

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
May 4th, 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

Board Members		Management	
Linda Crandell	P	Mark Remley Aidan Health Services	P
Mike Aho	P	Kimberly Sornson Aidan Health Services	P
Paul Radu	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
		Other staff	
		Michael Martin, Marketing	P
		Members of the public	

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell commented that there needs to be two Resolutions added. Resolutions 23-09 and 20-10. Paul Radu made a motion to approve the agenda with the changes and Mary Nauha seconded. All said aye.

B. Approval of regular meeting minutes. Megan Lampson made a motion to approve the minutes from the April meeting, Mary Nauha 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 in attendance.

IV. CLATSOP BOARD EDUCATION PRESENTATION

- A. What is Survey? (Please see the attachment located at the end of the minutes that Mark Remley handed out and went over about what survey is).

Clatsop Care Health District currently undergoes surveys at both of their types of facilities (Community Based Care and Skilled Nursing) currently, In Home Care does not get surveyed. Clatsop Retirement Village (CRC) and Clatsop Care Memory Community (CCMC) are both Community Based Care and have teams from the State come in to evaluate compliance every two years. The surveyors talk to the administrator, get access to Electronic Medical Records (EMR), and conduct their survey interviewing staff and residents. Surveys happen in two in different phases. Phase 1 the surveyors, review procedures and processes from the EMR as well as interview residents and staff. Phase 2 takes a deeper dive into residential care side of the facility. For example, the survey team will look at how a specific wound care case was treated.

Once the team has finished evaluating, an exit interview is completed where the surveyors will go over any citations or items that were tagged as being in noncompliance with standard medical practices as well as noting the severity of the tag. In some cases, if the tagged practice is serious enough that its potential to bring harm to the residents or staff is so great, the tag will need to be corrected before the evaluators leave the building. Otherwise, action plans for remedies to the tagged practices need to be put in place as well as a time frame put in place for the facility to be resurveyed to ensure compliance. Additionally, any punitive monetary fines levied against the facility are charged.

At the Skilled Nursing Facility (SNF) the rules are different because there are federal regulations that fall into multiple areas. While there are federal citations that can be given, most times the survey team is made up from state employees with a handful of surveys every year will have a follow up survey by federal employees. SNF surveys take place very nine to fifteen months.

Aside from the process and procedure annual surveys there is a second type of survey that happens from complaints and is called a complaint survey. It happens when a complaint is filed with the state because of an event or a set of circumstances. The complaints can be made by a

resident, staff, employees, or self-reported by a facility. Most if not all of the complaint driven surveys undergone by the facilities at the Clatsop Care Health District are self-reported.

Linda Crandell asked what types of complaints do we see coming through? Kimberly Sornson commented that there are different types of complaints that can cause a complaint survey. If we were to self-report an incident, that would cause a complaint survey to happen.

Mary Nauha asked is there is support for staff on how to mitigate complaints? Hannah Ross commented that there is required training that is given to staff every year.

Lind Crandell asked what the levels of severity are for citations. Mark Remley commented that there are numerous levels and classes citations. (Please refer to the chart at the back of the minutes.)

V. ADMINISTRATION REPORTS

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

Kendra Webb commented that the goal is still to increase census, the census is currently 31 as of today. The CNA class is starting May 15th and has 6 people currently enrolled. There is room for 10 people total.

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

Lauren Bread commented that the current census is 59 residents. They have had an agency nurse to fill in but they were not seeing the productivity that they needed, so they ended the contract. The covid outbreak is clear as of today (5/4) and next week they will be able to stop wearing masks.

Paul Radu asked if there are 12 people on the waiting list since there are 12 open rooms? Lauren Beard commented that there are not that many people on the waiting list but they have more residents planned to move in during May.

- 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 30 residents and 32 staff members. They just hired a part time housekeeper and part time dietary aide.

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

Debi Martin commented that with the rate increase in place, they are at exactly the same rate a Caring for the Coast but our minimum amount of hours is 2, while theirs is 3 hours per day with

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a 12 hour per week minimum. There have been no complaints from the clients and one new client stated that Caring for the Coast is billing weekly now. Debi Martin commented that herself and Jessica Fike attended a training in Wilsonville on dementia last month, where they both learned a lot.

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

Michael Martin commented that in his report, where it stated CMH, it was actually supposed to state county commissioners.

Linda Crandell asked what feeling are you getting for the support for the measure from the people you are talking to in the county. Michael Martin commented that when he is talking to everyone, they are supporting the measure and a lot of other measures have a lot of contention among people when they are brought up, but our measure is receiving a bunch of support.

Mike Aho commented that a good way to show support is to write letters to the editor of The Astorian.

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

Mark Remley commented currently we are keeping our eyes on the legislative session to see what is going to happen with the rates for Medicaid. The 403b information went out to Nationwide, thanks to Danielle Sampson, who completed the survey that needed to be submitted to them. The next step is to wait to hear back from Nationwide. We are also going to make changes to the Employee Handbook regarding PTO. Regarding Pinnacle, which was talked about at last month's meeting, we are looking to see if we can integrate with Point Click Care (PCC). By doing this, we can save staff work by working more efficiently as it is run through a system we are already using.

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

Mark Remley commented that when looking at the financials for February it is a short month when you're looking at CRV and CCMC. Hannah Ross was able to get residents from the hospital for which we received monetary incentives by temporarily filling 5 rooms at CCMC. For separation of what comes from payer sources, once we get through the budget process, we can start showing that July 1st. We do not want to mess with that right before we move to next year's budget.

Mark Remley commented that moving forward we should look at our contract with the CPA. Questions that need to be answered, "What is in the best interest of the District—should we hire a CFO for the district or continue with a contracted accountant?"

VI. BOARD OF DIRECTORS - ACTION ITEMS

A. Resolution #2023-09 Pre Construction Funding

Linda Crandell commented that resolution reads:

"Resolution to provide funding for new Clatsop Care Center pre-construction budget of a not to exceed amount of \$6500.00.

Whereas, the District will engage in the process of developing a plan to construct a new Care Center;

Whereas, the District will provide funding not to exceed \$6500.00;

Whereas, at the end of the pre-construction process the District will have a clear dollar amount of what a new Care Center will cost to construct.

Now, therefore be it resolved and enacted the adoption of funding for pre-construction and authorize Mark Remley, CEO to expend these funds. This Resolution will be effective immediately."

Mark Remley commented that this will establish the cost of building with an overall budget, work on financing and will come up with a not to exceed amount for building the facility. Linda Crandell asked if the company chosen will help with finding land. Mark Remley commented that yes, that is part of the RFP.

Linda Crandell asked for a motion to approve the Resolution 2023-09. Paul Radu moved to approve the Resolution and Megan Lampson seconded. After no further discussion, Linda Crandell called for a roll call vote; Chuck Meyer voted aye, Megan Lampson voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Melissa Watson voted aye (via phone) & the chair Linda Crandell voted aye. The motion carried and Resolution 2023-09 is approved.

B. Resolution #2023-10 Selection of RFP

May 4, 2023 Resolution to proceed with Vista Pointe Development as its developer for a new Care Center.

Whereas, the District put forth an RFP for development of a new Care Center;

Whereas, Vista Pointe Development answered the RFP and the District found them to be the group we would like to proceed with;

Whereas, Vista Pointe Development will assist in pre-construction, financing, as well as procuring an Architect and General Contractor to develop a new Care Center;

Now, therefore be it resolved and enacted the adoption of moving forward with Vista Pointe Development. This Resolution will be effective immediately

Mark Remley commented that there were 2 RFP's that they board committee have brought to the board for decision. The committee recommends the Vista Point RFP. Paul Radu commented that it looks like the best company to choose because they are more upfront about costs in their RFP.

Linda Crandell asked for a motion to approve the Resolution 2023-10. Paul Radu moved to approve the Resolution and Megan Lampson seconded. After no further discussion, Linda Crandell called for a roll call vote; Chuck Meyer voted aye, Megan Lampson voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Melissa Watson voted aye (via phone) & the chair Linda Crandell voted aye. The motion carried and Resolution 2023-10 is approved.

VII. GENERAL DISCUSSION

A. Market Study

Mark Remley commented that the Market Studies were sent out with last month's packets. There was one completed for the SNF and it stated that in 5 years there will be a need for 44 beds, this aligns with wanting to have a 50 bed facility. The Independent Living states that there will be a need for 71 by 2031. Moving forward, it may be a good idea to complete a market study every 3-5 years. This posed a question, is it a big deal to move the care center from Astoria to Warrenton? Megan Lampson asked if it would affect staff that possibly do not drive and will have to get to Warrenton? Mark Remley commented that this is something that we can look at while we are still looking at property.

B. Property Update

This was discussed earlier when talking about the RFP's, Vista Point will be working on finding property for the facility.

C. CCC Priority List

Mark Remley commented that when they were looking at adding the curb by the generator to stop the water running into the basement, Shane Watson asked if we could move the generator

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to the other side of the parking lot, this would aid in the weight that is on that weakened area of the parking lot. Shane Watson is going to look into this and see what it would entail. The windows will be started when the weather gets nicer and the contractor has the time to fix the windows.

D. Foundation

Michael Martin commented that the committee continues to meet and consolidate paperwork as well as revise. At the next meeting, Mary Nauha and Chuck Meyer will receive an updated book with the updated information and then we will move into finding members for the Foundation.

Linda Crandell asked that the board be able to look at the bylaws once completed. Michael Martin commented that at the June meeting they will bring the information to the board. The next meeting will be before the Budgeting meeting on May 17th. Mark Remley commented that Marcy from Moss Adams recommended having a separate budget for the foundation.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson asked if there were staff affected by the closure of the bus this week? There have been a few staff that have had trouble because of the closure.


Mike Aho commented that he was also wondering how the closure of the bus affected staff.

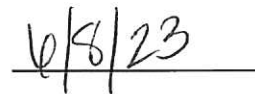
Staff was directed to look into the situation and bring forth a recommendation to the board if a need is found.

Linda Crandell commented that the next meeting will be June 8th, not June 1st. Remember to get out and vote before May 16th.

IX. ADJOURNMENT

Paul Radu made a motion to adjourn the meeting. The meeting was adjourned at 1:45PM


Signature


Date