

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
March 9<sup>th</sup>, 2023  
Regular Meeting Minutes**

**I. CALL TO ORDER**

Linda Crandell called the meeting to order at 12:00pm at Clatsop Memory Care in Warrenton Oregon.

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

| <b>Board Members</b>     |   | <b>Management</b>                      |   |
|--------------------------|---|--|---|
| Linda Crandell           | P | Mark Remley Aidan Health Services      | P |
| Mike Aho                 | P | Kimberly Sornson Aidan Health Services | P |
| Paul Radu via phone      | P | Kendra Webb, Administrator CCHR        | P |
| Mary Nauha               | P | Lauren Beard Administrator CRV         | P |
| Melissa Watson via phone | P | Hannah Ross Administrator CCMC         | P |
| Chuck Meyer              | P | Debi Martin IHC Director               | P |
| Megan Lampson            | P | Danielle Sampson                       | P |
|                          |   | <b>Other staff</b>                     |   |
|                          |   | Michael Martin, Marketing              | P |
|                          |   |  |   |
|                          |   |  |   |
|                          |   | <b>Members of the public</b>           |   |
|                          |   | Stacey McKenney                        | P |
|                          |   |  |   |

**II. CONSENT AGENDA**

- A. Agenda approval. Linda Crandell commented that the QAPI meeting needs to be moved to the April agenda. Chuck Meyer made a motion to approve the agenda with the modification to remove the QAPI from the discussion part of the agenda, Paul Radu seconded. All said aye.
- B. Approval of regular meeting minutes. Paul Radu made a motion to approve the minutes from the February meeting, Megan Lampson 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.

There was a member of the public present, but they did not have any public comment.

**IV. CLATSOP BOARD EDUCATION PRESENTATION**

- A. At the February 9<sup>th</sup> meeting Linda Crandell had asked that there be a short 10-15 minute presentation at the beginning of each board meeting, educating the board members about different parts of the health district.

This month Kim Sornson will be giving a presentation on payer information and what board members may see or hear when talking about different payer types at Clatsop Care Health & Rehabilitation.

Kim Sornson commented that there are a few different payer types that you will see when looking at revenue for the care center. The first one is Medicare which will only pay under the skilled Level of Care and can be a payor source for a maximum of 100 days. The daily rate will fluctuate with this payor source depending on the care needed by the individual. There are also Health Management Organizations (HMO), which is sometimes referred to as Medicare C or Medicare Advantage and includes plans like Blue Cross Blue Shield, United Healthcare or Providence. Next, we have our long-term Medicaid residents, who have financially qualified to be on Medicaid, and the care center is now their home.

Linda Crandell asked who completes the assessments for Medicaid eligibility? Kim Sornson commented that once a year a case worker from Northwest Senior & Disability Services office in Warrenton will come and assess the resident to make sure that they still qualify for services.

Kim Sornson commented that the final payer type is private pay which includes everything but medications in the monthly charges, medications are billed separately. Most people on private pay start at private pay and then are on a 'spend down to Medicaid' once their cash is low enough to qualify. There are two other terms that you will hear about when talking about the care center. The first is 'skilled care', which is a short term or rehabilitation resident that will discharge back to home or back to an assisted living facility. The second term is 'intermediate care or ICF', which means that the resident has made the care center their home full time.

Linda Crandell asked what happens if an ICF patient needs a higher level of care? Kim Sornson commented that there are procedures in place to allow therapy to aid in strength training or any other needs that may be necessary.

Mike Ah commented that the MDS seems to be very important because it captures and drives the rate for skilled residents. Kim Sornson commented that the MDS is very important and has set deadlines for completion to make sure that billing rates are correct.

Megan Lampson asked if wound care is included in the skilled services? Kim Sornson commented that wound care is included in the skilled services as well.

Linda Crandell asked how often do rates change? Kim Sornson commented that they change once per year.

## 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 there are no changes to report. Kim Sornson introduced the care centers new administrator Kendra Webb, who started March 6<sup>th</sup>, to the board. Kendra Webb commented that she moved back to Oregon after living in Colorado for a bit, she has worked in healthcare for her entire career and is excited to be here. Kim Sornson commented that the census is at 32 residents currently and the focus is on increasing the census.

Mike Aho asked if there are still three agency nurses? Kim Sornson commented that there are still three agency nurses and three CNA's.

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

Lauren Beard commented that they have accepted three more residents, they have hired a hairdresser that will come in on a as needed basis and they have a hired a new Activities Director, Linda Martin.

Linda Crandell commented that it is amazing to have no agency in the building and only nine empty rooms in the facility.

- 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 residents (10 Medicaid and 18 private pay). There are a lot of assessment coming up in the next week and it looks like the census will be at 30 by the end of the month. Currently there are 34 staff members and we hired a full time staff member from the Float Pool.

Mike Aho asked if there is still a waiting list and if new inquires are coming in? Hannah Ross commented that there is still a waiting list, when an opening comes we call down the list, if they aren't ready we move on to the next one, keeping those who aren't ready on the waiting list for

later. There are new inquires coming in every week, so there are always new people going onto the waiting list.

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

Debi Martin commented that the hours for February were 1219 total. The application for the Oregon Project Initiative (OPI) was completed and sent in, Northwest Seniors & Disability Services (NWSDS) is advising that they will most likely be accepting the application, but we will know for sure by April 4<sup>th</sup>.

Mike Aho asked do they bill at the same rate as Medicaid? Kim Sornson commented that they do not currently bill at the same rate as Medicaid, but they are looking to change that later this year. The rate right now is \$32-\$34/hour.

Mike Aho asked if the \$32-\$34/hour will cover our overhead? Mark Remley commented that yes it will be a profit.

Mary Nauha asked what the current Medicaid rate is? Mark Remley commented that the current Medicaid rate is \$36/hour. There are negotiations going on currently to try and have the OPI raise their rate up to match that same amount.

Megan Lampson asked if Caring for the Coast had the contract before? Debi Martin commented that they did.

- 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.

Mary Nauha asked if the employee party was rescheduled. Michael Martin commented that he is working on that right now, there are a few locations that they have looked at and the ELKS in Astoria is looking to be a great location with plenty of room for everyone. The Armory has also been looked at and is another good option for the party with plenty of space.

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

Mark Remley commented that the RFP is out for bids until March 15<sup>th</sup>. Once that closes, then a group will need to get together to go over the bids and decide what to present to the board.

Paul Radu asked how the response has been to the RFP? Mark Remley commented that there have been around 8-10 inquiries and we expect there to be around 3-4 bids to evaluate.

Mark Remley commented that Columbia Bank is going through some changes right now after Umpqua took over Columbia Bank. Currently they are trying to figure out which procedures they will be using. If they switch to Umpqua Bank procedures, then everything will go electronic. That is why we are waiting on signature cards, to see exactly what happens with the bank merge.

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

Mark Remley commented that the final elevator invoice was received yesterday 3/8. Now that we have received it we need to look at what we have in the replacement reserve at CRV to pay the invoice. In Home Care is navigating changes and how to move everything to electronic. Currently everything is done by hand, that leaves room for error due to interruptions or phone calls and takes longer, but finding the right fit for tracking time is going to be the most important piece. Smart Care is linked to Point Click Care (PCC) which is the system we already use for the district. Mike Kerwin is making sure that the payroll side works, because Paylocity (that we use for payroll currently) does not communicate with Smart Care.

Megan Lampson asked if the staff would be able to clock in through phone and app? Mark Remley commented that he thinks that it can be done either way.

Linda Crandell asked if there is breakeven point for IHC? Mark Remley commented that the breakeven point is around \$14,000.00 or 420 client hours per month to cover the overhead.

Mike Aho asked on the financials where the \$180,000.00 on the 7-month consolidated from the LLC is coming from, it showed up around the same time as the GASB87, which Marcy from Moss Adams said she would get back to us on what it was (page 3 of the February meeting minutes), but we have not heard the reason for that. Mark Remley commented that he has a call out to Marcy and will talk to her about that so we can get an answer.

Linda Crandell asked if there was an update on the Memorial Fund and what that can or can't be used for. Mark Remley commented that he is still investigating that to find the answer.

Mary Nauha asked what percentage of revenue is budgeted towards marketing. Mark Remley commented that he would have to look that up because he doesn't know off the top of his head what that percentage would be.

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| <b>VI. BOARD OF DIRECTORS - ACTION ITEMS</b> |
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A. Market Rate Adjustment

Mark Remley commented that there are two proposals to talk about, one for the care center and one for IHC.

Proposal #1: Care Center Private Pay Rate

"Increase the Market Rate for new admissions only at Clatsop Care Center to \$485.96. This would put us above the current Medicaid Rate of \$458.45 that is set to increase as of July 1, 2023."

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The increase for private pay rates would not affect the current private pay residents, it would only be increased for the new private pay residents coming into the facility. The proposal is to raise the private pay rate to \$485.96, which is 6% higher than the Medicaid rate.

Mark Remley commented that historically private pay has always been 5% higher than Medicaid. Historically there are only usually 1-2 private pay residents in the care center as well but as of today there are 9 private pay residents.

Mike Aho asked why we don't wait until August 1, then we will see what the Medicaid rates are going to be when they come out in July. Mark Remley commented that we could start the new increase today for all new private pay residents.

Mike Aho asked what the average length of stay for residents to stay private pay? Mark Remley commented around 9 months.

Linda Crandell commented that she does not like a two-tier system for payment, that can become confusing and is not as clean because you have some people paying more than others.

Megan Lampson commented that we could send a letter, notifying families that are private pay that the rate will be going up August 1<sup>st</sup>. Paulo Radu commented that he worries sending a letter too early will cause more anxiety or stress, while people wait for August 1<sup>st</sup> for come.

Mike Aho asked if we could match the Medicaid rate on August 1<sup>st</sup> after the new rates come out in July? Mark Remley commented that is an option that board could choose to do.

Mary Nauha asked if Medicaid is harder from an administrative standpoint? Mark Remley commented no it is not, it's easier sometimes in collecting payment.

Linda Crandell commented that everyone that is private pay will receive a 5% increase. The last raise was in August 2022. Paul Radu asked what the notice needed for rate increases is. Mark Remley commented that 30 days is the required notice to be given.

Paul Radu asked if we only had Medicaid residents would there be different requirements? Mark Remley commented no because we are dually covered.

Linda Crandell commented that there should be a 5% rate increase for private pay residents to raise the rate to \$452 per day, which is right next to the Medicaid rate.

#### Proposal #2: In Home Care Private Pay Rate

"Increase the Market Rate for new clients of Clatsop In Home Care to \$33.95 for Companion Care, and \$34.45 for Non-Certified Caregivers."

Mary Nauha commented that our In Home Care department has a lot to offer, that our competition does not.

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Mike Aho asked what the percentage of Medicaid clients for IHC? Mark Remley commented that it is about 15-20% of the clients.

Linda Crandell asked what the pay for the OPI application is? Mark Remley commented that it is \$32-\$34/hour.

Mike Aho commented that he would add a 5% increase to the private pay rate which would bring it up to \$34.65/hour and that would be just under the Medicaid rate of \$34.95.

Debi Martin commented that she did not get bad feedback from the last rate raise that took place.

Mary Nauha asked if there is trouble with staff that are No Call No Shows. Debi Martin commented that since 2005 she has only had people No Call No Show twice.

At the end of the discussion, Linda Crandell looked for a motion to approve Proposal 1: Increase the Market Rate 5% to all private pay residents at the Care Center on May 1<sup>st</sup> and Proposal 2: Increase the Market Rate for new clients of Clatsop In Home Care to \$33.95 for Companion Care, and \$34.45 for Non-Certified Caregivers. Chuck Meyer moved and Mary Nauha seconded. Linda Crandell called for a roll call vote, Mary Nauha voted aye, Chuck Meyer voted aye, Paul Radu voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye and the chair, Linda Crandell, voted aye. The motion carried.

B. Employee Benefits

Mark Remley commented that the employee benefits group has come together on a few changes for employee benefits, for the board to approve. The first is a 403(b) retirement account, it would be an added cost to the district because they would be matching 2% and that would work out to around \$105,000.00 per year. Every employee will be automatically enrolled in this retirement account. The second change would be in the employee PTO, the PTO right now is earned PTO, meaning that if someone is terminated, they would receive all of their PTO because they earned that PTO. The current earning for PTO is between 0-24 months, employees earn 136 hours each year (around 17 days/ year), then 25-59 months employees earn 176 hours (around 22 days/year) and then 5 or more years employees earn 224 hours (around 28 days/year). Management earns at a little bit of a higher rate but roughly the same. The current cap on hours is around 480 hours that employees can bank, when they start to get close to the cap, they are allowed to withdraw PTO through a cash out. There is a cash out policy and they must leave a certain amount of hours in their PTO bank.

Mark Remley commented that the proposal is to cap hours at 200 in the PTO bank and any PTO earned under the new plan will be accrued PTO instead of earned. This would mean that if an employee is terminated that they would not be cashed out any accrued PTO on the other hand, if someone gives proper notice, they will receive 50% of their accrued PTO balance. What would happen in the transient period if this proposal were approved, is that all earned PTO would stop being earned and a new PTO bank for accrued would start accruing. Any employee that has earned PTO left must first use the earned PTO before using any accrued PTO. After 2 years, any

remaining earned PTO would be cashed out to the employee. There would also not be any cash outs allowed with this new PTO accrual.

Linda Crandell asked if the remaining earned PTO could be cashed out still until it is gone.

Mark Remley commented that it would not be able to be cashed out until the end of the 2 years, at that time any remaining earned PTO will be cashed out but employees would need to use the earned PTO before they can use any accrued PTO.

Mary Nauha asked if there will be rollover with the new PTO accrual. Mark Remley commented that there will be rollover up to 200 hours.

Mike Aho commented that this system would give employees a reason to take some time off of work during the year and Linda Crandell agreed that it is good for employees to take some time off of work.

Megan Lampson commented that 200 hours seems low, but Mike Aho mentioned that 200 hours is a total of 5 weeks of PTO. Megan Lampson commented that all together this looks very standard to what she has seen in the healthcare field for PTO accrual.

Linda Crandell asked if this has been run by the current staff in the health district. Mark Remley commented that it has not been run by current staff, Clarissa Barrick helped on the committee while she was still working for the district, but it has not been talked about to other current staff members.

Linda Crandell asked for a motion to accept the changes to the employee benefits by adding a 403(b) and changing the PTO from earned to accrued, capping it at 200 hours to accrue and changing how many hours are accrued between 0-12 months of employment. Megan Lampson moved to accept these changes and Chuck Meyer seconded. Linda Crandell called for a roll call vote; Mary Nauha voted aye, Chuck Meyer voted aye, Paul Radu voted aye, Megan Lampson voted aye, Mike Aho voted aye, Melissa Watson voted aye and the chair, Linda Crandell, voted aye. The motion carried.

## VII. GENERAL DISCUSSION

### A. Property Update

Mark Remley commented that March 15<sup>th</sup> the RFP will end and then we need to have a committee to review the RFP's.

Linda Crandell commented that we need to identify which board members would like to review the RFP's. Paul Radu, Mike Aho and Megan Lampson all agreed to be part of the review process for the RFP's.

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Mike Aho asked if the document from Popkins that was talked about at last month's meeting was signed. Mark Remley commented that it was signed.

B. Foundation

Michael Martin commented that there was a Foundation meeting on March 3<sup>rd</sup> with Chuck Meyer, Mary Nauha and Linda Martin who is the Auxiliary President. Please see the attached meeting minutes that were handed out.

Mary Nauha commented that the Foundation was formed on the tail of the Memorial Fund and both serve the same purpose. There was a handout given that goes over the objectives of the Foundation. Currently the plan is to refine the mission statement to make it more focused and looking for good board member candidates. The bootcamp that the Chamber of Commerce will aid in learning how to build the Foundation successfully.

Michael Martin commented that the Foundation is the vehicle for being able to accept donations of all kinds.

Mary Nauha commented that there is not a budget currently set but we can let Mark Remley know what will be needed to get it started and that can be approved by the CCHD board members. There also needs to be a section of the website that allows for donations and talks about the Foundation. Michael Martin commented that the clatsopcare.org website has that ready to go, it has just not been made public until the Foundation is up and running.

Mary Nauha asked where the money would come from for the rest of this budget year with getting the Foundation up and running. Mark Remley commented that they can have someone get the Foundation going with help from the district and then eventually within a year or two the Foundation can be self-sufficient. Mark Remley commented that this procedure needs to be run by Marcy at Moss Adams to make sure that we are setting this up correctly.

Linda Crandell commented that all expenses from now through July when the new budget is decided need to be written up and submitted to Mark Remley, that way it can be brought to the CCHD board for approval.

C. CCC Priority List

Mark Remley commented that the bid for the window repair can through yesterday 3/8 for \$7500.00 to fix the windows that are the worst at the care center. It works out to \$750 per window and will cover the 10 windows that need to be repaired.

Linda Crandell asked what is included in the cost. Mark Remley commented that it covers grinding down the mortar, scrape then sand down windows, apply new sealant and replace the windows.

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Kim Sornson commented that the parking lot company had come today 3/9 and they want to try a different sealant, add a curb in front of the generator with a French drain to run the water away from the where the generator sits. The company that came out is called Clean Sweep and they were still assessing the parking lot when everyone had to leave for the board meeting, so there will be more to come on that at the next meeting.

Linda Crandell commented that we need to move forward with getting the windows repaired at the care center. Mark Remley commented that we will move forward with that repair and look at the needs for the parking lot during next month's meeting.

D. Levy Renewal

Mark Remley commented that Monday 3/6 the title change for the levy renewal was completed. We should be able to write the 803 and summary statement by 3/15. We are now waiting on the ballot number and then yard signs, packets and other marketing materials will be created.

Mike Aho commented that it looks like there are not very many levy renewals on the ballot so far, which is a positive sign for this levy renewal.

Michael Martin commented that he went to Corvallis for the Habitat Conservation Plan that will affect the timber dollars across Oregon. There were 100 or more people that showed up, with a large amount of people from Clatsop County. It was a great turn out and is making them look at what this change would do to thousands of people across Oregon, not just the timber communities but everyone.

E. Performa

Mark Remley commented that if we look to add a memory care unit to CRV, there will be 15 beds certified, this would increase the revenue by \$36,000 per month and the only staff that would be separate would be the caregivers, which is a \$23,000 expense per month. The census has started growing at CRV and the question is should we focus on the care center right now instead of starting this project at CRV. The estimate to convert the wing to a memory care unit \$500,000.

Lauren Beard commented that she is concerned because there is more staffing needed, residents would have to be moved from their beautiful bay views and she would like to see it remain an assisted living facility.

Mark Remley commented that we can keep this option on the back burner for now and revisit in 6 months, see if the census can stay up at CRV and if not look at making the memory care there.

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It was the consensus of the Board to take Mark's recommendation to table the plan for the upgrades to CRV as a duo use building until a future meeting 6 months from now.

**VIII. BOARD NOTATIONS CLOSING COMMENTS**

Chuck Meyer commented that the ELKS building is a nice location for the employee party but the Armory has stairs which might be good for some people.

Megan Lampson commented for everyone to keep up the good work.

Mike Aho commented a welcome to Kendra Webb.

Melissa Watson commented a welcome to Kendra Webb and she is excited she has joined the team.

Linda Crandell commented that there needs to be a May budget workshop in anticipation of passing the FY24 budget in June. She will send out the information on when and where it will be.

**IX. ADJOURNMENT**

Paul Radu made a motion to adjourn the meeting. The meeting was adjourned at 2:49 PM.

  
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Signature

4/6/2023  
Date

*Minutes recorded by Danielle Sampson*