

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
June 2nd, 2020
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 05:25 pm via Zoom Meeting. The meeting had a late start due to ongoing technical problems with the Zoom Meeting connection.

Roll 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	P
Paul Radu	P	David Miller Administrator CCHR	P
Dr. Roy Little	P	Launa DeGiusti Administrator CRV	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	P
		Kimberly Topazio	P

II. CONSENT AGENDA

- A. Agenda approval.
Roy Little made motion to approve, Mike Aho seconded. All said aye.

- B. Approval of regular meeting minutes.
Roy Little made motion to approve, Paul Radu seconded. All said aye.

III. 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.

The Board Chair will read any emails previously sent at this time that were received by Mark Remley mremley@aidanhealthservices.com. This system will continue until which time we are able to have in person meetings because of the COVID-19 situation.

There were no emails received.

IV. ADMINISTRATION REPORTS

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

David Miller noted that a State survey member was onsite today to review infection control protocols. The survey team member observed kitchen staff, dining, donning and doffing of PPE. She reminded David Miller that CCHR is doing a good job but must continue to be very diligent in these efforts. This is the fourth visit regarding this. Masks must continue to be used by all staff all the time when at work. Communal dining, bus rides and bingo have been reinstated, observing social distancing. This has been well received by residents.

Roy Little asked, who is the point of contact should someone want to contact a resident via online meeting or by phone?

David Miller stated that Jade Rainaud at the front desk, Shelley Daulton Social Services and himself are all taking appointments for residents regarding this. There is a master calendar for this purpose. David Miller and his staff were given commendation for the work and care during these challenging times.

Roy Little commented that a request was made for a patient lift at the Memory Care. He asked David Miller, since CCHR has purchased new lifts, is there an option to put together one functioning lift from the parts of the old patient lifts at Clatsop Care?

David Miller is going to follow up with the maintenance department to see if this will be possible.

Linda Crandell noted that there is a Levy committee meeting on Thursday June 4th and that the Memory Care was seeking funds to purchase one. She asked if David Miller would find out about the lift before that time.

David Miller confirmed he will get that information for the committee.

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

Jennifer Williams reported that the Memory Care has also begun community Bingo, bus rides and Yoga, while maintaining social distancing.

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

Board members expressed appreciation to all the facility administrators and managers for their hard work and efforts by all staff members. Good PPE management, resident care, and communication with residents, family and staff.

- E. Clarissa Johnson provided an update for community outreach activity.

Clarissa Johnson has been working on staff recruitment with a new radio ad, utilizing the Coast River Business Journal, and identifying where things can be improved regarding staff recruitment and retention.

Linda Crandell suggested that once the District is past this challenge there should be a party to celebrate. All agreed regarding this.

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

Mark Remley conducted a conference call with all the activities staff. All of them felt the need to keep residents positive and happy during this challenging time. He noted that adjustments need to be made in this situation. Activities are such a critical important component for quality of life. All staff need to be involved regarding this.

Roy Little asked. If it becomes a requirement, what about existing staff agreeing to mandatory weekly testing. Can this be made a requirement even if its not in their employment agreement?

Mark Remley stated that he has been in contact with the employment attorney. He has not received an answer yet; however, he will send out an email regarding this once he gets an answer.

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

Roy Little asked about employees that have worked for the Health District and have had employment terminated as not eligible for rehire, then are hired at another of the District's facilities. How can this be prevented in the future?

Jennifer Williams suggested that the job application be edited to reflect the names of all District facilities, so when someone answers the question, (Have you ever filed an application or been employed with us before?). It is clear to that applicant that we are a Health District. It is also recommended that this information be consistently be entered the Attendance On Demand software by each individual facility HR manager so this does not happen in the future.

There is a field in the employee record under active status where this information can be noted when an employee is termed from employment and whether they are eligible for rehire.

Mike Aho asked why the nursing costs were way down over the previous months?

David Miller noted that the agency staff use has been eliminated, and this has contributed to significant cost reduction.

Mark Remley is having a meeting with the auditors Tuesday June 9th and will be sharing details of that conversation at the next board meeting.

V. ACTION ITEMS

There were no action items.

VI. DISCUSSION

A. Open board position

Jacqueline Devaney is no longer a member on the Board of Directors. A replacement for her is being sought. There is an ad in the Astorian and on the CCHD website. The closing date for this will be the end of July. If there are no candidates who have applied by that time. The closing date will be extended.

Mike Aho suggested that a subcommittee be formed to discuss the board member selection process.

Linda Crandell commented that being a board member is a public position. Other board members should be able ask questions directly to the board member candidates and listen to the answers given.

After more conversation it was decided that this topic will be discussed in greater detail at the next board meeting.

B. Tax levy update

On Thursday at 1:00PM there will be a meeting of the Tax Levy Oversight Committee. Two items will be discussed. An electric patient lift for the Memory Care and outdoor furniture for Clatsop Retirement Village. The CRV LLC could be utilized for the furniture instead of levy funds. Cost for the furniture is \$11,000.00.

Roy Little suggested that the LLC fund should be used, keeping levy funds in reserve.

Mike Aho noted that the LLC fund continues to grow about \$6000 per month. This fund can only be used for the Clatsop Retirement Village property.

Mark Remley suggested that the LLC fund could also be considered regarding the construction of the Porte-cochere at CRV as well.

Channon Larson shared details for the Porte-cochere project. To date no levy funds have been spent on this project except \$3000.00 for the architect to begin his work. The soil test has been completed for the Porte-cochere project at CRV for \$6000.00. This expense has not been paid yet. He recommended that the LLC funds be considered for this construction project. Mark Remley and Channon Larson have a meeting with the architect to discuss proceeding with the project. Possible start date for the project will be in August.

Roy Little asked about the eMAR project and why it is in dispute?

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Mark Remley explained that the Matrixcare eMAR and e-prescribing software cannot be used for Clatsop Retirement Village of Clatsop Care Memory Community. The software does not meet the regulatory requirements. It has been requested to Matrixcare that funds spent for eMAR and e-prescribing at CRV and CCHR date be refunded. New software will be reviewed with the intention of discontinuing using Matrixcare. The Districts accounting software will also be reviewed for possible replacement.

Roy Little suggested that whatever electronic health records solution is decided upon, it should be universal and work for all the facilities.

Mike Aho asked if legal council should be sought regarding the returning of the funds spent for the failed eMAR implementation plus the labor and time spent.

Mark Remley said this is a possibility but will wait and see what the response is from Matrixcare.

C. FY 20/21 Budget

A brief Zoom meeting will be held Tuesday June 16th at 5:00PM to approve the new budget.

Mark Remley shared some details. The budget has been sent out to all board members for review.

Mike Aho asked, what is the District charge of \$89,000 for accounting?

Mark Remley stated that \$50,000 for Moss Adams auditors and the other \$30,000 if for the accountant Meredith Johnson. Mark Remley will email details regarding this to Mike Aho.

Chuck Meyer asked, what is the status of the CCHD Foundation?

The Foundation is a 501c3 that a previous administrator Anita Schacher set up for educating the community about the Health District and receiving donations that benefit the Health District.

Mark Remley commented that Clarissa Johnson is going to pursue revitalizing the foundation, growing it and identifying how to utilize it effectively.

Roy Little asked why nursing expenses are down by up to 11% across the board. He asked is it due to a reduction in nursing staff?

David Miller commented that it is due to a decrease in using agency staff and not due to reducing nursing staff on payroll.

Channon Larson stated that the nursing expense decrease for the Retirement Village and the Memory Care is due to managing overtime better and being more efficient in the nursing departments. There was a resident at Memory Care that required one on one staffing which elevated costs. That resident is no longer at the facility.

D. Work session update

This will be discussed at a future time when we are past the current situation.

E. Dialog on Care Center future

This will be discussed at a future time when we are past the current situation.

VII. BOARD NOTATIONS CLOSING COMMENTS

Roy Little expressed appreciation for Jacqueline Devaney’s service as a member of the board and he is glad she is working at the care center as a charge nurse.

Mike Aho expressed appreciation for Aidan Health services work and support this past year.

Paul Radu recommended that staff members receive a bonus of hazard pay for the tremendous ongoing hard work during the Covid-19 pandemic.

Mike Aho agreed with Paul. Staff members should receive a bonus of hazard pay in the same amount as the Holiday pay last year and made a motion to give this to staff. Chuck Meyer seconded. All were in favor and said aye.

A second hazard pay bonus for staff will be considered in September.

Many board members expressed appreciation and commended all staff members for continuing to work hard and caring so much, despite the challenges covid-19 has brought to the Health District.

VIII. ADJOURNMENT

Chuck Meyer made motion to adjourn, Mike Aho seconded the motion. The meeting was adjourned at 7:38 PM

Chair

Date

Secretary

Date

Minutes recorded by Mike Kerwin CTO