

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
July 6th, 2023
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00pm at Clatsop Retirement Village in Astoria 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 | | |
| Paul Radu | P | Kendra Webb, Administrator CCHR | P |
| Mary Nauha | A | 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 |
| | | Michael Martin, Marketing | P |
| | | | |
| | | | |
| | | Members of the public | |
| | | Bill Dodge | P |
| | | Tom Karakalos | P |
| | | | |

II. CONSENT AGENDA

A. Election of Officers.

Mary Nauha, Paul Radu, Linda Crandell and Chuck Meyer were elected and sworn in. Mark Remley commented that there are two offices that members need to be elected to, Chair and Vice Chair.

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Mark Remley asked for a nomination for the Chairperson. Mike Aho nominated Linda Crandell and Chuck Meyer seconded. All said aye. Linda Crandell accepted the Chairperson office.

Linda Crandell asked for a nomination for Vice Chairperson. Paul Radu nominated Mike Aho and Chuck Meyer seconded. All said aye. Mike Aho accepted the Vice Chairperson office.

B. Agenda approval.

Linda Crandell asked for a motion to approve the agenda. Paul Radu made a motion to approve the agenda and Chuck Meyer seconded. All said aye.

C. Approval of regular meeting minutes. Megan Lampson commented that the month at the top of the minutes needed to be changed to June. Mike Aho made a motion to approve the minutes with changes from the June meeting and Paul Radu 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 comment.

IV. CLATSOP BOARD EDUCATION PRESENTATION

A. IT Cyber Security.

Please see Mike Kerwin's presentation attached at the back of these minutes. Mike Kerwin commented that the weakest link in cyber security is the human. All users with access sign a confidentiality agreement before gaining access to the system. When an employee is terminated, an email is sent to Mike Kerwin and the account is then deactivated.

Linda Crandell asked how is the data backed up? Mike Kerwin commented that this is done completely by PCC and is backed up offsite. Linda Crandell asked if this would protect against ransomware? Mike Kerwin commented that is all done through PCC for electronic health records and for Microsoft the district has the highest security level.

Linda Crandell asked if there is training completed for staff about cyber security? Mike Kerwin stated that there is not.

Paul Radu asked if test emails are sent out to staff, that way you can see who is at a risk of clicking through to possible spyware? Mike Kerwin commented that is not something that is done. There are firewalls at each facility to protect the local domain.

Chuck Meyer asked if we have a way to know if someone has tried to hack into the local domain? Mike Kerwin commented that we do not have a way to know that.

V. ADMINISTRATION REPORTS

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

Kendra Webb commented there are no changes to the report. The annual survey has wrapped up and the plan of correction will be submitted today (7/6/23).

Linda Crandell asked if we know what we need to do for the plan of correction? Kendra Webb commented that yes, we are correcting and improving all of the tags.

Mike Aho asked what the averages are for tags during an annual survey? Mark Remley commented that the averages are all over when you look into it. This survey was worse than last years but we were expecting a more thorough survey this year. This year there were 17 tags but multiple of these tags were due to one thing that fell into multiple categories.

Mike Aho asked what the census is currently? Kendra Webb commented that the census is 31.

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

Lauren Bread commented that there was a resident transfer over the care center for skilled. There is one resident in the hospital and one actively passing, which puts the census at 58.

Linda Crandell commented and thanked Lauren for her follow up on the public comment from the last meeting.

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

Hannah Ross commented there are no changes in the report. The census is at 27 with assessments scheduled to get the census up to 31. There is a move in on the 17th of July.

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

Debi Martin commented that there is nothing to add.

Paul Radu asked what the hours for May are. Debi Martin commented that there were 1418 hours in the month of May and June is looking to be around 1500 hours.

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

Michael Martin commented that there are no changes to his report. There is a one page pin up sheet for the Foundation for recruiting people. The Foundation received \$2800.00 from the Change for Community program run by the Astoria Co+Op.

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Linda Crandell asked about passing the bylaws for the Foundation. Michael Martin commented that in the interim it's not the decision of myself, Chuck or Mary and we are going to leave that to the future board.

Mike Aho asked if Kendra Webb's picture and bio are on the website? Michael Martin commented that will be done soon.

Linda Crandell commented that the social media is waiting for approvals, why is this? Michael Martin commented that he submitted the changes that were requested but we are awaiting the approval of those changes from the social media accounts.

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

Mark Remley commented Oregon Paid Leave sent back \$8500.00 so we are digging into why that was refunded to us. We are working with the buildings on overall levy plans for the next 5 years and will have that in August. The care center windows are ready to be replaced and fixed but there is trouble getting ahold of the contractor. Shane Watson is working on that and looking to find another electrician, as well as, finding someone to put in the concrete pad for the generator.

Linda Crandell asked about where we are at with the 403(b)? Mark Remley commented that the go live date is August 1st. The employee handbook is done, now we are editing and adding in the PTO piece. Danielle and I are going to have a meeting with Nationwide to go over the final pieces.

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

Mark Remley commented that he is working with Moss Adams to establish audit dates. He is working with Kendra Webb to establish bariatric rate for residents, which would be approximately \$858.00 per day. We will have to staff up if we get more bariatric residents. If you have 2 bariatrics it doesn't change, if you have 3-5 you will have to staff up. We currently have 2 residents that qualify for that rate. Agency at the care center is holding us back and the care center is looking at what they can do to change that. There are 4 CNA students that will be starting at the care center when they are done with class.

Mike Aho asked when the next CNA class will be. Mark Remley commented that we have to get approval for the program through the state, since the hours changed and went from 150 hours to 100 hours required.

Linda Crandell asked how much the 4.7 million in the LGIR has strings attached? Mark Remley commented that there is \$541,000 for the ERTC due to waiting on clarifications on what we can do with that money or if it needs to be paid back. There is \$96,000 for the memorial fund, \$570,000 has been earmarked for pre-construction. That means 1.2 million has strings attached and leaves 3.5 million free for use.

Mike Aho commented that we also have the Timber dollars coming in August and the Levy starts coming in October.

VI. BOARD OF DIRECTORS - ACTION ITEMS

A. CRV Water Line & Backflow

Mark Remley commented that CRV is not passing the backflow test and it needs to be replaced along with a portion of the water line. There were bids from Evans Plumbing, Berks and Performance. The lowest bid was from Evans Plumbing for \$12,905.00.

Mike Aho asked what the anticipated downtime during this project? Lauren Beard commented that it is estimated to be 4-8 hours.

Linda Crandell asked for a motion to approve the Resolution. Chuck Meyer moved to approve the Resolution and Megan Lampson seconded. Linda Crandell called for a roll call vote. Chuck Meyer voted aye, Paul Radu voted aye, Megan Lampson voted aye, Melissa Watson voted aye and the chair Linda Crandell voted aye. The motion carried.

B. CCMC Magnetic door additions

Mark Remley commented that this is the second phase of adding in fire doors as part of the fire systems smoke compartments. The bid was for \$8458.81 from Performance. Mike Aho moved to approve the request and Paul Radu seconded the motion. Linda Crandell called for a roll call vote. Chuck Meyer voted aye, Paul Radu voted aye, Megan Lampson voted aye, Melissa Watson voted aye and the chair Linda Crandell voted aye. The motion carried.

VII. GENERAL DISCUSSION

A. Care Center Development Update

Mark Remley commented that he received the final contract from Vista Pointe yesterday for pre-construction. They have already identified four potential sites to look at. Each one has something that needs to be done to make it usable for the care center. They were meeting with the City of Warrenton today and by next month we may have property figured out. They will provide the cost of everything when they present the properties and tell us what needs to be done for each one.

Mike Aho asked how many beds will the facility be? Mark Remley commented that it will be 50 beds.

Linda Crandell asked that the sub committee meet with Vista Pointe and that there be a new line item added about the construction progress.

B. Foundation

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B. Foundation

Mark Remley commented that the next meeting is July 24th at 1:00pm. The plan is to first finalize bylaws and then recommend them to the board. The second is to find potential board members that are interested. The Foundation allows one employee to be on the board and Michael Martin has shown interest in this already.

Michael Martin commented that two potential candidates live outside of the district, the bylaws state that board members must live in the district. Linda Crandell commented that this can be dealt with in the bylaws when they are updated.

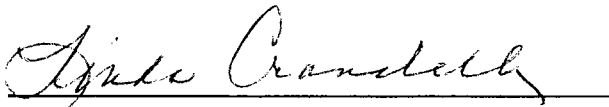
VIII. BOARD NOTATIONS CLOSING COMMENTS

Melissa Watson commented good job to the care center on their annual survey.

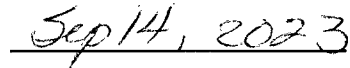
Chuck Meyer commented that he was asked about upgrading the bathrooms with bidets for the toilets. Hannah Ross commented that this is helpful in waste, dignity and helps keep the skin clean. Lauren Beard commented that some residents at CRV have had them installed in their rooms.

IX. ADJOURNMENT

Linda Crandell made a motion to adjourn the meeting. The meeting was adjourned at 12:56 PM.



Signature



Date

Minutes recorded by Danielle Sampson