

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
March 19th, 2019
Regular Meeting Minutes**

I. CALL TO ORDER

Allison called the meeting to order at 05:00 PM at Clatsop Community College Towler Hall room 208.

A. Roll Call: present = P excused = E absent = A

<i>Board Members</i>		<i>Others</i>	
Allison Sansom	P	Mark Remley Aidan Health Services	P
Mike Aho	P	Channon Larson Aidan Health Services	E
Paul Radu	P	David Miller Administrator CCHR	P
Mindy Stokes	E	Sharon Jackson Administrator CRV	P
Dr. Roy Little	P	Jennifer Williams Administrator CCMC	P
Jacqueline DeVaney	P	Debi Martin IHC Director	P
Linda Crandell	P	Mike Kerwin CTO	P
		Members of the Public:	

II. CONSENT AGENDA

A. Agenda Approval

Paul made a motion to approve, Linda seconded.

B. Approval of Regular Meeting Minutes

Paul made a motion to approve, Linda seconded.

III. ADMINISTRATION REPORTS

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

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

Sharon commented that the resurvey process for CRV has been completed and the facility is now in compliance. Repairs to the rooms that were damaged by the water leak is now finished. Ongoing efforts are being made to fill the empty rooms at the facility.

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

Mark commented that Consonus will be providing training at CCHR regarding PDPM (Patient Driven Payment Model) in April.

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

Mark commented that low census is challenging right now. Hiring CNA's and reducing use of agency staff has been an important focus for David at the Care Center. The expense for the CNA class, \$11,000, and maintenance repair costs or \$9000 are included in the January expenses.

Mike asked if any of the insurance reimbursement funds for the water damage at CRV were included in the January statement. This dollar amount was not included in the January financial report.

Roy asked how many CNA's are needed to increase the census to 35?

3 students were hired after the latest CNA training class. 3 more CNA's will need to be hired for full shift coverage if census is to be increased to 35.

There was discussion regarding using agency staff to increase census up to 35. There have been 25 to 30 inquiry's for admission to the Care Center per month. There is a need in the community for more long term skilled nursing care. If an agency CNA could consistently be the same person, using agency staff to accomplish this would be worth considering.

IV. BOARD OF DIRECTORS - ACTION ITEMS

A. Update those authorized to sign checks for CCHD.

Mark commented. 1. If board members who are not up for reelection in May are authorized as check signers, there would be no need to go through this process again after the elections. 2. Currently all administrators can sign checks for any facility expenses.

Debi commented that she signs checks for other facilities every other day.

After some discussion it was determined that the facility Administrators often need to sign checks for other facilities and this option should continue.

Linda recommended that Allison, Paul and Mike remain as board members who can sign checks until after the elections in May.

Linda made a motion to have board members Allison, Paul and Mike to remain as check signers and the Administrators to continue to be able to sign checks for all facilities. Roy seconded the motion. All were in favor.

V. GENERAL DISCUSSION

A. Outside leader for board retreat follow up

Mark has contacted multiple people to lead the board retreat. 2 are local and 2 from outside the community. Mark is waiting for details of what can be provided and the cost for this. Information regarding this will be provided at the April 2nd board meeting and then one of these people can be selected to lead the board retreat. As a community partner, a room at Clatsop Community College could be used at no cost for the board retreat.

B. Volunteer program

Mark has interviewed many different candidates for this position. One has been identified as qualified to fulfill this job role. This candidate will be meeting with the facility Administrators in the next few weeks. This will be discussed further at the April 2nd board meeting.

C. Tax levy utilization

Mark noted that of the tax levy money, about \$17,000 has been spent for eMAR "electronic medication administration record" implementation preparation. "laptops, workstations, network upgrades" The Memory Care will be going live first with eMAR with CRV following and then the Care Center

Mark provided an update regarding the new bus. No money has been spent yet. The bus is being configured and should be arriving by the first part of June.

Mark is rewriting the RFP for repairs at the Retirement Village so that it is more specific to what is needed. These bids will encompass not just water intrusion, but siding, trim, and other structural repairs that are needed. Bids should be available in the next couple of weeks. HUD funds are available for emergency repairs if needed.

Roy asked about increasing the fuel capacity for the generator at CCMC. This expense was included in this year's expenditure of levy funds.

Mark does not have pricing for completing this project. He will follow up regarding this.

Linda recommends using CCHD's website and other media options to share with the community when successful levy projects are completed.

D. Committee assignment for Aidan services contract

There was discussion regarding forming a subcommittee to negotiate the renewal of the contract with Aidan Health Services. It was decided that Linda, Mindy and Paul will meet and discuss this. The sub committee will prepare and present recommendations at a future board meeting.

VI. PUBLIC COMMENT


VII. Board Closing Comments

Many board members expressed appreciation for rescheduling the March meeting at the college so that board members were not exposed to the Influenza virus.

Many board members feel that there is a good team in place and the future is looking brighter for the Health District.

VIII. ADJOURNMENT

Roy motion to adjourn, Linda seconded the motion. The meeting was adjourned at 6:15 PM.



Chair

4/2/19

Date



Secretary

4/2/19

Date

Minutes recorded by Mike Kerwin CTO