

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
July 7th, 2020
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 05:00 PM via Zoom meeting.

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
Megan Lampson	P	Jennifer Williams Administrator CCMC	P
Chuck Meyer	P	Debi Martin IHC Director	E
		Mike Kerwin CTO	P
		Clarissa Johnson Community Outreach Dir	P
		Other staff	
		Irene Selbrede Director of Nursing	

II. CONSENT AGENDA

- A. Agenda approval. Chuck Meyer made a motion to approve, Roy Little seconded. All said aye.
- B. Approval of regular meeting minutes. Roy Little made a motion to approve, Paul Radu seconded. All said aye.

Mike Kerwin will edit the June 2nd and June 16th minutes per the requested changes.

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.

Board Chair will read any emails previously sent at this time to 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 public comments received via email.

IV. ADMINISTRATION REPORTS

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

David Miller introduced the new Director of Nursing Irene Selbrede. She will fill an important position at the care center, and he looks forward to working with her. He noted that a new assessment tool is being utilized to provide guidance to nursing staff to know when and under what circumstances PPE should be worn by staff.

Roy Little asked, is the assessment protocol backed by the state?

David Miller stated the assessment protocol is based on best practice. The risk assessment tool allows the facility to document that all residents are being monitored for symptoms and to protect staff and residents.

- 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.
- D. Debi Martin was not available to attend this board meeting.

Mark Remley noted that census hours for In Home Care are consistent with last month.

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

Mark Remley stated, nurse consulting hours will likely be higher at the Care Center with the hiring of the new Director of Nursing.

The state of Oregon is in the process of selecting a lab to provide testing for all residents and staff in nursing facilities. The commitment at this point is to have Medicare/State pay for the initial phase of testing. This initial testing must be complete as of September 30th. After this date all staff members must be tested every month, the cost for this testing the health district is responsible for paying.

Admission agreements for community-based care facilities must be updated to reflect that there is no direct visitation by family members during the Covid-19 outbreak.

There was some discussion regarding timelines for relaxing some of the restrictions currently in place. There are no changes expected at this time regarding visitors being able to enter the building.

Roy Little asked Mark Remley, do you have any more information regarding mandatory Covid-19 testing for staff?

Mark Remley stated, for liability reasons, the facilities will require testing for all staff on a monthly basis.

Linda Crandell asked, will health insurance cover the cost of testing staff?

Mark Remley has not received a response regarding this.

Residents will have the option to decline the Covid-19 test, if they are tested, the resident's insurance will be billed for this.

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

Federal stimulus funds have been received. There is no current guidance regarding tracking the use of the funds. Mark Remley is creating a tracking method for those funds before any of the money is utilized.

Mark Remley stated, there was an error by the auditors in how the levy / permanent tax funds were allocated. A notation will be made, and this will be corrected by the auditors. No other follow up is required.

Mike Aho asked, is the lower balance of the Retirement Villages LLC account related to the purchase of the outdoor furniture?

Mark Remley confirmed the balance is lower for this reason.

Roy Little noted, in some of the HR reports, there are initials of staff members. He recommended that these be de identified more than these documents currently are.

There was some discussion as to the frequency and what information should be in the HR reports for board members.

Linda Crandell asked board members to email her regarding what documents and information members would like included in future board packets.

1. Loan note for Memory Care

Mark Remley commented, when the memory care opened a \$300,000.00 loan note was taken out for startup expenses. In November the balance on that loan note will be \$90,000.00. Mark Remley asked if the loan should be refinanced or paid off? A three-year finance rate is 3.65% He recommended refinancing the loan.

Mike Aho asked, what is the rate of return for the LGIP account? What is the loan note for the memory care secured with?

Mark Remley stated that the rate of return is 1.49% for the LGIP account. The loan note is secured by the Health District which includes the 16th street building.

After some discussion, board members recommended that the loan note be refinanced, and cash be held in reserve.

Mike Aho asked, is there an early payoff penalty for the loan note?

Mark Remley confirmed there is no early payoff penalty. Mark Remley will present this information at the next board meeting.

2. Water heaters at CRV

Channon Larson commented, there has been ongoing difficulty maintaining two of the original water heaters. Both were leaking and causing damage to the room below. Two water heaters were purchased and installed. The cost was \$18,600.00. Replacing them will prevent future damage as well free up the staff time trying to maintain the old units. The funds for this purchase will be taken out of the HUD program money.

G. Covid-19 Update – Mark Remley

Mark Remley commented, Channon Larson and himself are working on getting part of the Federal Stimulus package for Assisted Living and Residential Care Facilities. An NPI (National Provider Identifier) number was needed to submit this application. The Care Center as well as In-Home Care already had an NPI number, we were able to add the memory care and retirement village. Now that this is complete, we will begin working on the application to receive these dollars. How I understand it at this point, is we will receive a grant of 2% of our 2019 revenue. There are also line items to identify lost revenue and the increased expenses specific to COVID-19.

V. ACTION ITEMS

- A. None

VI. DISCUSSION

- A. Open Board position

No applications have been received since the last board meeting.

Linda Crandell has been speaking to someone about applying to be a member of the Board of Directors. She encouraged that person to look at the application on the website. Linda Crandell also noted that two board members have not sent a photo and a bio over to Mike Kerwin to have added to the website. She requested that they follow up regarding this.

- B. Tax Levy Update

Channon Larson commented, a basic design for the Porte-cochere has been agreed upon. The architect is going to supply drawings next week that can be sent out to contractors for a request for proposal to be sent out. Channon Larson will bring more details to the next board meeting.

These plans will be sent out to board members for review before it's sent out to get proposals to build.

Regarding medical records and eMAR. A Zoom meeting will be held July 21st to review Point Click Care, for replacing Matrixcare electronic health records. Point Click Care will meet all the facilities medical records needs, not just the care centers.

C. QAPI update

Mark Remley explained. QAPI (quality assurance and performance improvement) is a process of meeting quality standards and being proactive in continuous improvement in care. A document about QAPI was included in the board packet and this new process was reviewed. An interdisciplinary team that can include medical director, pharmacist, Board Member appointed by the Board Chair, and the employees of the facility up to and including department heads and line staff members as invited by the QA committee. Things like skin health, events like falls, abuse reporting, resident complaints and grievances and other regulatory systems governed by state and federal rules and regulations are reviewed. Reviewing these items once every quarter allows for CCHR to analyze trends and have more time to work on clinical improvements that show up in the quality indicators. This longer meeting will be held in the months of January, April, July, and October. A monthly meeting with the same interdisciplinary team will meet to focus on certain areas that that need improvement in the building.

After reviewing the document and some discussion about the QAPI program changes. Roy Little made motion that the board approve the proposal by management as the outline for the ongoing QAPI program. Megan Lampson seconded, all said aye.

D. Aidan Contract

Board members agreed, If the contract is going to be renewed again, it should be reviewed and discussed by the board. The current contract is in place till June 2021.

Paul Radu commented, the contract should be renewed.

Mike Aho commented, the contract should be renewed after a thorough review.

Roy Little commented, the cost for Aidan Health services has a lot of value during this pandemic. He recommends continuing with the contract, renewing for three years rather than just two.

Chuck Meyer is in favor of renewing the Aidan contract.

Megan Lampson is in favor of renewing the contract.

Linda Crandell is in favor of renewing the contract.

Mike Aho and Roy Little will be reviewing the contract and will report at the October board meeting.

Mark Remley will send out a copy of the contract to all board members.

E. Work session and Care Center future update – Set timeline and goals

Roy Little recommends that this topic is reviewed at the December 2020 board meeting, with the intention of being able to meet in person with all board members.

Chuck Meyer would like to have a status review performed of the 16th street building to determine if it is worth keeping and upgrading it or build a new facility.

All board members agreed that this topic should be discussed at the December meeting.

VII. BOARD NOTATIONS CLOSING COMMENTS

Chuck Meyer would like to pick up a printed board packet at the 16th street location prior to the next meeting.

Megan Lampson commended staff for Covid-19 preparedness and diligence.

Roy Little thanked all staff members for continuing to work hard despite the ongoing challenges due to Covid-19. He would like a copy of the 2020-2021 budget in a binder. Mark Remley will prepare one for him and let him know when it's ready.

Mike Aho recommends that Clatsop Retirement Village do more advertising to promote admissions and raise census. He also suggested that HUD money be used whenever possible instead of Levy funds.

Channon Larson and Mark Remley are going to review using HUD funds for some of the projects at CRV that have already been completed.

Paul Radu commended staff for continuing to work in a challenging environment and appreciates all the hard work during this Covid-19 pandemic.

Linda Crandell expressed appreciation for the members of the board that continue to care, communicate and work hard for the Health District.

VIII. ADJOURNMENT

Roy Little made a motion to adjourn. The meeting was adjourned at 6:30PM

Chair

Date

Secretary

Date

Minutes recorded by Mike Kerwin CTO