

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
September 14<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 (via phone)	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Lauren Beard Administrator CRV	P
Mary Nauha	P	Hannah Ross Administrator CCMC	P
Melissa Watson (via phone)	P	Debi Martin IHC Director	P
Chuck Meyer (via phone)	P	Danielle Sampson	P
Megan Lampson	P	<b>Other staff</b>	
		Michael Martin, Marketing	E
		<b>Members of the public</b>	

**II. CONSENT AGENDA**

A. Agenda approval.

Linda Crandell commented that Clatsop Board Education is going to be postponed until Mark Remley can be there in person to give the education on Consonus Therapy and Pharmacy. Megan Lampson moved to approve the modified agenda. Mike Aho seconded the motion. All voted aye, the motion carried.

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- B. Approval of the July 6<sup>th</sup>, 2023, regular meeting minutes. Mike Aho made a motion to approve the minutes from the July meeting, Paul Radu seconded. All said aye, the motion carried.

**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 present for public comment.

**IV. CLATSOP BOARD EDUCATION PRESENTATION**

Board Education was removed from the agenda for this meeting and postponed to the October meeting.

**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 census is currently at 29. After the CNA class is complete, we will be able to eliminate CNA agency usage. The windows at the care center will be moving forward and they will start on the 18<sup>th</sup> of this month to fix all of the ones that leak.

Mike Aho asked if there has been a bariatric rate established. Kendra Webb commented that she has a meeting with Nicole Easley to go over this but as of right now the facility does not meet the requirements to charge the bariatric rate.

Mike Aho asked what the average daily census was for August? Kendra Webb commented that the average for August was 29.

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

Lauren Beard commented the only change is that there is resident at the care center receiving skilled care currently post fall.

Mike Aho asked if there was a possibility to utilize a 1 bedroom for a Medicaid resident until a studio opens up? Paul Radu agreed that someone in the room is better than an empty room. Lauren Beard commented that this is something that they could look into.

Mike Aho asked how many empty rooms are there and how many Medicaid patients are on the wait list? Lauren Beard commented that there are 8 empty 1 bedrooms open and 5 Medicaid people on the waiting list. Mike Aho asked what the difference in price between a studio and a 1 bedroom is? Lauren Beard commented that there is a \$208 difference in the rate. The average private pay rate is \$5000 and Medicaid is \$2800.

Paul Radu asked if there is a large cost to move a resident or if there is a charge for room changes? Lauren Beard commented that there isn't a large cost to move a resident and there is

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only a charge to move if the resident initiates the room change. The facility has been working on getting all residents moved to the correct levels, there have been a few moved from level 1 to level 5 and this will aid in charging the correct amount per month.

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

Hannah Ross commented that the facility hired their new RCC (Resident Care Coordinator) internally and they filled their housekeeping position. They are still in need of caregivers especially for swing shift. The field trips with the residents are going really well and the residents are enjoying the outings.

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

Debi Martin commented that there have been two new caregivers hired (1 full time and 1 part time) and there is a waiting list of 5 people looking for care. All the licenses have been up for renewal, so that has been a big focus. There was a trial run with SmartCare and there are a lot of glitches and issues that need to be figured out before the system can go live. Linda Crandell asked what kind of issues were going on with SmartCare. Debi Martin commented that it was not capturing the proper wages, travel time was not included, shift differentials were not showing up correctly and it has been very difficult to learn how to use the system. August hours were 2107 and labor hours were 2300.

Mike Aho asked what caused the jump in labor hours? Debi Martin commented that there were not many caregivers on vacation, there were hospice clients that used a lot of hours and the VA has caused an increase in hours. Mike Aho asked if the hours were looking to be around the same for September and Debi Martin commented that it looks like the hours will be about the same.

- E. Mark Remley provided an update for marketing. Please see his report for details.

Mary Remley commented there is not an update to the report and that Michael Martin will be out approximately 8 weeks. Updates on ads and marketing will be updated building by building while Michael is out.

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

Mark Remley commented that there is nothing to add to the report.

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

Mark Remley commented that the audit list is being worked through currently. Marcy from Moss Adams stated that the audit report should be given within the next 30 days. The \$700,000 in relief funds is going to be dispersed to CRV (\$350,000) and CCMC (\$350,000). In the financials there is \$3800 in the LLC that is for the HUD report and inspection. Tiffany Martin and I are working through the audit list and finishing that up. The target date is the



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December meeting for Moss Adams to come and present, they plan to be wrapped up by the end of October.

The reduction in agency at the care center and the census bumps at CRV and CCMC has aided the financials. Continuing to drive census and looking at getting bariatric rates in to increase the ICF census are the main focus right now.

The CRV escrow will bump up to \$6104 beginning October 1<sup>st</sup>, 2023.

Mike Aho asked if the line under current liabilities was PTO in the amount of \$430,102? Mark Remley commented that this was the ERTC money. Mike Aho asked if we are able to go for the ERTC for the other quarters? Mark Remley commented that he recently received a document that pointed to why we qualify for Q1 and Q2 of 2021. Currently, we are looking into it and seeing if we should apply for the other quarters ourselves or use a CPA firm that specializes in this, which would take the liability off of the district. Mike Aho asked what the deadline to apply is? Mark Remley commented that the deadline to apply is April 15<sup>th</sup>, 2025.

Mike Aho asked if we have received the reimbursement from the replacement reserve for CRV? Mark Remley commented that we have not but there was a \$92,000 check received for the FEMA money that we had applied for.

**VI. BOARD OF DIRECTORS - ACTION ITEMS**

**A. Resolution #2024-01 - Foundation Bylaws**

Linda Crandell commented that these are the most current bylaws for the Foundation and this board needs to reaffirm the bylaws and we need to approve them. Mike Aho moved to accept and reaffirm the Foundation Bylaws and Paul Radu seconded. All voted aye, the motion carried.

**B. Resolution #2024-02 - Foundation Board Members**

Mary Nauha commented that at the last Foundation meeting they finalized changes and met with two potential board member candidates. The first candidate Elizabeth Rathfon was recommended by Debi Martin and she currently works at CMH in project development. The other candidate was Cherrian Chin who has been an ESL instructor and is currently a life coach as well as the Assistant Manager at Maurices. It is the recommendation of the Foundation sub committee to appoint these two candidates as Foundation members. Mary Nauha moved to appoint Elizabeth Rathfon and Cherrian Chin as Foundation board members. Megan Lampson seconded the motion. All said aye, the motion carried.

**C. Resolution #2024-03 – Fire Panel**

Linda Crandell commented that there is a problem with the fire panel at Clatsop Care Center. It was tentatively agreed upon in August but we need to move to approve the cost of the new fire panel. The bid for the fire panel is \$17,025.00. Mike Aho moved to approve the bid to fix the fire panel and Megan Lampson seconded. Linda Crandell called a roll call vote, Megan Lampson

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voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Chuck Meyer voted aye, Melissa Watson voted aye & the chair, Linda Crandell voted aye. The motion carried.

D. Resolution #2024-04 – Hot Water Heater

Linda Crandell commented that one of the water heaters at Clatsop Care Center had rusted out and needs to be replaced. J.P. Plumbing submitted a bid for \$9,720.00. Linda Crandell asked where the money will be coming from? Mark Remley commented that the money will be coming from the levy.

Mike Aho moved to approve the replacement of the water heater in the amount of \$9,720.00 and Paul Radu seconded the motion. Linda Crandell called a roll call vote, Megan Lampson voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Chuck Meyer voted aye, Melissa Watson voted aye & the chair, Linda Crandell voted aye. The motion carried.

E. Resolution #2024-05 – Generator

Linda Crandell commented that the generator at Clatsop Care Center needs to be moved because of the danger of it falling through into the basement of the building. There are several bids that will be needed to complete the move. To complete the move they will need an asphalt company, concrete company, electrician, excavator and also a second generator brought in to run the building while they move the main generator in case there is a power outage during the move. The bids total \$53,200.00 that will come out of the levy fund. Mary Nauha asked how soon will this be completed? Mark Remley commented that once it is approved Shane Watson will start scheduling right away.

Mary Nauha moved to approve the bids in the total amount of \$53,200.00 and Paul Radu seconded the motion. Linda Crandell called a roll call vote, Megan Lampson voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Chuck Meyer voted aye, Melissa Watson voted aye & the chair, Linda Crandell voted aye. The motion carried.

F. Resolution #2024-06 – CRV Stove

Linda Crandell commented that one of the ovens at CRV needs to be replaced. There are 3 bids in the amount of \$8,147.00 (used), \$13,734.00 (new) and \$25,000.00 (new).

Lauren Beard commented that the first option that is used was recommended by the dietary manager, but the second option is very similar to the first option for a little more and it is the same as the original stove that is currently in there. The third option is top of the line. The recommendation from CRV is the \$13,734.00 second option because it is larger and can hold 10 sheet pans at once but functions how the kitchen will need it to.

Megan Lampson moved to accept the recommendation for the \$13,734.00 stove for CRV kitchen and Mike Aho seconded.

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Mike Aho asked if this stove is plug and play? Lauren Beard commented that yes it can installed by the facility.

Linda Crandell called a roll call vote, Megan Lampson voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Chuck Meyer voted aye, Melissa Watson voted aye & the chair, Linda Crandell voted aye. The motion carried.

G. Resolution #2024-07 – New Bus

Mark Remley commented that with the preliminary capital plan, do we want to purchase one more district bus that can be kept at memory care? The projected cost for a new bus is \$135,960.00 (Schevkey) or \$131,642.00 (Starkraft). Having a sub committee to map out how we want to utilize the levy funds for the next 5 years would be helpful. Hannah Ross commented that the new bus that the Care Center has doesn't provide enough wheelchair spaces because the seats cannot be removed in the front, that is why they utilize the bus from CRV. If they had their own bus, they could take the residents out 6 days a week and it would add a lot of joy to the memory care residents.

Mike Aho moved to approve the purchase the Schevkey bus in the amount of \$135,960.00 and Mary Nauha seconded the motion.

Linda Crandell asked how does this purchase fit into the CRV renovation that will be happening soon? Mike Aho commented that we have the funds and this will provide immediate satisfaction to the facility and residents. Paul Radu commented that this will add value to the district with the marketing and get the district out in the community more.

Linda Crandell called a roll call vote, Megan Lampson voted aye, Mary Nauha voted aye, Mike Aho voted aye, Paul Radu voted aye, Chuck Meyer voted aye, Melissa Watson voted aye & the chair, Linda Crandell voted aye. The motion carried.

**VII. GENERAL DISCUSSION**

A. CCC Development

Mark Remley commented that there was a meeting last week with the sub committee and the updated architect plans were sent out. The architect wants as much feedback as possible. Through this process they have realized that SNF's are just not being built new these days. There was a great email from Melissa Schacher with good input and we are trying to fine tune the details right now. Vista Pointe is working on a letter of intent. The seller of the property was originally wanting to lease the property for 3 years with an option to purchase but they have changed their minds and want to sell the property right now. Vista Pointe can finance it back to us and they are currently waiting to see that the wetlands mitigation credits are correct.

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Mark Remley commented that he has a phone meeting with Craig Hoppes, the Astoria School District Superintendent to go over how they were able to get their bond going and passed.

Mike Aho asked if the architectural drawings were shared with all of the department heads? Kendra Webb commented that there was a meeting with the department heads and they all looked over the plans. They were able to share their ideas and we have an ongoing list of input. It also was sent out to all of the district employees as well.

Mark Remley commented that they are looking at having a CNA classroom and bariatric setup included in the updated plans.

Mike Aho asked if there is a Performa for this already? Mark Remley stated that it is being worked on currently with Dawn.

Mike Aho asked how many rooms the facility will have? Mark Remley commented that they are trying to gather census, bariatric need in the community and add ICF beds. The market study stated that the projection for 5 years was 44 beds.

Chuck Meyer commented that the district may want to look into Geothermal because of the discounts that it could bring. Paul Radu commented that on the coast there is not a difference, but it will drive the cost up because Geothermal costs more to install. It is something to look into if that is the direction that the district wants to go in. Mark Remley commented that he will ask about the Geothermal.

B. Preliminary Capital Plan

Linda Crandell commented that the board would like to have a sub committee to set a plan for the next 5 years of the capital levy. Linda Crandell, Mike Aho and Megan Lampson will work with Mark Remley on this sub committee. Linda Crandell commented that we will talk at the next meeting about the CRV renovation and what the plan for renovation is.

C. QAPI

Megan Lampson commented that the last QAPI was on July 26<sup>th</sup> and it was mainly about survey. One main thing missing that would aid in all of the areas that the care center was tagged in during survey would be a position to solely work on scheduling, central supply and aiding the DNS would have helped before, during and after survey. We also talked about the equipment, there is a lot of outdated equipment that needs to be replaced and updated. The Pinnacle reviews were good and there was one that pointed out that they were very happy with Bridget Linville, the Social Services Director. Pinnacle is now integrated with Point Click Care now and there are a lot more responses coming through



D. Payroll

Mark Remley commented that over the last few months Paylocity has dropped the ball throughout the Nationwide 403b integration process and during other times. One example is Paid Leave Oregon, we paid the correct amount to the State of Oregon, but Paylocity returned the payments because they did not set up the correct information to pay the State of Oregon, this will have to be paid back to the state now because they did not set up the correct payment information at the beginning of this in December of last year. The goal is to move to a singular payroll system, this was looked at prior to Covid and we would like to start searching again. Danielle Sampson commented that currently we utilize two systems, Attendance on Demand and Paylocity, going to a singular program would create a better system for employees and management that has to utilize the systems. The Nationwide 403b rolled out and the first contributions are going to be taken out on September 15<sup>th</sup>. There was a 58.7% opt in rate, there was an auto enrollment but all staff were notified that they could opt out if they would like to and those that did not want to participate opted out by August 31<sup>st</sup>.

Mike Aho asked if employees could opt in or out at anytime or if they had to wait until certain dates. Danielle Sampson commented that employees can opt in and out at anytime as well as change their contribution amount through the online portal.

Mike Aho asked what the total was for the first contributions? Danielle Sampson commented that the first contribution total was \$3,776.57 and that \$1258.94 of that was the plan match from the district.

Mike Aho asked how early of a notice do we need to give to Paylocity in our contract? Mark Remley commented that there is a notice clause of 90 days.

**VIII. BOARD NOTATIONS CLOSING COMMENTS**

Megan Lampson commented that everyone in the district is great and works so well together.

Mary Nauha commented that working on the Foundation subcommittee has been a learning experience. Having Michael Martin as marketing has been great because we need the quality marketing that he has put together. The Foundation has a lot of talented people to start it and get it running.

Mike Aho asked if he could get a copy of the Employee Handbook and Mark Remley commented that he would email it to Mike.

Linda Crandell commented that we accomplished a lot today and she is looking forward to all the new items that were approved.



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**IX. ADJOURNMENT**

Megan Lampson made a motion to adjourn the meeting. The meeting was adjourned at 1:31PM.

  
Signature

12/07/23  
Date

*Minutes recorded by Danielle Sampson*