

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
December 7th, 2023
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:04pm 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 (via phone)	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Lauren Beard Administrator CRV	P
Mary Nauha (via phone)	P	Hannah Ross Administrator CCMC	P
Melissa Watson	A	Debi Martin IHC Director	E
Chuck Meyer	A	Danielle Sampson	P
Megan Lampson	P	Other staff	
		Michael Martin, Marketing	P
		Linda Martin, CRV Activities Director	P
		Members of the public	
		Marcy from Moss Adams via Zoom	P

II. CONSENT AGENDA

A. Agenda approval.

Mike Aho moved to approve the agenda and Megan Lampson seconded. All said aye. The motion carried.

B. Approval of the November 2023 regular meeting minutes. Mike Aho commented that on page 7 of the minutes that there was a typo that needs to be corrected on promissory note. Mike Aho made a motion to approve the minutes from the November meeting, Megan Lampson 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.

Linda Martin was asked by the residents at CRV during an emergency Resident Council meeting called today, to come and represent them with a complaint that they want to bring to the board. There is resident that is confrontational and was in a fight where the police were called. The residents are concerned for their safety because the state is making the facility take back the resident. The resident was not arrested because he was picked up by family before the police arrived. The resident also has a dog that is never leashed and creates a tripping hazard to other residents in the facility. When management is gone, the resident does not abide by the rules. The resident has been physically threatening with other residents and staff. The Ombudsman is aware and is trying to help figure out a solution.

Linda Crandell commented that the board appreciates that this was brought to the board, there will be a discussion with Lauren Beard and Mark Remley following the adjournment of this meeting.

IV. CLATSOP BOARD EDUCATION PRESENTATION

Moss Adams Audit Results

Marcy from Moss Adams commented that the audit was nice and clean this year. To see a full report, please view the Moss Adams presentation. The district had no significant adjustments and no disagreements during the audit process. The disclosures to look at are Note 8 (debt), Note 9 (Lease) & Note 14 (ERTC). There were not material weaknesses found, no significant deficiencies or other concerns. The A/R was found to have timely collection, there was positive cash improvement from 2020 to 2023 due to a positive bottom line. If the district was to have to rely on just the cash on hand to operate (excluding the ERTC money), there are 146 days that the district could operate with no income coming in, this is a major improvement from 2020 when there was only 60 days that the district could operate. The liabilities did go up, mainly due to expenses going up and items costing more. When looking at the current ratio of short-term solvency, for every \$1.00 that the district owed, the district had \$3.22 to pay on the dollar that was owed. The net assets for the district is \$4,580,000 in unrestricted assets that could be used in any part of the district. The operating revenue for the district went from \$9.6 million to \$11.6 million, this is mainly driven by census and rates. The census remained relatively flat between 2022 to 2023 but the Medicare/Medicaid rates are what drove the operating revenue increase. When looking at expense breakdown, the nursing expenses went up significantly, this is due to staff wages and agency costs. All in all, this was a very good and clean audit.

Marcy shared some industry updates. Across the country, occupancy has dropped. For skilled nursing facilities it has dropped 1.0%. There are not people building new nursing homes and both SNF's and ALF's are struggling to keep up their census. This is all due to the living costs and labor costs going up, along with all the regulations that are put on the facilities.

Mark Remley asked if new nursing homes are not being built because of certificate of need or there are just not people replacing the current SNF's. Marcy commented that it mostly comes down to the cost of operating the SNF, Oregon has a good reimbursement through Medicaid but in other states it is costing people more than they are making, so they are just not opening new SNF's.

Paul Radu asked if the results of the audit can be published out to the community because of how clean and good it was. Mark Remley commented that he would get with Michael Martin and put something together.

V. ADMINISTRATION REPORTS

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

Kendra Webb commented the census is 30 today but will be 31 by the end of day, with another admit tomorrow. The digging for the generator will happen in approximately 4 weeks. The facility currently has one agency nurse and one agency CNA. Mark Remley commented that once the project for the generator is complete, then there will be a follow up with a structural engineer to check out the basement.

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Mike Aho asked how the pipe leaks are and if they have been fixed? Kendra Webb commented that the pipe leaks have been fixed and all is running well.

Linda Crandell asked how the windows were after the large amount of rain? Kendra Webb commented that the windows are doing well and there have been no leaks.

Megan Lampson asked if a CNA instructor has been secured? Kendra Webb commented that they have secured a CNA class instructor for the upcoming class.

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

Lauren Beard commented that the census is currently 63 residents with two coming back from the care center. There are 6 admits planned for December, leaving one 2 bedroom and two 1 bedrooms available.

Mike Aho asked how many Medicaid residents are in 1-bedroom apartments instead of studios and were the discharges from the care center skilled? Lauren Beard commented that there are three residents on Medicaid that currently are in 1 bedrooms and that both residents from the care center were there on skilled stays. Mike Aho asked if the roof leak has continued. Lauren commented that it has stopped leaking after the patch was put on but that they are looking for a bid to replace the roof.

Megan Lampson asked if there are security cameras in the facility. Lauren commented that there are not but this is something that is being looked into.

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

Hannah Ross commented the census is 28 with an admit tomorrow and next week. Currently awaiting bids for the sign and the furnace/generator.

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

Mark Remley commented that November was pretty flat. In regard to the VA there are calls being reviewed but to get approved takes time, so they are coming in as private and then switching to the VA once they are approved. SmartCare is going well, and the billing is now live for this month. This has come with a lot of learning. The great part will be that this will show the hours in real time and so far, it has been user-friendly to pull these numbers.

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

Michael Martin commented that there are no updates from the report. There is one item to add and that is that the Chamber of Commerce has stated that they would support the new bond and this was offered without any prompting from the district.

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

Mark Remley commented PCNA for CRV which is for the replacement, this gives us an idea of when we can do these things. Mike Aho asked if this is why we have to up the replacement reserve each month. Mark Remley commented that yes this is the reason.

Mike Aho asked how much the replacement reserve is going up? Mark Remley commented that it will go up \$6100.00 every month. This was supposed to start in October but it did not.

Mark Remley commented that there has been a change in the CNA class. During the 2021 survey at the care center the fines were \$20,000. The rules changed that if you hit a threshold of fines (more than \$11,500) you will lose the ability to have a CNA class in your facility. The class can be moved to CRV and this is being worked on right now. Moving forward we are looking at how to track items so that we don't get these fines and also getting more information regarding these rules.

Mark Remley commented that Senate Bill 99 is going effective January 1st, 2024. This bill is in regard to gender identity and non-discrimination. We don't know what this will look like, and we will be looking at the admission agreements once we know more. This will be a good time to go through policies and procedures as well and update where needed.

Mike Aho asked if there has been more information on the telephone reimbursement plan that has been talked about. Mark Remley commented that the district will not be moving forward with this just yet, trying to investigate more while the employees are utilizing the SmartCare system.

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

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

VI. BOARD OF DIRECTORS - ACTION ITEMS

- A. Resolution #2024-07 – Credit Card Policy

Mark Remley commented that currently the district is absorbing the fee for credit card transactions. The law states that up to 4% can be charged to credit cards but you cannot charge debit cards the fee.

Mike Aho asked if instead of stating a percentage, could we put 'actual bank fees up to 4%'? Mark Remley commented that it could be but once we find out the percentage it will always be that percentage charged.

Paul Radu moved to approve the credit card charge up to 4% and Mike Aho seconded. Linda Crandell called a roll call vote, Mary Nauha abstained, Paul Radu voted aye, Mike Aho voted aye, Megan Lampson voted aye and Linda Crandell voted aye. The motion carried.

VII. GENERAL DISCUSSION

A. CCC Development

Mark Remley commented that the land that the developers have been working on, more than likely will not be able to be zoned to allow us to build on the property. There is a meeting with John Nygaard to look at a piece off of 101 by Tractor Supply but it is in the tsunami zone. There is another piece owned by Nygaard that is on Dolphin, behind Lum's and Harbor Freight, across the highway from Memory Care. The property on Dolphin is zoned R12 currently and could be rezoned to C1.

Mark Remley asked how important is the tsunami zone and staying out of it to the board? The Tractor supply property is zoned for commercial use already. The developers are going to look back in Astoria as well for property that may be for sale.

Mike Aho commented that before looking in the tsunami zone that all other options need to be exhausted first. Paul Radu agreed and said that he would not vote for the Tractor Supply property if there are other options.

Megan Lampson asked if it worth opening the conversation back up with Fort George and the property that they have. Mike Aho commented that the property they own is also zoned for industrial use.

B. Foundation

Michael Martin commented that the Foundation have a couple people but there was on person that decided to not be part of the Foundation after being approved. Currently there are six more people interested and three are in the interview phase. It has proven to be harder than expected to find six people together at the same time.

Mary Nauha commented that screening people for what their background is important because we are hesitant to bring on just anyone to the board. Completing meet and greets outside of the meetings is going to be important. The audit results will be great material to include and looking for quality applicants.

C. QAPI

Megan Lampson commented that the Pinnacle reviews showed that the 'Response to Problems' improved from the last quarter. The issues that were shown in these reviews was the cleanliness of the facility and the quality of the food. There is going to be a deep cleaning schedule created for housekeeping. The facility is reviewing referrals and grievances daily, so that they can stay on top of them. Kendra Webb commented that there are action plans for moving forward to improve the areas of complaint.

Linda Crandell asked if there need to be a board member present for the community based QAPI meetings that are starting back up since before COVID. Hannah Ross commented that they are starting in January at Memory Care. Megan Lampson commented that she would go to those quarterly meetings as well.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson commented that it is wonderful how residents can fluidly move through the district depending on their needs and if those needs change, we are able to provide another option for them.

Linda Crandell commented that it is not easy to do the work that everyone in the district does on a daily basis and the board appreciates everyone as well as all that they do.

Mary Nauha commented thank you to the staff and the wonderful job that they do.

Mike Aho commented that there needs to be a review date for February set. There was a great review on the Clatsop County Rant and rave page about the care center and the care that they provided to a family member. The comments that followed were more wonderful stories from other community members that have experienced the wonderful care that they provide at the care center. Great job and keep up the great work.

IX. ADJOURNMENT

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Linda Crandell made a motion to adjourn the meeting. The meeting was adjourned at 1:37PM.

Signature

Date

Minutes recorded by Danielle Sampson

Clatsop Care Center December 2023

Census: At the time of this writing our census is currently 31.

Medicare: 10 **Medicaid:** 15 **Private Pay:** 6

IDT continues to review referrals daily first thing in the AM to accept admissions in a timely manner and ease the process. We are expecting 2 new admissions tomorrow as well as 2 possible discharges this week. Average Daily census for November was 28.4. Building census and monitoring labor continue to take priority.

Staffing: Our current needs are 1 RN, 1 LPN, 2FT CNA, 1PT CNA. Currently using 2 agency nurses and 1 agency CNA for coverage. We currently have 7 students progressing in our CNA class. Staffing continues to be monitored daily. Some staffing needs may change due to school and many of our staff taking college classes.

Building Updates:

Work continues on the Generator relocation. It is projected to be completed by the 3rd week of January.

Other: The Holiday events turned out well. The residents enjoyed their gift bags and party. There was a good turn out for the Staff Christmas party and even Santa made an appearance.

Respectfully,

Kendra Webb

Clatsop Retirement Village January 4th, 2024, Board Report

Current census: 63 residents on a budget of 61.33 PP and 30 MCD.

Average daily census: 60.3

Admissions/Discharges: There have been four admissions this month, two private pay and two Medicaid. A resident needed a higher level of care and was admitted to CCMC. A resident who suffered a fracture is currently receiving skilled care through January. We currently have four residents receiving hospice care. A resident voluntarily moved out.

Operations/Staffing: CRV hired two caregivers and one med tech this month. A full-time med tech and caregiver have given their two-week notice. There is a need for a full-time evening shift med tech. The dietary department remains fully staffed. All staff continue to adjust to the workflow with the increase in census.

We had our annual state survey for the kitchen this month. We did not receive any citations and were found to be in substantial compliance. Kudos to the whole dietary team!

Agency: There are no agency staff in the building.

Healthcare: We received our covid vaccines from Consonus Pharmacy. We will be coordinating with the RN at Memory Care to administer to CRV residents and staff this month, which we are very appreciative!

There have been no Covid cases among staff or residents.

Maintenance: Maintenance Director continues to focus on turning over apartments as needed. Columbia Roofing will be out at the building on the 7th to give us a quote for the roof.

Resident Life: December has been packed with events and outings. There have been numerous caroling groups and musicians, including a tuba quartet! Dance performances and a trip to the Nutcracker at Astoria High School. We had a group of ten volunteers come in to help decorate. We know the holidays can be a hard time for some residents, my hope is that our efforts will make things a little brighter for them.

A special thank you from the staff for the Christmas bonus they received. It is so appreciated.

Respectfully,

Lauren Beard, Administrator

Clatsop Care Memory Community

Board Report

January 2024

Census 29

- 19 private pay and 10 Medicaid on a budget of 19 PP and 12 Medicaid.
- ADC in December 28.96 on a budget of 31.
- Two move-ins are scheduled for January.

Staffing and Training

- Thirty-seven total staff.
- Caregiver FT/PT Day open and cook FT.
- Christmas party was well received, and staff were very appreciative of bonus.
- State came for annual kitchen inspection. Zero citations.

Operations/Life Enrichment Programming

- January residents will be going out to lunch at Pig-N-Pancake.
- Residents are responding very well to the animal visits. Hopeful for baby lambs this month.
- New activities for January include pasta threading, a scented sensory, and coin and button sorting.
- Bus rides are still happening and remains a favorite activity.

Covid-19 Update

- Monthly reporting of vaccination status on the second Monday of the month is required.
- Flu Clinic finished last month. Covid clinic this month.

Special Projects

- Estimate done for moving hopper to dirty side of laundry rooms. Waiting on HVAC estimate for moving dryers to clean side.
- Direct Supply estimate for outdoor lawn furniture.

Respectfully,

Hannah Ross

Board Report
Clatsop Care in Home Services
Report for November 2023

Clients: At the time of this report, we have a census of 52 clients. Three of these clients are on an *as needed* basis. The rest are actively using our services. All of our clients are now considered being at Caregiver services level. We are not providing medication services to any clients at this time.

Ten of these clients are VA contract. We have two clients through the Providence Elder Place Program, fourteen of our clients are Medicaid, two are OPI, and the remaining clients are private pay. We have no clients on Long Term Care insurance at this time.

Of our current active clients 23 are in Astoria, 16 are in Seaside/Gearhart area, 7 are in Warrenton/Hammond area, 2 clients in Knappa/Svenson area and we have 1 client in Cannon Beach. Currently we have no clients in Westport.

We currently have 4 of our active clients receiving Hospice Services or End of Life Care .

Employees: We currently have 21 employees, including myself. 10 of these caregivers are full time. The rest are, by choice, part time with up to 20-25 hours per week.

Accidents/Incidents: Our employee with the wrist injury continues to improve and has had no additional time loss

General: Service hours provided for November totaled 1429.28. I continue to meet with Nicole regularly and that one on one with her is much appreciated. Every time she comes down I learn something new! November was slow and the hours were down as I expected. Most major holidays we get a lot of cancelations due to family coming or clients going out of town for visits.

Smart Care is going well. We are not having many glitches at all. Caregivers are getting used to it and it has made a lot of things much simpler for me, such as reports and tracking hours, mileage and travel time.

Caregivers and myself were very appreciative of the Holiday Bonus's. We are all looking forward to the January District Party. I believe most will be attending.

Respectfully,
Debi Martin

CLATSOP IN-HOME CARE HOURS

July 2022	1,584.25			July 2023	1490.5	
August 2022	1,367.00			August 2023	1535	
September 2022	1,440.00			September 2023	1390.5	
October 2022	1,403.75			October 2023	1429.25	
November 2022	1476			November 2023	1429.28	
December 2022	1,529			December 2023		
January 2023	1582			January 2024		
February 2023	1219			February 2024		
March 2023	1442.25			March 2024		
April 2023	1446			April 2024		
May 2023	1418.5			May 2024		
June 2023	1,535			June 2024		

Clatsop Care Health District Board Report

Marketing and Communications Update

Mike Martin

December 26, 2023 (for January 2024 board meeting)

Important date: Company Party, January 26th, 4-8:30ish, Fort George

Department of Forestry Habitat Conservation (HCP) Timber Tax Update

There is another meeting in January open to the public. However, their position is remaining strong to move forward with the HCP as it stands without modification.

Foundation

We now have six new candidates that we need to start interviewing in January. It was too hard to coordinate from Thanksgiving to Christmas.

Auxiliary

The group sent tangerines to the nursing staff at Clatsop Care Center for Christmas and gave Jade \$50 for activities. They begin meetings again in January.

Recruitment

Applicants grew again for December. We are now getting more nurse and CNA applicants for CCC and CRV. CAN class is underway and being held at CRV for this class. It is a full class with 9-10 students. Everyone is please with the quality of this class.

Career Site	Title	City	Employment Type	Started	Completed	Met BQ	Interviewed	Hired
Clatsop Care Health & Rehabilitation	Licensed Practical Nurse (LPN)	Astoria	Full Time	0	0	0	0	0
Clatsop Care Health & Rehabilitation	Certified Nursing Assistant (CNA)	Astoria	Full Time	3	3	3	0	0
Clatsop Care Health & Rehabilitation	Registered Nurse (RN) Skilled Nursing Facility	Astoria	Full Time	1	1	1	1	0
Clatsop Care Retirement Village	Caregivers - Assisted Living	Astoria	Full Time & Part Time	15	15	15	0	1
Clatsop Care Retirement Village	Registered Nurse (RN) - Assisted Living	Astoria	Full Time	4	4	4	1	0
Clatsop Care Retirement Village	Medication Tech (non-certified) Assisted Living	Astoria	Full Time	23	23	23	0	0
Clatsop Care Retirement Village	Caregivers - Assisted Living	Astoria	Full Time & Part Time	16	16	16	0	0
Clatsop Care Memory Community	Caregivers (full-time & part-time)	Warrenton	Full Time & Part Time	7	7	7	1	0
Clatsop Care Memory Community	Caregivers (Swing Shift)	Warrenton	Full Time	3	3	3	0	0
Clatsop Care In Home Services	Caregivers (In-Home Care)	Astoria	Full Time & Part Time	21	20	20	5	0
				93	92	92	8	1

Other Advertising/Events

We will be starting regular advertising and marketing in the digital form. We will be building display banner ads, geo targeted, and geo fenced on various ad networks and targeted locally to those 55 and older, people looking for in-home care, assisted living, retirement homes and care in Clatsop County. Also targeting children of parents who also show behaviors of looking for alternative care for their family members. Campaigns initially will represent all facilities and services to help drive census and tie our facilities and services together. We will also do a campaign for Nurses, CNA's, LPN's, Licensed med techs and general caregivers. Another campaign will feature In-home care. Besides static ads we will also do animated creatives and video ads.

Marketing Meeting

We will be scheduling January's marketing meeting. Agenda is to review events and shift in marketing funds from recruitment to Census and general information to the public. We will also review our company party set for January 26th at Fort George from 4-8:30ish. Catering will be provided by Gaetano's.

Reputation Management/Social Media Business Profiles

Working on a review boost for both recruitment/employees and for residents and clients.

CLATSOP CARE CENTER HEALTH DISTRICT
CEO BOARD REPORT
1/4/24

At the time of this writing we have not had the financials come out yet. With the holidays and time off, as well as the initial time closing through SmartCare for In Home Care, things were put behind. I hope to have these out to you all prior to the board meeting.

We did receive a proposal from a company to do the ERTC filing for us. This would be a 10% fee, with approximate revenue of \$1,460,000. This would be for the 2 quarters we have not filed. They also sent a second proposal, in which there is no fee, that they would agree to defend Clatsop Care Center Health District if there was ever an audit of the original quarter that we filed and received funds on. This is an action item on the agenda, and I feel comfortable recommending we do this since we have not been able to get a straight answer on whether or not we qualify.

I would like to point out that both Clatsop Memory Care and Clatsop Retirement Village both had Zero citations on the kitchen inspections! This is a newer process through the state in which they come in specifically to look at the kitchen in between years of the full state survey. Across the state these surveys have been very difficult for the communities, and to have no citations in either building is remarkable! So thank you to the staff at both locations, job well done!

This was mentioned a few meetings ago, but also would like to point out the movement of residents between buildings. The Administrator team does a very good job of placing the residents under our care in the best care setting for each person. We see this all the time, but it seems like I'm hearing it more and more. Moving between settings a lot of times takes more coordination than admitting someone directly from the hospital. Again, it's the staff in each location that puts this all together and it too is appreciated.

One last reminder, the January payment was confirmed with Dolphin Investors that their payment will go up 1% to \$44,913.89.

I hope everyone had a wonderful holiday season! Thank you to everyone throughout the District for making the holidays great for our residents and staff. It's an honor year in, year out to represent everything that goes into the District and all the strides we continue to make. Excited for a the new year of 2024 and all it may bring. Looking forward to the District holiday party on the 26th!

Respectfully,

Mark Remley
Aidan Health Services

CASH SNAPSHOT									
12/26/2023									
CRV GENERAL					63,511				
CCC GENERAL					70,514				
PAYROLL MANUAL CHECKS					18,869				
RETIREMENT VILLAGE PROPERTY LLC					86,364				
MEMORY CARE COMMUNITY					86,364				
DISTRICT ADMINISTRATION					24,948				
IN HOME CARE SERVICES					15,784				
LGIP					5,817,196				
TOTAL					6,183,550				