

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
October 3rd, 2024
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00pm at Clatsop Care Center in Astoria, Oregon.

A. Roll Call: Present = P Excused = E Absent = A

Board Members		Management & Staff	
Linda Crandell	P	Mark Remley Aidan Health Services	P
Chuck Meyer	P	Nicole Easley, Aidan Health Services	P
Megan Lampson	P	Jennifer Woolley, Aidan Health Services	P
Mike Aho- via Phone	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Ann Rubino, Administrator CRV	P
Mary Nauha	P	Hannah Ross, Administrator CCMC	P
Christian Honl	P	Debi Martin, Director IHC	P
		Tami Staley, DNS	P
		Michael Martin, Marketing	P
		Melissa Schacher, Billing Specialist	P
		Stacey Dempsey, HR	P
Members of the Public via Zoom		Members of the Public	
None		None	

II. CONSENT AGENDA

A. Agenda approval.

Chuck Meyer made a motion to approve the agenda. Christian Honl seconded. Motion carried.

B. Approval of the September 5th, 2024, regular board meeting minutes. Megan Lampson made a motion to approve the minutes. Christian Honl seconded the motion. 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 comments.

IV. CLATSOP CARE CENTER BUILDING UPDATE – DON HARRIS

A brief update will be given during the action items.

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 32 today. No other updates.

B. Ann Rubino provided an update on Clatsop Retirement Village. Please see her report for details.

Ann Rubino commented that census is fifty-two and climbing, there is not any agency being used in the building, and that there was a flood in the building that took out the building's intranet. The flood was caused by the roofing project.

Mike Aho added that all the hours used towards the broken pipe should be billed to the claim.

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

Hannah Ross commented the census is 31 of 32 with a few leads, no other changes to report. Linda Crandell asked about her thoughts on the Windsong program now that she has visited a facility that offers the Montessori program. Hannah replied that it is not a lot different from the things that they are already doing at CCMC. Nadine will take the Montessori training at some point.

Mike Aho asked Hannah about the generator still not being hooked up to the heating system and was there any progress. Mark Remley will follow up with Hannah.
Mary Nauha asked Hannah if the complimentary letter from the last meeting was put in her employee file. Hannah said yes it was.

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

Debi Martin commented that she had no changes to her report.
Linda Crandell commented that there seemed to be a downward trend on client hours and asked if this was due to staff or clients. (clients) There are more client hours on the horizon and advertising in on-going.

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

Michael Martin commented that he did not have any updates to his report.
Linda Crandell asked if there was a new date for the Liberty Theatre event? Michael replied that they were tentatively planning for the third week in October.

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

Mark Remley shared that he had spent a day at CRV to follow up on the roofing project and met with several people so that he could begin to prepare an RFP for the third floor to be remodeled. There was a brief discussion about what a remodel would include and the idea behind starting with the third floor and working down.

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

Mark Remley commented that the covid testing reimbursement had not been received yet but should not be too far off. Mike Aho asked about the cost for Carefeed should be amortized in the books. Linda Crandell asked for the In Home financial monthly financial break-even amount. Mark will follow up with that information. Insurance Renewals are due in the next thirty days. This year we had to include cyber security insurance. There was a discussion about budget review, and it was determined to proceed with the normal schedule of a six-month review.

VI. BOARD OF DIRECTORS - ACTION ITEMS

- A. Resolution #2025-5: Whirlpool Tub

A motion was made to approve the resolution as presented by Megan Lampson. Seconded by Christian Honl. All say aye via roll call voting. Motion carried.

- B. Resolution #2025-14: Holiday Bonuses

The motion was made to approve the resolution as presented by Chuck Meyer. Seconded by Mary Nauha. All say aye via roll call voting. Motion carried.

C. Resolution #2025-15: Development Fees

The motion was made to approve the resolution as presented by Mary Nauha. Seconded by Megan Lampson. All say aye via roll call voting. Motion carried.

D. Resolution #2025-16: Clatsop Bed Request

The motion was made to amend the resolution to include a not to exceed the cost of goods with no shipping by Christian Honl. Seconded by Mary Nauha. All say aye via roll call voting. Motion to amend carried.

The motion was made to approve the resolution with amendment by Christian Honl. Seconded by Megan Lampson. All say aye via roll call voting. Motion carried.

VII. GENERAL DISCUSSION

A. Strategic Plan

Linda Crandell confirmed that this will be reviewed at the November meeting.

B. Clatsop Building Update

Mark Remley shared that they are moving forward with the application as discussed at the last meeting and with the wetland mitigation process. Information was obtained regarding the Dept. of Fisheries, and it is highly probable that their approval can be attained in as little as two months vs the full two years as previously mentioned.

C. QAPI

Megan Lampson shared that QAPI at CCC went well. They just had the cleanest state survey she has ever seen. A deep clean has been started at the building. The continued areas of concern are staffing. The satisfaction surveys trend towards food complaints and building maintenance issues.

D. Tax Levy Subcommittee

Current members are Mark Remley, Linda Crandell, and Megan Lampson and Christian Honl. This sub-committee will meet once per month if necessary to review any requests received from the administrators. This will occur the third Thursday of every month via Teams.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Chuck Meyer asked AED's and Narcan in the buildings. Were staff being trained. (Yes)

Mary Nauha commented that in the September minutes it said that she had suggested that board members and the public attend the foundation meetings. She specified that she wanted them to be aware of the meeting and what is the best way to invite them? Linda Crandell said it can be put on the website. Mike Martin said an ad can be put in the Astorian. Mike Aho commented that we do not want to invite the public until after foundation board positions are assigned.

Mike Aho commented that maybe we should consider paying for the time that NA students are in class as a way to attract more students.

Paul Radu – No comments.

Christian Honl – No comments.

Linda Crandell shared that they still needed a board member to be part of the Foundation, kudos to the district, and she is happy that the process to remodel CRV is beginning.

IX. ADJOURNMENT

Linda Crandell asked for a motion to adjourn the meeting. Chuck Meyer made the motion. Mary Nauha seconded. Motion carried. The meeting adjourned at 1:19PM.

Signature

Date

Minutes recorded by Stacey Dempsey