Mark commented, next month an update to the employee satisfaction survey will be provided.

Mark commented about using another payroll / time attendance company paycom.

Allison asked what the challenge is with our current software Paylocity?

Mark replied that it is cumbersome software, and the current solution is two programs not just one. Mark said he will review the pricing and report back. The employee handbook needs to be updated as well. Streamlining HR with one program will improve efficiency and help the entire process. Only the background check would need to be keyed into the State.

Roy asked if this is a web-based system? If after a few years the District wants to change companies, how is that data preserved for compliance purposes?

Mark will have more details in the future.

Heather asked will there be council regarding this contract?

Mark commented, he does not have any information yet and this will be discussed at a future meeting. If it is decided to proceed moving to paycom it would likely not be until the new fiscal year. Implementation will take 45 to 60 days.

Roy asked what kind of insurance do they carry in the event of a data breach?

Mark said as soon as he gets that contract he will look at that.

Regarding financials Allison asked, what will be realized from the 5% COLA for community-based care?

Channon gave more details regarding this, stating it is about \$200 per resident per month.

Allison asked, are there more details regarding the new licensing process for administrators?

Mark noted the Community Based Care license will be combined with the Board of Nursing Home administrators. The rest of the details are being worked out. Mark should have more details about this process by the next meeting.

Mark commented that other States require 400 – 450 hours of internship. There will be a test probably based on the national test.

Channon commented that the current process of having education or relevant experience is not effective.

Mark noted that in the long term for small communities, this new licensing process will make it more difficult if there is turnover in administration because you can't just send them to class for a week and then hire them.

Allison commented that with the shift in how surveys are carried out in community-based care, that inexperience, inefficiency and lack of understanding on how to run a Community Based Care facility have required the State to change the survey and licensing process.

Mark commented the rules have not kept up with the type of residents that are coming into community-based care.

Roy commented, once the rules are known, in the future we are going to need to look at administrative continuity. Possibly adding an administrator scholarship program.

F. Mark Financial report. Please see his written report for details.

Mike noted there is no line item for Aiden's fee in the report. And asked if it was miss post into Memory Care materials and supplies?

Mark commented that it is broken out into the different facilities.

Mike commented that he would like the financials to be made available in a timelier manner for board review.

Heather commented, she would like to see details broken out rather than have it under materials and supplies. Heather said she would like a line item for the Memory Care Lease.

IV. BOARD OF DIRECTORS - ACTION ITEMS

A. Abuse and reporting policy

Mark commented that mandatory reporting must be completed within two hours. The policy had to be updated.

Allison motioned to accept the change, Roy seconded. Motion carried unanimously.

V. GENERAL DISCUSSION

A. Board Vacancy

Allison commented that the acceptance of applications closed on March 15th. There were two applicants. Mindy, Mike and Allison have copies to review. An interview will be scheduled. Allison requested that Jessica help coordinate times when Mindy, Mike and Allison would be available. Allison will then schedule the interviews and Mindy will report at the next board meeting.

Roy would like to receive an email with the applicant's information for review.

B. Cash Report

Mark commented on the cash report. Everything from the report flows into the summary page which was handed out and shows bank balances for the facilities. Expected income include March revenues.

Mike commented he would like the entire report emailed each month for review. The tab for administration has a negative cash flow for March and asked what the plan is to cover the deficiencies. Would it be taken out of the LGIP?

Mark commented that he would like to avoid using the LGIP account. That there would be inter company transfers. The goal is to keep building the LGIP account, adding the timber tax when that is available and building up a reserve.

Roy asked, can cash be moved around like that without revising the budget?

Heather commented that the statute for nursing home budgets is different than for other organizations. Heather will send Mark the statute.

Roy asked if budget rules allow a transfer if the amount is over \$100,000?

Mark will follow up with Marcy the auditor regarding this.

VI. PUBLIC COMMENT

Ty commented regarding the volunteer program at the Memory Care. Alyssa and Ty went out into the community and made 12 contacts and received positive responses from 11 of them. Good Will, Home Depot, Lums, Ford the College and others. Julie Lum at Lums Auto said that they have a required suggested volunteer list and were looking for places they could volunteer. Staff member Coral came in on her own time on her day off and went with us. We reviewed between contacts what the public's response was. Ty requested a minimal budget to keep the momentum going. Ty recommends a quarterly thank you to the volunteers with a barbeque in the courtyard maybe a T Shirt to thank those who participate. This dovetails in nicely with the levy because we are creating awareness and we are impacting public perception. Two thumbs up to Alyssa, kudos to Coral and Jenny who embraced the idea and helped to make our first adventure out successful. The next phase of this is we need to go out and do that 4 or 5 more times. There are easily 50 – 60 businesses we would like to contact for a meet and greet. Ty said creating a database was discussed so that a monthly thank you letter can be sent out.

Roy asked are you working to get volunteers for the entire District?

Ty commented that initially it would be focused at the Memory Care Facility. However, Ty believes that just from the initial contact there will be many volunteers and they will have opportunity at the other facilities to volunteer. Clatsop County is unique in its demographic and its sincere desire to help their family. Many who live here are multi-generational families living here. Fear of not understanding what has happened create roadblocks in communication. Growing the volunteer program will help improve communication.

Allison commented that in years past there was a part time volunteer coordinator on staff. When Clatsop Care was recruiting volunteers, they went through background checks and recommends this be followed through with for current volunteers.

Mike commented, he would like the volunteer program on the agenda for next meetings discussion, keeping the steam behind it with funding for this being discussed. This would be money well spent.

VII. Board Closing Comments

Roy is going to contact the Mayor to ask if she can help promote the levy.

Allison commented, regarding previous discussion about a formalized District recruitment and retention program. Admissions are being limited at Clatsop Care because of a lack of staff. Improving staff orientation has been discussed. Allison recommended that all those idea's put together to focus on retention of staff. Allison requested more discussion regarding this at the next meeting.

Allison commented regarding QAPI meetings and quality assurance at the Care Center. Discussions include skin and fall incidents. She noted there are many other areas that are on the Casper report indicating some challenges that need to be addressed. These should be identified and be part of an ongoing robust quality improvement process.

VIII. ADJOURNMENT

Roy motion to adjourn, Allison seconded the motion. The meeting was adjourned at 1:09 P.M.

Chair

Date

Secretary

Date

4.23.18

4-28-18