

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
August 4th 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
		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

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell requested that the agenda be modified to reflect added action items. In addition to the PPP loan.

Refinance Memory Care Loan.

Open Board Position.

Parking lease request at Clatsop Care Health and Rehab.

Chuck Meyer made motion to approve amended agenda, Megan Lampson seconded. All said aye.

B. Approval of regular meeting minutes.

Mike Aho requested a correction be made. On page 3 regarding the loan note for the Memory Care. The balance in November 2020 should be \$90,000.00 and not \$9,000.00

Mike Aho made motion to approve amended minutes, Chuck Meyer seconded. All said Aye.

Mike Kerwin will make changes to the August agenda and July minutes per the requests.

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 emails received from the public.

IV. ADMINISTRATION REPORTS

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

Megan Lampson commented, she uses a face shield in all areas of her employment and has noted they are not comfortable for long term use. She asked David Miller, are goggles available for staff?

David Miller stated. Yes, goggles are available for staff to use instead of a face shield if needed.

- 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 provided an update on In home care. Please see her report for details.
- E. Clarissa Johnson provided an update for community outreach activity.

Clarissa Johnson has been working on increasing visibility with new advertising for Clatsop Retirement Village. This is being promoted both in the Coast Business Journal and in the Astorian.

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

The Care Center received just over \$12,000.00 from SAIF regarding reimbursement for Covid-19 expenses.

The auditors from Moss Adams are beginning their field work for the next audit. This will all be done via remote with no onsite visit.

Mike Aho asked, why is the reported Timber tax \$50,000 even? On the year to date income statement CRV materials and supplies, there is an asterisk but no explanation. What is this for? Will the fees Moss Adams charge be less since there is more work by the District staff to gather information and report to the auditors?

Mark Remley clarified. The \$50,000.00 is an estimate and the exact amount will be on the year end statement. Regarding the asterisk on the YTD report, he will need to find out and report back. Moss Adams will not be charging less for the audit as there is increased work on both sides.

Linda Crandell asked. Why are personnel services for all the facilities higher overall?

Mark Remley explained. It is due to Covid-19 and the extra work involved.

H. Mark Remley Covid-19 update.

Mark Remley has consulted with the Aidan Health Services attorney. A preliminary addendum has been created for the employee handbook. It will give clear details that monthly Covid-19 testing is a requirement for employment with the health district.

The protocol for outdoor visits for residents and family members is now in place. Indoor visits, in the event of end of life compassionate care, is still not very clear and details still need to be worked out.

Mark Remley has been speaking with Paul Radu, and options are being discussed for when the weather starts getting colder. Possibly negative pressure airflow and plexiglass set up in a room inside the building.

District wide all residents and staff must be tested for Covid-19 by September 30th.

Roy Little asked. With the State testing mandates, is the State going to prioritize LTC health care facilities to have adequate / timely testing available?

Mark Remley commented. Having multiple lab providers is a good option. If one lab cannot provide what is needed another lab could be used. Preferably one that can provide results of tests within 72 hours.

Chuck Meyer asked. Regarding the room with negative pressure air flow. Could a tent be set up outside and utilized in the same way to protect residents?

Mark Remley commented. He has discussed this with Paul Radu as an option as well.

Mike Aho asked. Is the state allowing input from long term care facilities regarding Covid-19 protocols?

Mark Remley stated. It depends on what the guidance has been. Things such as eye goggles being required, this was put into place by the Oregon Health Authority without any input from

any LTC facilities. The Oregon Health Care association is attempting to involve and get input from LTC providers, prior to rules being put into place.

Channon Larson commented. A FEMA grant request has been submitted. The amount of the project was \$149,000.00 and the grant will reimburse 75% of this. The amount of reimbursement will be \$110,000.00 to help recover the cost of Covid-19 to the District. \$45,000.00 of these funds is to cover some of the cost of Covid-19 testing.

V. ACTION ITEMS

A. PPP (paycheck protection program)

PPP has been available since the Covid-19 outbreak. After some further research, Clatsop Care Health District does qualify for this program. This will allow us to keep employees on payroll even with the declining census. The expected funds for the district are a little over \$1,000,000.00. These funds can be used for payroll, rent, health insurance and utilities. These funds need to be used within twenty-four weeks. At the end of twenty-four weeks, the District can request forgiveness of this loan.

Roy Little moved to pass resolution 2021-1 Mike Aho seconded the motion.

Mike Aho voted to approve, Chuck Meyer voted to approve, Megan Lampson voted to approve, Paul Radu voted to approve, Linda Crandell voted to approve, Roy Little voted to approve. The resolution passed unanimously.

August 4, 2020- Approval to move forward with applying for a Paycheck Protection Program Loan — Resolution No. 2021-1

BE IT RESOLVED, that the Board of Directors of Clatsop Care Health District hereby approves Mark Remley, CEO to apply for the Federal Paycheck Protection Program Loan through Columbia Bank and sign any necessary documentation in regard to this.

B. Refinance Memory Care Loan

This is a resolution to refinance the original loan that was received by the Memory Care when it opened in 2015.

Mike Aho made a motion to pass resolution 2021-2 Paul seconded. All said aye in favor to pass this resolution.

Roy Little voted to approve, Chuck Meyer voted to approve, Megan Lampson voted to approve, Paul Radu voted to approve, Linda Crandell voted to approve, Mike Aho voted to approve. The resolution passed unanimously.

August 4, 2020 – Extension on line of credit and pledge of Real Estate as collateral with Mark Remley authorized as contact. – Resolution No. 2021-2

BE IT RESOLVED, that the Board of Directors of Clatsop Care Health District hereby authorizes Mark Remley to negotiate the terms of a credit line extension, and to sign and execute documents with Columbia Bank on behalf of Clatsop Care Health District. The Board of Directors approves CCHD properties and real estate to be presented as collateral to this end, and further authorize the extension of the exiting matured facility.

C. Open Board position

To date there have been two applications received for the open board member position.

Roy Little made a motion that the board position opening be extended until the September 2020 meeting. Chuck Meyer seconded the motion. All said aye in favor.

D. Parking lease at Care Center

A request has been made by a private home owner to use a small portion of Clatsop Care Health and Rehabilitations property on Grand Ave to park vehicles on.

Chuck Meyer expressed some concern regarding private use of District property.

Mike Aho suggested, on street parking closer to that home will likely be utilized. Off street parking is a current requirement by the city. The land owner is trying to meet that requirement.

Roy Little asked. If the District grants off street parking access, do any improvements need to be made to the property that would be the Districts responsibility?

Mark Remley will contact the city regarding any requirements and report back.

Linda Crandell commented. The city of Astoria's parking requirements does not coincide with State law, so this would be a temporary situation.

Pau Radu stated. There is too much time being spent on this. He recommends that the District not proceed with the off-street parking lease.

Linda Crandell called for a vote on whether to proceed getting more details or not. Mike Aho voted no. Paul Radu voted no. Roy Little voted yes. Chuck Meyer voted yes. Megan Lampson voted yes. Linda Crandell voted yes.

Mark Remley will follow up with the City regarding requirements. This will be discussed once more details are available. If it is decided to move forward and approve the off-street parking lease. A contract will be drawn up for the home owner and the price will be approximately \$45.00 per parking stall.

VI. DISCUSSION

A. Tax levy update

Channon Larson shared details regarding the Porte Cochere. The project has been sent out for bids. It is advertised in the Astorian M-W-F as well as a Portland architectural journal. To date there have been two contractors who requested more information to submit a bid. More information regarding the cost will be available at the September board meeting.

B. Memory Care Accounts

There has been fraudulent activity for the Memory Care bank accounts. Mark Remley has met with and continues to communicate with the bank. Columbia Bank has reimbursed the Memory Care accounts. Additional security has been put in place to protect the funds for a fee of \$50.00 per month per account. There are still outstanding fraudulent checks that are in circulation that will be taken care of. Due to both the fraudulent activity and these extra fees the bank intends to charge. It was recommended that another banking institution be contacted to serve the Districts financial service needs.

Before making any changes, Mark Remley will gather information about other banking options and bring details back to the board for the next meeting.

C. Memory Care Property updates

Mark Remley showed the Osburn plumbing site development plan. Traffic issues and aesthetics of the new development were discussed. The city of Warrenton might require the access road, which is currently described as an ally access, be upgraded to a fully developed street with sidewalks and street lamps.

Roy Little asked. Does the Health District have any leverage to request / require enhanced privacy screening?

Mike Aho suggested that the city of Warrenton planning commission be approached, and it be requested that the access road requirement be changed from an ally to an approved street.

Paul Radu noted that the District contributed a significant amount of funds for the pump station on the corner of the property. As businesses hook up to that pump station, funds are supposed to be reimbursed to the District for that cost.

Linda Crandell recommended that a letter be sent to the Warrenton planning commission, listing all of these concerns.

Mark Remley suggested that as a board, a letter should be written including resident family members concerns / opinions and submit it to the Warrenton City planning commission.

There is a scheduled planning commission meeting at the Warrenton City Hall Thursday August 13th at 6:00PM. Roy Little, Mike Aho and Chuck Meyer will be attending this meeting. They will ask questions and express the Districts concerns. The information from this meeting will be shared at the September 1st board meeting. City of Warrenton website <https://www.ci.warrenton.or.us/pc>

There are many things regarding this project that could affect the Memory Care Facility that at this time are unknown. This project will continue to be monitored and discussed as it develops.

VII. BOARD NOTATIONS CLOSING COMMENTS

Board members expressed appreciation for Aiadan’s efforts in applying for and qualifying the health district for covid-19 relief funds.

Several board members suggested being ready to put an offer down for the property adjacent to the memory care. In the event that the Osburn site development out by the Memory Care facility is not successful. With the intention of building a new skilled nursing facility on it

Megan Lampson is happy that there are no cases of covid-19 in any of the facilities and is proud of staff for working diligently to keep it that way.

Linda Crandell requested a picture and short bio for two board members be sent to Mike Kerwin to be posted on the website. She also noted there is something lacking when not meeting face to face for the board meetings. She would like to find a way to meet social distancing requirements and still meet in person and asked other board members to be thinking about this.

Mike Aho recommends that all board members go to the Warrenton planning commissions website and review the last agenda in preparation for the planning commission meeting on Thursday August 13th.

VIII. ADJOURNMENT

Roy Little made motion to adjourn, Chuck Meyer seconded the motion. The meeting was adjourned at 6:45 PM.

Chair

Date

Secretary

Date

Minutes recorded by Mike Kerwin CTO