

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
November 7, 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

<b>Board Members</b>		<b>Management &amp; Staff</b>	
Linda Crandell	P	Mark Remley Aidan Health Services (via zoom)	A
Chuck Meyer	P	Nicole Easley, Aidan Health Services	P
Megan Lampson Zoom	P	Jennifer Woolley, Aidan Health Services	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Ann Rubino, Administrator CRV	A
Mary Nauha	P	Hannah Ross, Administrator CCMC	P
Christian Honl	P	Debi Martin, Director IHC	A
		Tami Staley, DNC CCC	P
		Michael Martin, Marketing	P
		Melissa Schacher, Billing Specialist	P
		Stacey Dempsey, HR	A
<b>Members of the Public via Zoom</b>		<b>Members of the Public</b>	
Don Harris via Zoom	P		

## II. CONSENT AGENDA

- A. Agenda approval. Linda Crandell recommended removing the Strategic Plan off the agenda due to not having notes from the directors. Move to next month. Chuck Meyer made a motion to approve as amended. Christian Honl seconded. Motion carried.
- B. Approval of the October 3rd, 2024, regular board meeting minutes. Mary Nauha made a motion to approve the minutes. Chuck Meyers 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.

Linda Crandell submitted a letter from Lee Hansel regarding a positive resident stay at Memory care. See attached letter. Linda asked for the letter to be put in Hannah Ross's HR file.

## IV. CLATSOP CARE CENTER BUILDING UPDATE – DON HARRIS

Don shared that he included a word document with a recap on where we are with the mitigation application. AKS was selected to provide civil engineering and began services on 10/10/2024. They have provided a suggested plan for treating the storm water runoff with a detention pond. Alternative plans are being reviewed to recapture parking spaces lost by the detention pond. Additional steps are being taken to determine the level of the parking spaces, the pending Dec. 1<sup>st</sup> FEMA updates, and Don will meet with the City of Astoria next week as a preliminary measure. The mitigation application is targeted to be submitted the first week of December.

## 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. Kendra gave an update on the elevators. There was a discussion about CCC staffing.
- B. Jennifer Wooley spoke on behalf of Ann Rubino, Clatsop Retirement Village. Please see Ann Rubino's report for details. Ten new move ins. Chuck Meyer asked about the recent water damage and are the contractors being held responsible for their portion of the expense? Yes. Mike Wiley is getting bids for carpet cleaning or replacement. Census at 59. The respite room, upon being available, will have a 14-day minimum stay. Paul Radu asked about parking. Do we charge residents? Confirmed that yes, we do \$10/month. There was a discussion regarding vacant rooms, room repairs, and marketing to fill vacancies. Linda Crandell asked that a plan be brought forward.
- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details. Hannah Ross commented that their census is 31 of 32 with a few leads, no other changes to report. Chuck Meyer asked if there were any noise or traffic issues with business next door? Hannah replied no there was not. Linda Crandell asked for a Montessori update. Hannah replied that staff are taking classes and she has a meeting next week. My

- goal is to be ready by the end of this calendar year. Mike Aho asked for the bus repair status. Hannah clarified that it was the rear heater, and it will be ready for pickup tomorrow.
- D. Nicole Easley spoke on behalf of Debi Martin, In-Home care. Please see Debi Martin's report for details. No changes. Nicole commented that there has been an uptick in hours billed.
  - E. Michael Martin provided an update for marketing. Please see his report for details. Linda Crandell asked about the Warrenton High School art project for Memory Care. Project moving forward. Christian Honl asked about 10 move in's and where they came from. Mike responded that most came from advertising, websites, and referrals. Linda Crandell asked about physician's medication reconciliation reports. Mike clarified what we are doing to build better relations. Mike Aho asked about OCF Nursing Fund. Mike Martin provided an update, and that Mark, Nicole and Kendra are picking areas of focus. Chuck Meyer commented that he saw Mike Martin's presentation at Astoria Rotary and that it was a good presentation. Mary Nauha asked what we were doing for CIHS marketing to increase hours. Mike provided current channels that we are doing. Linda Crandell asked about our COVID policy for employees. Nicole provided COVID policy details.
  - F. Nicole Easley spoke on behalf of Mark Remley, CEO giving the CEO report for Clatsop Care Health District. Please see Mark Remley's report for details. Nicole Easley mentioned the potential tax. Mike Aho discussed how it is in trust until distribution. Nicole talked about the ERTC program and is getting details on payment. Jennifer Wooley brought up that we should have an update on our insurance next week. Linda Crandell and Mike Aho asked about an update on our retirement plan and how many employees are participating, auto opt out percentage.
  - G. Nicole Easley spoke on behalf of Mark Remley reviewing the financial report. Please see Mark Remley's report for details. Comments: CCC revenue is positive, but agency expenses need to be reduced. CMC looking at cameras for security. Linda Crandell reminded everyone about the Levy meeting this month (3rd Thurs.) What needs do we have to address? Submit requests 3 days in advance of meeting. Jennifer Wooley reviewed flood insurance numbers. Jennifer also mentioned cameras for Memory Care as a possibility. Chuck Meyer asked about privacy issues and where to put them. It is being reviewed. Mike Aho asked about LGIP transfer in for CRV.

#### VI. ACTION ITEMS

- A. None

#### VII. GENERAL DISCUSSION

- A. Strategic Plan – Tabled.

#### VIII. BOARD NOTATIONS CLOSING COMMENTS

Meaghan Lampson no comment  
Chuck Meyer no comment

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Mike Aho liked the letter received. That's why we are sitting here.  
Christian Honl No comment  
Paul Radu no comment  
Mary Nauha No comment  
Linda Crandell also liked the letter.

**IX. ADJOURNMENT**

- A. December 5, 2024- Board Meeting- Clatsop Care Center
- B. January 9, 2024 – Board Meeting- Clatsop Care Memory Care

**X. ADJOURNMENT**

Linda motion to adjourn. Christian seconded. Meeting adjourned.

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Signature

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Date

*Minutes recorded by Mike Martin*