

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
December 18, 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
Mindy Stokes
Dr. Roy Little

Also Present:

Mark Remley, Aidan Health Services
Channon Larsen, Aidan Health Services
Debi Martin, IHC Director
Lee Garber, CCC Administrator
Sharon Jackson, CRV Administrator
Linda Fortune, Interim CCMC Administrator
Jessica Klein, HR Director

Members Excused:

Allison Sansom
Jeff Hazen

Members of the Public:

Karen Hart
Ronald Meyer
Keyaho Rohlfs

II. CONSENT AGENDA

A. Agenda Approval

Heather would like to add item E.) Aidan Evaluation to General Discussion.

B. Approval of November Regular Meeting Minutes

Dr. Little clarified a comment made last meeting which will be amended in the November minutes regarding coordination of coding with the hospital. In addition, Rack should be an acronym and will be changed to RAC.

Dr. Little made the motion to approve the amended December Board Meeting Agenda and November meeting minutes. Paul seconded. The motion passed unanimously.

III. ADMINISTRATION REPORTS

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

Dr. Little asked if the decline in admissions is seasonal or if there's another reason we've seen a decrease in numbers. Lee stated that in his experience, this time of year is typically slower. He stated that there have also been 4 admissions that were delayed due to additional medical issues prior to discharging from the hospitals.

Mindy stated that she talked to a long-term employee of the Care Center on Friday who said that morale is higher and attributed the changes to Lee's leadership.

Mike concurred and stated that a 40% increase in revenue in 4 months is impressive.

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

Mike asked about the wait list and available rooms. Sharon stated that she believes they will be at full-capacity again shortly.

- C. Channon and Linda provided updates on Clatsop Care Memory Community. Please see the written report for details.

Mindy asked whether we have an Activities Director. Channon confirmed that we have a full-time Activities Director, and we have a light-duty employee helping in the Life Enrichment Department as well to increase resident engagement.

- D. Debi provided an update on Clatsop In-Home Care Services. Please see her written report for more details.
- E. Mark provided a report on Aidan's progress. Please see his written report for details.

Dr. Little asked if the tabletop emergency preparedness planning had gone as anticipated. Mark commended Mike Kerwin for the time and effort he has put into this project, and noted that there are no glaring issues. Dr. Little asked if there would be a summary or analysis that could be provided to the Board. Mark will request it.

Dr. Little asked about the changes being implemented regarding receiving payments. He asked whether there would be a delay in accounts receivable due to the upcoming changes. Mark stated that there shouldn't be a delay in receiving payments. He stated that there hasn't been a timeline set in place yet

Mike asked if the Memory Care note is secured. Mark stated that it is secured with the Care Center.

F. Mark provided an update on the financials.

Mike requested to see a statement of cash flow included in the financial reports going forward. Mike would also like to see a quarterly budget report as well.

Mike stated that the revenue for CRV was incorrect on the report.

IV. BOARD OF DIRECTORS ACTION ITEMS

None.

VI. GENERAL DISCUSSION

A. Board Meeting Time and Date

The Board will fill out their availability form and turn it in to Mark.

B. Pre-Employment Drug Screening Policy

Mark noted that our policy is one of the most comprehensive Drug and Alcohol policies he's seen. The only thing that he did not see in the policy was if there was a discrepancy in the medication room, if we would submit the medication aides to testing.

Dr. Little asked Jessica whether our policy is up to date and in compliance with state laws. She confirmed that it is.

Dr. Little asked whether the Board is comfortable with not performing pre-employment drug screens. Mindy suggested updating the policy to include drug screening individuals when there has been a possible diversion from the medication cart and having training classes for the Administrators and supervisors regarding enforcing our drug policy, and how to spot the symptoms of intoxication.

Dr. Little asked whether we have a reliable service provider for drug screening. Jessica confirmed that the Health District has used Helena's Drug Screening facility in the past.

C. Holiday Bonus

Heather relayed a message from Allison that though she was absent, she hopes the Board will move forward with the vote for employee bonuses before the Holidays.

Mark stated that he would like to hear Allison's input on the subject; however, being that they are holiday bonus', he would like to be able to provide these to employees prior to or around the time of the holidays.

An estimate for the suggested bonus amount came out to approximately \$25,000 for the entire District.

Paul motioned to accept proposal #2 for employee bonus'. Dr. Little seconded. The motion passed unanimously.

D. LGIP

Mark provided information on both types of levy that we can apply for. Mark stated that the question we need to ask ourselves is whether we will continue operating the skilled nursing facility at Clatsop Care Center, and if the answer is, "I don't know," or, "no," would it be wise to pursue the 5-year operating levy to save that money in order to pursue a different SNF building.

Mindy stated that her only concern with the levy is that she is unsure whether the community would be in support of the ballot if Aidan continues to work for the Health District. Heather stated that there are two types of levy we could apply for, and that the Aidan concern might influence the application for an operating levy.

Paul stated that he disagrees and would like to move forward with placing the request on the ballot. Mike concurred. He stated that he has not seen fallout from working with Aidan.

This will be placed on the agenda for the next meeting.

E. Aidan Evaluation

An evaluation of Aidan's progress since last April and the contract will be added to the agenda for the next meeting.

VII. PUBLIC COMMENT

Ron Meyer stated that we have a cash flow issue and that our credit ability is being called into question by the banks in our attempt to obtain a loan. Ron mentioned that he has business plans that could bring technology education to Astoria

Karen Hart stated that she was misquoted in the last meeting. *Note: The transcriptionist reviewed the recording of the November meeting and had correctly quoted Ms. Hart. Specific information related to a resident was withheld to protect the dignity of the resident.* Karen has an invoice that she will turn in to Mark.

Keyaho Rohlf, an employee, suggested having someone available to educate the public to clear up any questions or concerns they may have regarding the levy and Aidan. Regarding the Aidan contract, he stated that he would recommend the same thing. He said it should be made clear to the public what changes and improvements have been made since Aidan came on board, and what would be the alternative.

Keyaho stated that members of the public who are concerned about a for-profit agency managing our non-profit Health District need to be presented with the facts. Aidan's absence would mean we would need to hire another CEO and possibly several assistants and compare the cost.

VIII. BOARD CLOSING COMMENTS

Mindy would like to add workforce retention and hiring to the agenda next month.

IX. ADJOURNMENT

Dr. Little made a motion to adjourn the meeting. Paul seconded. Heather adjourned the meeting at 1:25pm. We will meet at Clatsop Care Center at 12pm on January 22nd.


Chair

Date


Secretary

Date