

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
April 2nd, 2019  
Regular Meeting Minutes**

**I. CALL TO ORDER**

Allison called the meeting to order at 5:00 PM at Clatsop Retirement Village .

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	E	Jennifer Williams Administrator CCMC	P
Jacqueline DeVaney	E	Debi Martin IHC Director	E
Linda Crandell	P	Mike Kerwin CTO	P
		Members of the Public:	
		Tracy Speer	
		Deanna Lounsbury	
		Melissa Schacher	

**II. CONSENT AGENDA**

A. Agenda Approval

Paul made a motion to approve, Linda seconded.

B. Approval of Regular Meeting Minutes

Linda made a motion to approve, Paul seconded.

**III. Presentation by Moss Adams**

Financial Audit report for CCHD

Please see the submitted reports on file for details.

**IV. ADMINISTRATION REPORTS**

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS  
April 2019

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

David noted that hiring staff is ongoing. 6 new CNA's have been hired. An offer of employment has been extended to a part time Resident Care Manager to manage higher acuity skilled residents who are admitted to CCHR. Having these new staff members will allow CCHR to increase its census above its current level of 28.

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

Sharon commented that a water pipe broke in a bathroom on the 1<sup>st</sup> floor. This was quickly cleaned up by maintenance staff and the pipe in the wall that broke was replaced by a plumber. The plumbing is being upgraded as these problems occur. Staff have been trained how to turn off the main water supply.

4 new resident admissions are expected in the next week.

Linda requested some clarification regarding the staff turnover reports.

Sharon noted, there was an error in one of the numbers in her report and it will be corrected in the future.

There was more discussion regarding the turnover reports and more information was shared by Mark. It was suggested that a rolling calendar be used for a more accurate presentation of these numbers.

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

Mark commented that the budget process has begun, and the preliminary budget will be available for the May meeting.

Linda requested that Mark email all of the information for the May meeting to her. She will not be attending the board meeting in May.

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

The financial reports were not available as of this meeting. Mark will email this information out to board members once these are available.

## V. BOARD OF DIRECTORS - ACTION ITEMS

### A. None

## VI. GENERAL DISCUSSION

### A. Rate increase

Mark handed out documents and explained some details regarding this. Mark will bring preliminary budget information and more information regarding the 2.1 % rate increase to the May 4<sup>th</sup> board meeting.

The CPI based rate increase was discussed. It was recommended that Mark send out a preliminary explanation letter to residents and family members to clarify the reasoning behind this rate increase. Mark will create and send out this letter in advance regarding this 2.1 % increase.

It was noted by several board members that providing the least expensive health services option is not the goal of the health district. It is providing the highest quality of care for a reasonable cost.

### B. Volunteer Program

Mark commented that he has interviewed multiple applicants for the Volunteer Coordinator position. Mark and the Administrators earlier today met with Clarissa Johnson who works part time at the college. She would like to work as the Volunteer Coordinator for the Health District part time. Clarissa grew up in the area. She communicated very well and shared some excellent idea's on how she would fulfill the job role. After some discussion it was recommended that Clarissa be hired to fulfill this job position. Mark will speak with her and invite her to the board meeting in May to meet the board members

### C. Tax Levy utilization

Mark commented that there are no new details regarding the bus for CCHR. It is schedule to arrive in June.

There has been one bid received regarding the repairs to the siding at CRV. Mark stated he is expecting two more bids, one from a local contractor, and a bid from a contractor in Portland. The end of April is the deadline for submitting bids for this project.

An electrician has been hired to add more power outlets to the med room at CRV for eMAR implementation.

Contractors has been contacted about adding more fuel capacity to the emergency generator at CCMC and Mark is awaiting return of bids.

One of the passenger elevators at CCHR is not functioning at this time. Previously money was spent for an upgrade that is related to the problem. The elevator service company has been contacted to make a site visit and try to resolve this issue.

Paul referred to the problems with the water pipes in the bathrooms at CRV. He recommends that this issue be proactively addressed. When a resident room is vacated and before another resident is moved in, that the plumbing be replaced to prevent future problems. Paul suggested that levy money could be used for this if needed.

## **VII. PUBLIC COMMENT**

## **VIII. Board Closing Comments**


Linda commented that the Aidan contract review committee met. (*Linda, Mindy, Paul*) Changes and desired modifications to the contract were discussed and they are now ready to meet with Mark.

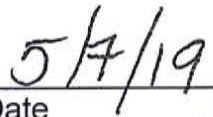
Mark will confirm and schedule a meeting with this subcommittee to review.


Mark commented that board members who will be signing checks can now go to the bank and sign the required signature cards.

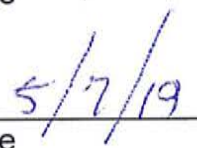
**VIII. ADJOURNMENT**

Allison motion to adjourn, Paul seconded the motion. The meeting was adjourned at 6:50PM

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date

*Minutes recorded by Mike Kerwin CTO*