

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
February 2nd, 2023
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00 pm at Clatsop Care Health & Rehabilitation.

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 via phone	P		
Mary Nauha	E	Lauren Beard Administrator CRV	P
Melissa Watson via phone	P	Hannah Ross Administrator CCMC	P
Chuck Meyer	P	Debi Martin IHC Director	P
		Danielle Sampson	P
		Other staff	
		Members of the public	

II. CONSENT AGENDA

- A. Agenda approval. Chuck Meyer made a motion to approve the agenda, Megan Lampson seconded. All said aye.
- B. Approval of regular meeting minutes. Chuck Meyer asked that his last name be corrected in the January minutes. Chuck Meyer made a motion to approve with modifications, Mike Aho seconded. 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.

No public was present for the meeting.

IV. AUDIT REPORT FROM MOSS ADAMS BY MARCY BOYD

- A. Marcy Boyd gave a presentation on the audit. Please see the presentation attached at the back of the minutes for reference.

Marcy Boyd commented that the audit was released on January 16th, 2023. The biggest change this audit was the new accounting process called GASB87, which changed long term leases to look like assets. There are two notes that should be looked at, Note 8 and Note 14 (these are in the presentation). Through the audit it was clear that there were no material weaknesses, significant deficiencies or any other internal controls with deficiencies. When looking at the financial statements is clear that capital assets have gone up from 2019 to 2022, this is due to the provider relief funds. The days operating with cash on hand shows that the district could operate 128 days with just cash on hand, if there was no income coming in.

Lind Crandell asked if the cash on hand includes the employee retention credit (ERC). Marcy Boyd commented that it does not include that because it may have to be paid back so it is in the liabilities category.

Mike Aho commented that in the financials provided for the board meeting the assets currently shows 14.3 million. Marcy Boyd stated that due to the GASB87 something could've been input wrong, she will work with Tiffany Martin and Mark Remley to make sure that is corrected.

Marcy Boyd commented that the Covid-19 Cares Act provided the district with significant amounts of money. The Provider Relief Fund (PRF) was a total of \$605,401 received and the Patient Protection Program (PPP) was just under 1 million received, the PPP was forgiven in 2022. When looking at the liabilities, it bumped up in 2021 but looks to be trending down now (see the liabilities slide for the graph). The current ratio is calculated by looking at every dollar you owe, how many dollars do you have. The district has \$2.94 to every \$1.00, which means that it is a 2.94 to 1 ratio. This is a good ratio; you want at least a 2 to 1 ratio. The net assets are how much you're retaining each year. There was a jump here due to the PPP forgiveness and paydown in debt.

Marcy Boyd commented that when looking at the operating revenue, it shows that the census and number of resident days is trending down, but due to the rate increases from Medicaid and Medicare the revenue is not dropping as much. Linda Crandell commented that 2020 looks high and Marcy Boyd commented that there is a \$300,000 difference but that 8 months of that budget were pre pandemic.

Marcy Boyd commented that operating expenses have stayed consistent across the last 4 years. There has been a slight drop in employee numbers but paying nursing costs at a higher rate or paying agency costs, which is the trend in healthcare right now. When looking at the cost of services nursing remained flat from 2021 to 2022. There was a slight drop in the ancillary from 7.51% to 5.13%. Overall inflation has led to an increase in the cost of services.

Mike Aho asked why the Timber Tax is a receivable and how do we come up with that number? Marcy Boyd commented that the Timber Tax is paid in arrears from the prior quarter.

Mike Aho asked where the ERC will go, if we have to pay it back. Marcy Boyd commented that if it must be paid back, it will hit against the payroll expense. The 2022 credit will remain on the balance sheet, until it is known whether we can keep it or if it must be repaid, so the P&L already recognizes this.

Linda Crandell commented that on Note 3 for the Memorial Fund, we were under the impression that this had no strings attached to it. Marcy Boyd commented that it states it is restricted to be used for memorials. Mark Remley commented that he also thought that it could be used for anything if it was put into the budget, he will investigate this and get an answer for the board.

Mike Aho commented that on page 11 the variance column, is that in regard to the LLC? Marcy Boyd commented that she does not have an answer but will get back to the board with an answer.

There were not further questions and that was the end of the Moss Adams audit presentation.

V. ADMINISTRATION REPORTS

- A. Kim Sornson provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details.

Kim Sornson commented that we are still in transition but there is an interview on Monday 2/6 for the Administrator position, and we are hoping that goes well. The census is currently at 27 with 2 admits scheduled. The referrals are slow right now and we are in touch with the hospitals daily letting them know our bed availability.

Mike Aho asked how many residents it takes to cover the agency nurses. Kim Sornson commented that 3-4 residents cover the agency nurses.

Linda Crandell asked how long CNA's stay in the district. Kim Sornson commented that either they stay for a few years, or they stay for a short time and then leave. With our new CNA students, we had 3 stay full time and one went to the hospital, which is always a risk with CNA classes but getting 3 full time employees out of it is good.

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

Lauren Beard commented that she had no updates from her report.

Chuck Meyer commented that he was told that there was no exercise class happening, he asked if that was true. Lauren Beard commented that is not true, they have exercise class five times per week. Chuck Meyer asked if the salon space was going to be filled and do they get paid by the facility or the residents. Lauren Beard commented that they are working to find a hairdresser and the residents pay the hairdresser directly when they receive the service.

- 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 27 with two assessments for today (2/2) and tomorrow (2/3).

Mike Aho asked if the staffing level is where it needs to be for filling the rooms to 31. Hannah Ross commented that they do have the staff and are continuing to hire as they go up to 31 residents.

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

Debi Martin commented she had no updates from her report.

Megan Lampson commented that she had someone looking for In Home Care past Westport, is that in your service area? Debi Martin commented that they do not service past Westport because the state requires that you have to respond in a timely manner for emergencies and due to the traffic or road conditions on that highway, past Westport is just too far.

Linda Crandell asked what the rate of pay for In Home caregivers is. Debi Martin commented that it starts out at \$16-\$17 per hour. A caregiver just left to go work across the river because they are paying \$1.50 more per hour for caregivers.

Mike Aho asked if we could look at providing In Home Care across the river as well. Mark Remley commented that he can look at the market and requirements for adding that as a service. Debi Martin commented that it would be beneficial to look into other services we can offer the community, like mental health services.

Debi Martin commented that the hours for December were 1,529 and January was 1,606 because clients were needing more hours.

Chuck Meyer asked if the clients are charged for travel time. Debi Martin commented that if they live in Westport or Cannon Beach they are charged the extra travel time.

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

Michael Martin commented that there is nothing to add to his report.

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

Mark Remley commented that at the March meeting the Performa will be presented for adding a memory care unit at CRV.

Chuck Meyer asked if the memory care unit would have the same nurse as the assisted living. Mark Remley commented that they would have the same nurse but there would be different caregivers for the unit.

Mark Remley commented that there are 13 rooms and a few could be double occupancy, which would allow for 16 residents. The dining room would be separate but the food would all be made in the kitchen of CRV and there will be a locked outdoor area for the memory care residents to be able to go outside safely without the risk of elopement.

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

Mark Remley commented that he will follow up with Marcy Boyd and Tiffany Martin regarding the GASB87. February 16th will be the financial midyear meeting where we will deep dive into the budgets so far into the year. There will be \$60,000 hitting in January for the remainder of the bonus given in December. Kim Sornson completed the FEMA grant and we received \$92,933 which does not have to be paid back, we are looking at a new application that will give funds for the remaining months that were not included in this grant.

VI. BOARD OF DIRECTORS - ACTION ITEMS

No Action Items

VII. GENERAL DISCUSSION

- A. QAPI

Linda Crandell commented that this item needs to be moved to the March meeting.

- B. Property Update

Mark Remley commented that the RFP is done and there is 60 days for proposals. Three groups have already reached out and we will wait to see who else reaches out. There are two documents to sign with Popkin Real Estate, the broker deal and then Larry would like to represent us if we sell the Care Center facility. There are two options with the facility, it can be sold and the proceeds put towards the new care center or it could be used as workforce housing.

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Mike Aho asked if Larry is waiting for us to sign the documents? Mark Remley commented that he is. Mike Aho commented that if the fee is a normal broker fee than that should be singerd. Linda Crandell commented that it seems early to sign anything regarding the Care Center right now.

C. Foundation

Michael Martin commented that Chuck Meyer, Mary Nauha and himself have been going through old paperwork. There has been a lot of clean up and language changes because memory care was not in the original language. Currently we are looking at the parameters and what we want to do with the Foundation, with a few more meetings we will be able to solidify and present to the board. We are making sure that we have clear goals and expectations.

Chuck Meyer asked how official do we need to be when inviting potential members to the Foundation? Linda Crandell commented that it can be a simple invite if they have the interest to be part of the Foundation.

D. Employee Benefits

Mark Remley commented that there is a DocuSign from Nationwide for the 403B that is around 15 pages with a lot of parts that we need to clarify. Once we formalize that, we will get it to the board at the March meeting.

E. CCC Priority List

Kim Sornson commented that we have a contractor that is testing repairs on a few of the low-level windows to make sure they are prepared when they go up to the 3rd and 4th floor windows. For the parking lot Clean Sweep has assessed it and now we are needing to a structural engineer to make sure that structurally everything is sound before they start the repair process.

F. Levy Renewal

Mark Remley commented that the Levy has been submitted to the county clerk and we are waiting for the ballot title to be approved, then the 805 form with be completed. Tracy from the county will edit the language of the ballot. Once we receive the ballot number then the levy marketing will start. The renewal rate is \$0.23 per \$1.00.

Mike Aho commented that the Timber Tax revenue that we receive will be cut by up to 25% due to revenue projects.

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G. March Meeting Moved from 3/2/23 to 3/9/23

Linda Crandell commented that the meeting has been moved and will be on March 9th, 2023 at noon.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Chuck Meyer commented that he had heard that 75% of all CCHD employees were single mothers and wanted to know if this was true. Mark Remley commented that there are statistics that state 80% of long term care workers are female but not in regard to if they are single mothers. Chuck Meyer commented that the district should look at providing daycare services. Mark Remley commented that it has been looked into but the insurance and liability is very high, plus trying to staff a daycare for 24 hour facilities would be extremely hard.

Megan Lampson commented that looking at having the new care center also have a memory care unit and behavioral health unit would be a great idea to help better serve our community.

Mike Aho asked how the float pool is going. Kim Sornson commented that there are a few cons (call ins and employees not wanting to work in a facility) and pros (they start out with the float pool and then become permanent employees of one of the facilities, which all leads to eliminating agency). The float pool will have highs and lows in how many employees are in it but it's a great place for someone to start.

Linda Crandell commented that offering services for behavioral health would be a great item to highlight on the Levy, that the money will go towards helping provide new services to the community from the CCHD.

Future dates:


February 16th, 2023 at 1:30pm at the care center will be the midyear financial session.

March 9th, 2023 at 12:00pm March Board Meeting.

IX. ADJOURNMENT

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

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Signature

3/9/23
Date

Minutes recorded by Danielle Sampson