

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
November 27, 2017
Regular Meeting Minutes**

I. CALL TO ORDER

Heather called the meeting to order at 12:00 pm at Clatsop Retirement Village

A. Roll Call

Members Present:

Heather Reynolds
Mike Aho
Paul Radu
Allison Sansom
Dr. Roy Little
Jeff Hazen

Also Present:

Mark Remley, Aidan Health Services
Lee Garber, CCC Director
Debi Martin, IHC Director
Jessica Klein, HR Director
Sharon Jackson, CRV Director

Members Excused:

Mindy Stokes

Members of the Public:

Keyaho Rohfls
Jo Banta
Ron Meyer
Karen Hart

II. CONSENT AGENDA

A. Agenda Approval

Dr. Little requested to add the Building Committee to the agenda.

B. Approval of October Regular Meeting Minutes

Dr. Little noted a change to the spelling of Don Morden's name in the last minutes. Lee asked to be added to the attendance as he was present.

Heather called for a motion to approve the consent agenda and October 23, 2017 Regular Meeting Minutes as amended. Dr. Little made the motion. Allison seconded. The motion passed unanimously.

III. ADMINISTRATION REPORTS

- A. Lee provided an update on Clatsop Care Center. Please see the written report for details.

Heather and the Board offered their congratulations to Jade for being the Employee of the Quarter, and their gratitude for all her hard work.

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

Heather asked how Halloween and Thanksgiving were celebrated. Sharon stated that we had quite a few Trick-or-Treaters come to the facility, and the residents really enjoyed passing out candy. For Thanksgiving, we gave away several gift baskets with donated goods and turkeys for our staff. Families were able to reserve space to come in and enjoy a Thanksgiving meal prepared by our staff with the residents.

- C. Mark provided an update on Clatsop Care Memory Community. Please see the written report for details.

Allison asked whether Linda, the interim Administrator for Memory Care, is an Aidan employee. She will be an employee of the Health District. Allison also asked where the position is posted and when the post will close. Jessica stated that it is posted on Indeed and Craigslist, and will soon be on our Facebook page. The posting will stay open until the position is filled.

- D. Debi provided an update on Clatsop In-Home Care Services. Please see the written report for details. The only change to her report is that her current census is 50 and she has 4 evaluations coming up this week.

Paul asked whether it's common for the background checks to take this long to come back. Debi stated that she had reached out to the BCU to find out why this is taking so long. The response she received is that funding has been denied and their department has also had to take on children's services. The return time on background checks is currently over 6-weeks out.

- E. Mark provided a CEO report to the Board. In addition to the detailed written report, Mark noted that he is going through the property liability renewal process to obtain bids from Dave Munson, our broker. Mark is working with Jessica to put together a plan for a Holiday party for our staff.

Allison asked if there is a rationale behind the change from episodic payments to RAC payments. Mark stated that the change has been expected, and that previously, there were RAC audits to determine whether a particular level of care was necessary to ensure that facilities weren't holding on to residents in order to make a profit. Payments will now be based on patient diagnosis codes.

Dr. Little stated that accurate coding is a necessity, and asked whether we will be coordinating our coding with the hospital to be on the same page when we admit new residents.

- F. Mark provided an update on the financials. September resulted in a loss of \$61,000. After amortization and depreciation, the loss is reduced to approximately \$10,000 for the month of September.

We also received a 20k tax dividend from Wauna.

Heather asked whether we're able to gauge where we're at for October. Mark is hoping to have the October financial report and cash report ready by the end of the week.

IV. GENERAL DISCUSSION

A. Employee Communication

Allison stated that she has received feedback from employees as well as residents, and she had reached out to Heather to find out what our protocol is for handling information that is received by the Board.

Heather stated that the Board has not previously had a discussion on how to handle complaints or comments that are reported to the Board from employees and community members. Heather asked whether the Board should have a formal policy on how to address complaints given directly to the Board.

Dr. Little suggested the Board Member that the reporting individual, then relay the information to the Board chair, who would relay to the CEO, who would then report it to the supervisor.

Paul stated that if a personnel issue is the issue being reported to the Board, it should be reported directly to Mark as the CEO and the Board should not be involved. Allison concurred.

Mark stated that the feedback he receives from Administrators is to push the individuals back to the Administrators to not undermine the autonomy given to them.

B. Organization Chart

Channon Larsen oversees Memory Care and the Retirement Village. Erica Knepper oversees In-Home Care. Mark oversees the Care Center. He also oversees finances, human resources, and information technology.

Mike asked that voters of the county be placed above the Board.

C. Aidan Cost

Mark was asked to provide an itemized bill for any Aidan services rendered outside of the management fee. He provided an itemized bill for September. Some of the additional costs included several nights in a hotel, and additional nursing hours.

Mike stated that he was not able to match the percentage Aidan was paid in September to the revenue (minus tax revenue). Mark will verify that the amount Aidan was paid is correct.

D. Satisfaction Surveys

Mark is working with Jessica to implement Pinnacle's employee satisfaction survey for each facility. We are considering incentivizing the survey to get a higher response rate from our employees.

Allison asked whether fish has been included in the menu. Sharon stated that it has been offered.

Mark asked what the Board is wanting to see from the Resident Satisfaction Survey. Jeff stated that if any of the categories are consistently going down, he would like to review comments. Mark will provide this to the Board with the names redacted.

E. Building Committee

Dr. Little met with the Peace Lutheran pastor regarding any plans they may have for their property and whether it may benefit the Health District. The church does not have any solid plans thus far. They will stay in touch once they have more information

VI. PUBLIC COMMENT

Ron Meyer asked Mark if the website could be kept up to date with the meeting minutes and financial statements. He asked whether the organizational chart could be made available to the public. We will add it to the website.

Ron stated that he believes a 12pm Board Meeting on a Monday is difficult for the public to attend, and asked if the Board would consider changing the meeting to a different time. Dr. Little stated that we have had more public turnout during our daytime meetings rather than evening hours, but they will add this to the agenda for the next Board Meeting.

Jo Cross-Banta apologized to the Board and stated that she did not intend to make any of the Board Members feel uncomfortable by sharing some issues that had arisen. She was unable to talk to her supervisor about her concerns, and had spoken to HR did not feel that her concerns were being addressed. Karen

Karen Hart stated that she has concerns related to hygiene and her mother's wellbeing. Mark is working with Karen to address her concerns.

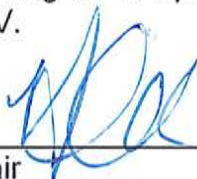
Karen and Pat Pram raised a concern about pre-employment screening, particularly drug screening. The Board will review our Drug and Alcohol-Free Workplace policy and discuss at the next Board Meeting. Allison noted that it has always been the policy of the Health District to drug and alcohol test employees whenever there is reasonable suspicion of abuse/use. Jessica also noted that all employees undergo a comprehensive criminal background check on a state and federal level.

Allison asked how often Channon is in the facilities. Sharon stated that he is always available, and that it varies how often he is in the facility.

VII. ADJOURNMENT

Paul made the motion to adjourn the meeting. Jeff seconded. Heather adjourned the meeting at 1:25pm. We will meet at CRV on Monday, December 18th, 2017 at 12pm CRV.

Chair



Secretary

Date

12.18.17

Date