

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
December 8th, 2022
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:01pm via Zoom.

A. Roll Call: present = P excused = E absent = A

Board Members		Management	
Linda Crandell	P	Mark Remley, Aidan Health Services	P
Mike Aho	P	Kimberly Sornson, Aidan Health Services	P
Paul Radu	E	Clarissa Barrick, Administrator CCHR	E
Mary Nauha	P	Lauren Beard, Administrator CRV	P
Melissa Watson	P	Hannah Ross, Administrator CCMC	P
Chuck Meyer	P	Debi Martin, IHC Director	P
Megan Lampson	P	Michael Martin, Marketing Director	P
		Danielle Sampson, Front Office Coordinator	P
		Other staff	
		Melissa Schacher	P
		Members of the public	

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell asked for a motion to approve the December agenda. Chuck Meyer moved to approve the agenda and Megan Lampson seconded. All said aye.

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

B. Approval of regular meeting minutes.

Linda Crandell commented that on page 7 of the November minutes that the "403(b) needs to be changed to 407(b)". Mike Aho moved to approve the November 3, 2022, meeting minutes with changes and Chuck Meyer seconded the motion. All said aye.

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.

There were no public comments.

IV. ADMINISTRATION REPORTS

A. Clarissa Barrick provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details.

Kimberly Sornson gave an update on Clatsop Care Health & Rehabilitation. The census is currently at 30 residents and will be going to 31 on Monday December 12, 2022. We are evaluating which rooms will become two person rooms. The skilled census is at 9 residents currently.

Mike Aho asked if there have been any more people for the CNA class? Kimberly Sornson stated that there are 7 people signed up for the class and it will run from December 12th to January 16th. The CNA class will continue to be offered quarterly, that way we will be able to continue training CNA's.

Chuck Meyer asked how much it costs to employ a CNA per year. Kimberly Sornson commented that new CNA's start \$18.50 per hour, so approximately \$38,000 per year.

B. Lauren Beard provided an update on Clatsop Retirement Village. Please see her report for details.

Lauren Beard commented that 4 residents and 3 staff members have tested positive for Covid since the report. There continues to be weekly testing performed on staff and residents. The 1st elevator is fixed, has passed inspection and they are now working on the 2nd elevator.

Chuck Meyer commented that he has read about residents who wander and asked how that is managed in the facility. Lauren Beard commented that the staff know who wanders, so they do checks on them every 2 hours. If a resident has an increase in wandering, the staff will do 15-minute checks and that is when the conversation would start to look at moving the resident to the memory care.

Linda Crandell asked how many open rooms there are currently. Lauren Beard commented that there are 18 rooms open at this time.

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

Linda Crandell asked if we test regularly for the flu. Lauren Beard commented that there is not regular testing of the flu, only if symptomatic.

- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details.

Hannah Ross commented that the census is at 28 and will be at 29 by the end of December. There was also one more staff member that tested positive for Covid, but no other residents have tested positive.

- D. Debi Martin provided an update on In Home care. Please see her report for details.

Debi Martin commented that the census is up to 54 clients. There was one staff member and one client that tested positive for Covid.

Mike Aho asked what November hours were and they are going to be a little more than Octobers hours were.

Chuck Meyer asked if it is known why the hours from last year are higher than this year. Debi Martin commented that it is not known why they were higher last year than this year.

- E. Michael Martin provided an update for marketing. Please see his report for details.

Michael Martin commented that currently there is a district wide employee get together being planned for January 13th at High Life Adventures in Warrenton. The party will take place from 4:30pm-8:30pm, so that all different shifts can come to the party. Chuck Meyer commented that it is a great place and they have good food.

Linda Crandell asked if the 'CHR' on the marketing report was Human Resources. Michael Martin commented that it stand for Clatsop Health & Rehabilitation.

Linda Crandell asked who receives the inquiries from the 'Contact Us' on the Clatsop Care website. Michael Martin commented that they all come through to him and he send the inquiries where they need to go.

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

Mark Remley commented that for In Home Care hours, they were trending higher before Thanksgiving week and for November the hours will be about 25 hours lower. Currently an RFP is being put together to get a developer to assist with the new facility. The plan is to have more by the January 2023 meeting for the board to look at and approve. This will help in keeping the momentum going and get someone with more expertise to help us moving forward.

The Market study results are in, essentially telling us that the assisted living market in this area is oversaturated and there is a high demand for memory care. Mark Remley will send out the market study to all board members and if anyone would like a hard copy of the report, please see Danielle Sampson at Clatsop Care Center. The plan going forward is to have a Performa

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

completed at Clatsop Retirement Village to see which neighborhood would be the best and then the cost to transform that neighborhood into a memory care unit.

Mike Aho asked how many rooms are there in each neighborhood. Lauren Beard commented that there are 12 rooms. Mark Remley commented that when looking at the rooms, we want to look at should they be private rooms or shared rooms. We don't want to make the unit too large and take away from our other memory care facility.

Mike Aho asked if the Performa would be completed by the January 2023 meeting. Kimberly Sornson commented that the Performa would be ready to share with the board by the February 2023 meeting.

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

Mark Remley commented the property taxes are coming into the district now from the local tax option. When looking at each facility, the census is what's controlling our financials. Currently the care center is at 30 and going higher, the memory care is moving the right direction while they are budgeted at 26 but currently at 28, the retirement village is holding at 52 but budgeted at 55 and In Home has spent a lot of time on the float pool but now the focus can be back on getting hours up.

Mark Remley commented that the amount of stress that has been in all of the buildings, following the peaks and valleys of Covid has taken a toll on all the employees. The focus is getting our census numbers but how do we do that safely. We are slowly getting rid of agency across the district, and we see the hard work being put in across the district by everyone. Financially speaking the agency is the catalyst that's holding us back. The CNA class will help get rid of agency safely at the care center, while the float pool will continue to aid the other facilities with their staffing issues.

Linda Crandell commented that the real cost of agency comes from community-based care due to the reimbursement amount compared to the care center. Limiting agency at memory care and the retirement village will aid in doing better financially.

Mike Aho asked how much money was moved to the LGIP from the \$700,000. Mark Remley commented that \$300,000 for CCMC and \$200,000 for CRV.

Mike Aho asked how CRV is paying for the elevator. Mark Remley commented that the replacement reserve for CRV is being used for that repair.

V. BOARD OF DIRECTORS - ACTION ITEMS

No Action Items

VI. GENERAL DISCUSSION

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

A. Audit Update

Mark Remley commented that Mary from Moss Adams will be available for the January 2023 meeting via zoom. The audit is complete now, the MDNA needed to be put into the report but it will be emailed out.

B. Property Update

Mark Remley commented that within the next week we should have the test site information back from the architects for both test sites.

Linda Crandell asked if there has been any follow up from the realtor. Mark Remley commented that the last conversation we had it was decided that if neither of the test sites work for our needs, then get back to them because they have one piece of land that someone may potentially want to do a land lease. At the January 2023 meeting, we will be moving forward on what the next steps will be.

Chuck Meyer asked how big of a piece do we need for the new facility. Mark Remley commented that we could squeeze onto 3 acres, but 4 acres would be better.

C. Foundation

Michael Martin commented recruitment for the Foundation is beginning. The purpose of the Foundation needs to be narrowed down to around three or four purposes.

Mary Nauha asked if the board needs to have a work session on the purpose of the Foundation. Linda Crandell commented that a subcommittee could work on that, but the entire board does not need to work on that. Mary Nauha asked what the timeline for the committee would be and Linda Crandell stated that after Christmas would be good to start working on that. Chuck Meyer and Mary Nauha will be the sub committee to narrow down the purpose of the Foundation. Linda Crandell asked if Mark Remley would send copies of the bylaws to both as well. The subcommittee will have the information ready for the February meeting.

D. Employee Benefits

Mark Remley commented that there was another benefit meeting today (12/8) that has a list of questions and scenarios that need to be worked through. Once those are answered they will be forwarded to the committee members. The next meeting date has not been determined yet.

Mike Aho commented that he is very pleased with how it is turning out and that it will be great for the employees but also cost effective for the district.

E. CCC Priority List

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

Mark Remley commented that there was a call from a waterproofer last week, so we are in contact with someone to get the windows fixed. Shane Watson is waiting to hear back from Olson Asphalt to fix the asphalt in the back parking lot.

Linda Crandell asked is there was a timeline. Mark Remley commented that because we have no bids right now there is not. Once we get bids from the companies, we will have a better idea of what the timeline will be.

F. District Float Pool

Kimberly Sornson commented that we have hired 8 employees to the float pool, four are full time and four are part time. Three of the float pool employees are going through the CNA class. There has been a great response to the job postings. The float pool has aided in lowering agency needs in both the retirement village and memory care.

Linda Crandell asked who is running the float pool now that In Home Care is not. Kimberly Sornson commented that it is a group effort from multiple people in the district. Jeremy Parker is the one that does the reconciliation every payroll and gets the hours to Tiffany, who puts the financials into the correct facility. The calling and hiring part, he is doing as HR, then he schedules two weeks at a time and communicates with the facilities that will be using the caregivers.

Linda Crandell asked how it fits into the whole organization, who is the director. Kimberly Sornson commented that herself and Jeremy Parker oversee the float pool but when those employees are at the facilities they report to those administrators.

Mike Aho asked who does the reviews for the float pool employees. Kimberly Sornson commented that herself and Jeremy Parker along with the administrators will complete the reviews.

Kimberly Sornson commented that the float pool will always be hiring because it will eliminate agency from the district by having our own group to fill the gaps in schedules and staffing.

Mary Nauha commented that this is a great solution, and she appreciates all the work going into this.

G. Marketing Plan

Kimberly Sornson commented that over the last few months they have started having monthly marketing meetings with all the administrators and Michael Martin. There will also be a family support group starting back up and more information to come as that develops. Each facility will be hosting marketing events to help get a larger presence in the community. We have also been planning the January employee in person event to get our facility employees all together.

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

Michael Martin has been spending half of his time over at the retirement village to help with tours, get more people into the facility and increase referrals.

Michael Martin commented that the goal right now is to have daily and weekly focus points for marketing. Having open houses at the facilities, meeting people in the community and other various events that will help drive the census for the district. The Astoria-Warrenton Chamber of Commerce holds four events each month where we are able to get our name out there into the community and show what we offer, these are the people that we need to know who we are and what our development plans are.

Linda Crandell asked if these events are ones that board members could come to and be involved in. Michael Martin commented that they are and having a board presence would be great.

Mary Nauha asked if we know someone at The Astorian who can keep the press releases going for the district. Michael Martin commented that he used to work there and has connections with that newspaper as well as other sources like radio stations to get press releases out into the community.

Chuck Meyer asked if Michael Martin would be interested in speaking at the local rotary meeting in the future about the health district. Michael Martin commented that he would be able to put information together and talk at a future meeting.

H. Levy Renewal

Mark Remley commented that this agenda point stemmed from a conversation with Mike Aho and Linda Crandell asking if it would be beneficial to have a page on the website to show what the levy money has been used for and what it has done for our health district.

Michael Martin commented that this could be added to the website and updated as it changes. As we get closer to the voting process it is important to have the documentation and get the information out to the voters.

I. Election

Linda Crandell commented that Mary Nauha, Paul Radu, Chuck Meyer and herself are all up for reelection on May 17th, 2023 ballot. Everyone has until March to get their information into the county to run for their positions. If anyone is not going to run again, please let her (Linda Crandell) know as soon as possible. You can pay to run, or you can gather signatures, that is all run through the county.

VII. BOARD NOTATIONS CLOSING COMMENTS

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 2022

Mary Nauha commented that she is still going through the bylaws from last month and will have by the January meeting.

Megan Lampson commented that she is also going to look over the bylaws and other than that thank you to everyone for their hard work.

Mike Aho commented that 7 years ago he was going to his first board meeting and seeing where we are now is very encouraging. There is positive momentum, and it is encouraging to see the census going up. Next year is going to be a great year.

Chuck Meyer commented that he hopes the employee party in January will be at a time where multiple shifts are able to go. He would like a contact list of all employees (work emails and extensions) that way if he needs to get ahold of someone, he knows who to contact. He also wanted to know how much of the district is supported by the tax levy, Mike Aho commented that 10% of revenue is based on the tax levy.

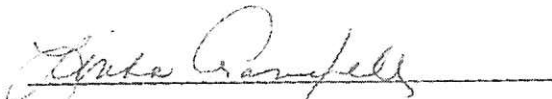
Linda Crandell commented that she is thankful for the market study, so we know what we are in need of in the community. Thank you to Kimberly Sornson and Michael Martin for taking the reins on the marketing plan.

For the February meeting we are going to have it on February 2nd, 2023 because it is a short month.

Keep an eye out for Audits and the Market study emails.

VIII. ADJOURNMENT

Linda Crandell made a motion to adjourn. The meeting was adjourned at 2:15pm.


Signature


Date

Minutes recorded by Danielle Sampson