

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
June 4th, 2019
Regular Meeting Minutes**

I. CALL TO ORDER

Allison called the meeting to order at 06:20 pm at Clatsop Care Health and Rehabilitation .

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	E	Channon Larson Aidan Health Services	P
Paul Radu	P	David Miller Administrator CCHR	P
Mindy Stokes	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:	
		Deanna Lounsbury	
		Melissa Schacher	
		Star Rider	
		Keyaho Rohlfs	

Executive session completed

Allison noted that the Executive session has concluded. And called the meeting to order 6:20PM

II. CONSENT AGENDA

A. Agenda Approval

Mindy requested amending the agenda, in the interest of time, Administration reports not be reviewed with the exception of board member questions for the Administrators. Marks CEO report will be reviewed as per normal process.

Mindy made a motion to approve, Allison seconded.

B. Approval of Regular Meeting Minutes

Linda made a motion to approve, Mindy seconded.

III. ADMINISTRATION REPORTS

A. David. Please see his report for details.

Roy asked that Administration information provided to the board members be standardized in the same format, utilizing more graphics and not just numbers. He would like the data to reflect historical information year over year for reference purposes.

Linda asked, what is our primary source for job applicants?

Several different avenues are utilized, primarily Indeed.com as well as local advertising in the newspaper The Astorian, Workforce Oregon, sign boards outside the building and word of mouth.

B. Channon. Please see his report for details.

C. Jennifer. Please see her report for details.

D. Debi. 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 census had increased to 31 at CCHR then dropped back down to 28. Lack of qualified CNA staff is still the challenging issue. More ongoing efforts are being made to recruit nursing staff at the Care Center. Pardue Construction will begin Monday with the repairs to the siding at CRV. The delivery of the new bus has been delayed due to the weather conditions in the Mid-West.

Linda requested that photos be taken of before and after levy funded projects to promote this to the community.

There was discussion about the Logo wrap on the bus, possibly adding a tag line "Your tax dollars at work" or "Thank you Clatsop County Residents!". It was recommended that there be a ribbon cutting ceremony and adding pictures of it to the website to promote it to the community. Clarissa already has prepared a press release for when the bus arrives.

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

Mark drew attention to the tax levy specific income and expenditures spreadsheet for the board to review. This will be a regular addition to the board packet.

Many board members requested a different financial report format, one that presented more detail using graphs so that it is easier to understand. These should include. What was spent this month. What has been spent year to date. And what is the amount that was budgeted.

IV. BOARD OF DIRECTORS - ACTION ITEMS

A. Budgets presented

Mark handed out the budget binders and this was reviewed and discussed by the board. The Administrators presented an overview of their budget messages and the priorities in their budgets.

Mark is going to add some categories rather than specific details to the spreadsheet that he handed out. This will have running totals about the tax levy income and expenses by category. Mark will also contact Moss Adams regarding the things discussed.

Allison referenced page 6 of the budget. Benefits for all departments are budgeted at current rates with CCHR continuing to pay 100% of employee premiums. Allison has received feedback from staff members that out of pocket expenses are quite high and the process for getting reimbursement for some of that deductible is needlessly complicated. Allison recommends the benefit package be reviewed and see if the out of pocket expense can be reduced for employees.

Star noted that she was never fully reimbursed for many of her medical expenses last year. And that it is terribly difficult to wade through the process.

Roy asked if the budget might need to be more conservative with the upcoming regulation change, Patient Driven Payment Model.

Mark commented he does not anticipate needing to change the budget for this and it should be neutral in its effect.

Allison suggested that actual amounts spent from previous years be available in future budget information given to the board.

Channon was asked why there has been an \$80,000 increase in maintenance costs for Clatsop Retirement Village. This it is due to deferred projects that needed to be taken care of.

Mark presented the resolution to approve the budget.

Roy requested that preliminary budget documents be available earlier in advance.

Linda would like to have a budget work session meeting next year in advance of the budget approval to discuss only the budget.

Roy made a motion to approve the resolution 2019-2 with the stipulation that the resolution sequence numbers be confirmed and corrected if needed. Linda seconded. All were in favor.

Linda made motion to approve resolution 2019-3. Jacqueline seconded. All were in favor.

Linda made motion to approve resolution 2019-4. Roy seconded. All were in favor.

Linda made motion to approve resolution 2019-5. Roy seconded. All were in favor.

Resolution 2019-2 Adopting the Budget, resolution 2019-3 Making Appropriations, resolution 2019-4 Imposing the Tax and resolution 2019-5 Categorizing the Tax were all approved and are on file at Clatsop Care Health and Rehabilitation 646 16th Street Astoria OR 97103

B. Aidan Contract

Mark commented, the contract now clarifies in section 3.2 that the fee of 6% of gross revenue shall not include tax revenue, timber tax, tax levy money, interest, or any other non-patient care revenue.

Section 3.6 the nurse consulting days have been increased from 4 days – 6 days at no increase in cost for the District.

Linda would like a breakout of the nurse consulting hours provided by Aidan Health services.

Regarding the duration of the contract, section 4.0 states the contract will be 2 years in length beginning July 1st, 2019 until June 30th, 2021. Many views were expressed with 1 – 3 years being the preferred length of time.

Mindy recommended no more than a 1 year contract be approved for Aidan.

Roy made motion to approve a 3 year contract term, Paul seconded. Roy and Paul voted for a 3 year contract. Mindy, Allison and Jacquelin voted against a 3 year contract term, Linda abstained. Motion to have a 3 year contract term failed.

Paul made motion to approve a 2 year contract Linda seconded. Paul, Linda Jacqueline, Roy and Allison voted to approve a 2 year contract term. Mindy voted against a 2 year contract.

Motion carried, Aidan Health Services contract will be for a 2 year term.

Mark commented that section 16.0 has been changed from the manager reporting weekly to monthly.

C. Policy updates

Mark handed out the company credit card policy and the cash reconciliation policy.

The company credit card policy has been updated to reflect that if a department makes a purchase for another department it must be signed off by the receiving manager. Mark will then review all visa charges to confirm this is being done.

These policies will be reviewed at the board meeting in July.

V. GENERAL DISCUSSION

A. Election results

Paul, Linda and Jacqueline were reelected to their board positions. Chuck Meyer was elected, filling the vacancy with Allison leaving the board. Next month the swearing in for board members will take place. A new board chairman will be elected as well.

B. Levy expenditure update

Items on the levy spreadsheet were discussed earlier in the meeting.

C. Bond update

Linda recommended that a levy advisory committee be created that will include residents of our community meeting on a quarterly basis. This will promote and communicate all of the services and the things Clatsop Care Health District is doing. It was recommended that Clarissa be involved in this committee. Possibly promoting this on the CCHD website and in the newspaper.

Allison asked Linda to proceed with creating this oversight committee.

Roy motioned to create this committee Allison seconded. All were in favor.

VI. PUBLIC COMMENT

None

VII. Board Closing Comments


Much appreciation was expressed for Allison's service on the Board of Directors as well as for the many years she worked for the Health District.

Allison thanked everyone. She commended David for the great job with the flower pots and plants out front, stating the building looks loved and lived in.

Linda thanked all the Administrators and Mark for the tremendous hard work on the budgets and financial information.

VIII. ADJOURNMENT

Linda motion to adjourn, Roy seconded the motion. The meeting was adjourned at 8:36PM

Chair 

Date 7-2-19

Secretary 

Date 7-2-19

Minutes recorded by Mike Kerwin CTO