CLATSOP CARE HEALTH DISTRICT BOARD OF DIRECTOR'S MEETING

December 5th, 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, noting that there was a quorum.

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

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

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II. CONSENT AGENDA

- A. Agenda approval.
 - Linda Crandell asked for a motion to approve the agenda as presented. Chuck Meyer made a motion to approve the agenda. Mary Nauha seconded. Motion carried.
- B. Approval of the November 7th, 2024, regular meeting minutes. Mary Nauha made a motion to approve the minutes as presented. Mike Aho 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 shared a positive online post from a family member that highlighted the care given to their loved one while at CCC.

IV. CLATSOP CARE CENTER BUILDING UPDATE - DON HARRIS

Don Harris provided a written update in the board packet. Don shared that since the last board meeting, he had not been able to meet with the City of Astoria however it was scheduled for this afternoon (12/07), and he would provide an email update to the board by Friday. Don said that they had reconfigured the storm water treatment detention pond to a smaller footprint retaining all parking spaces. There are no anticipated issues with the railroad easements. The application final drafts should be ready by the end of next week.

V. ADMINISTRATION REPORTS

- A. Kendra Webb provided an update on Clatsop Care Center. Please see her report for details. Kendra reported that today's census is at 34 and that she has two interviews scheduled this week for nurses. There is an activity assistant position and a dietary aide position open. Nicole Easley shared that she had submitted the Better Nursing Home Grant application asking for funding for a Wellness, Resilience, & Restorative Program and with the broad scope of the grant we would also tie in life enrichment and menu reviews. Mike Aho asked if it was a renewing grant. Nicole responded that the grant application did not specify. There was a discussion about staffing at CCC and it was noted that there was another CNA class beginning on Dec. 20th.
- B. Ann Rubino provided an update on Clatsop Retirement Village. Please see her report for details. Ann reported that today's census is at 58. The flyers for the respite program are complete and the campaign has started. The adopt-a-senior for Christmas program is in motion. Mary Nauha

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asked a few questions regarding the HSC position at CRV. The roofing company is wanting to do work to the east side of the building now vs waiting until spring. There was a discussion about the roofing project.

- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details. Hannah shared that their open positions are PT Caregiver and in Dietary they need a Cook. Linda Crandell asked about the implementation of the Montessori program. Hannah shared that Nadine has completed the training, that the program would not be an exact fit for her building, but they would pull the pieces from it that would work.
- D. Debi Martin provided an update on In-Home Care. Please see her report for details.
- E. Michael Martin provided an update on Marketing. Please see his report for details. There was a discussion about advertising which included ads on billboards and benches.
- F. Mark Remley provided the CEO report. Please see his report for details. Mark Remley shared that he was finalizing the agreements for the insurance policies. CRV must have a separate policy from the rest of the district. Mark sent an email to Dolphin Investors re: the 2025 lease amount for CCMC. The building can be purchased after the year seventeen. Linda asked if the annual audit was complete now. Mark replied that it was on his end and just waiting on the final report.
- G. Mark Remley provided the financial report. Please see his report for details. Mark shared with the board that the cash snapshot of the financials included deposits from tax revenues and interest.

VI. BOARD OF DIRECTORS - ACTION ITEMS

- A. Resolution #2025-17: Clatsop Care Center Vital Sign Equipment
 The resolution is to replace broken equipment that is used by the nursing staff. Chuck Meyer
 made a motion to approve resolution 2025-17. Paul Radu seconded the motion. Roll call vote to
 Megan Lampson, Chuck Meyer, Mary Nauha, Mike Aho, Paul Radu and Christian Honl. All vote
 aye. Chair votes aye. Motion carried.
- B. Resolution #2025-18: Clatsop Care Center Steamer for Dietary Dept.

The resolution is to replace the steamer in the kitchen that is inoperable. There was a discussion about purchases that do not need to go before the board for approval and that the equipment should be taken out of the repair and maintenance budget line item. Chuck Meyer made a motion to approve resolution 2025-18. Megan Lampson seconded the motion. Roll call vote to Megan Lampson, Chuck Meyer, Mary Nauha, Mike Aho, Paul Radu and Christian Honl. All vote aye. Chair votes aye. Motion carried.

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VII. GENERAL DISCUSSION

A. Strategic Plan

There is a summary of the strategic plan in the board packet. Linda Crandell suggested a work session to review the strategic plan as a stand-alone item vs at the next board meeting. The board members agreed. Nicole Easley shared that Aidan HC would be meeting with the administrators to review feedback from staff surveys and would get feedback from the administrators to pull together the final plan that would be presented to the board in January.

Mike Aho spoke about the need for the benefits package to be reviewed again and remain ongoing to continue to review wage scales, medical, and retirement benefits for the district. The standing committee for this will meet in January and include Mike Aho, Chuck Meyer, Megan Lampson, and Christian Honl. The Tax Levy standing committee meets on the third Thursday of each month. Linda Crandell asked Michael Martin to post the dates for the standing committee meetings on the website for public notice.

Upcoming dates: Tax Levy Committee: Dec 19th, Jan 16th. Board Meetings: Jan. 9th, Feb. 6th. Strategic Plan Review Committee: Jan. 28th at CRV.

B. Foundation Update

Mike Martin shared that the foundation last met without a quorum and the meeting was turned into a work session. Additional members are still needed.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson commented that she would love to see the return of a restorative program at Clatsop Care Center.

Mary Nauha wished everyone a very Merry Christmas!

Mike Aho said excellent job to CCC for the positive review and Merry Christmas to everyone.

Chuck Meyer – No comment.

Christian Honl - No comment.

Linda Crandell asked if the tax levy fund would cover the remodel at CRV? Yes, from Mark Remley.

Paul Radu - No comment.

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IX. ADJOURNMENT				
Linda Crandell asked for a motion to adjourn the meeting. Mike Aho seconded the motion. Motion carried. The meeti				
Signature	 Date			
Minutes recorded by Stacey Dempsey				

Clatsop Care Center December 2024

Census: At the time of this writing our census is currently 31 on a budget of 31. We have 41 set up beds.

Medicare: 6 Medicaid: 20 Private Pay: 5 Average Daily Census for December was 32.

Staffing:

Open positions:

- Nurses: 2 day, 2 noc. We have an accepted offer for 1 noc position but her start date was delayed until January.
- CNAs: 2 day CNAs, 3 evening CNAs, 2 NOC CNA, PRN CNAs We currently have 7 students in our CNA class and are hoping many make it through clinicals to join the team. They graduate January 17th.
- Ancillary: Dietary aide/cook, activities assistant

Building Updates:

The engineers are working on the design for the elevator so they can proceed with ordering the supplies needed to begin construction. We had an engineer come to evaluate the basement integrity – next they will provide a proposal for the concrete testing to determine strength and remaining capacity of basement walls and ceiling. After the results of the testing are reviewed, they will develop recommendations to address structural and waterproofing issues effectively.

Community Life: The Holidays have been pleasant for the residents and staff. Many gatherings and parties were held. The residents especially enjoyed the Christmas party where everyone received a gift from Santa. Many families participated and visited during the holidays making it extra special for the residents.

Respectfully, Kendra Webb

Clatsop Retirement Village January 5, 2025, Board Report

<u>Current Census:</u> 57 Residents on a budget of 65. 29 PP and 28 MCD on a budget of 35 PP and 30 MCD. We have 1 resident at Clatsop Care Center for rehab.

<u>Average Daily Census for December:</u> 56.55 on a budget of 65. 30 PP and 26.5 MCD on a budget of 35 PP and 30 MCD.

<u>Admissions/Discharges:</u> We had 1 PP move in for November. We had 2 move outs, 1 death and 1 to Clatsop Care. We had no move ins in December and 1 move out to death.

Marketing/Census: We have received 2 inquiries for Respite Care. I am currently waiting on Dr. Orders. I have a MCD move in scheduled for January so far. I am following up on two more leads for January move ins. We are marketing our Respite and our signs are out front pushing our tours and help wanted. Our Adopt a Senior for Christmas was a huge success. All of our residents were adopted by members of the community. Santa came and handed out the gifts Christmas morning. It was very special!

We are still working with Mike Martin on marketing and building our census. We are working on our quarterly plan for the New Year.

<u>Operations/Staffing:</u> We have hired 4 new caregivers. We had 2 caregivers quit without notice. I am sending our 2 RCC's for training to Jennings McCall in January. Staffing has been challenging but we are doing okay with the staff we have. Managers will watch their spending. No major expenses foreseen.

Agency: No agency in the building.

<u>Healthcare:</u> We have had no COVID cases this past month. We are working on assessments, service plans and our acuity report. We have hired enough staff to get us through each shift, we are trying to figure out how to maintain who we hire. We are still waiting for our licensure survey.

<u>Maintenance:</u> We had another leak from the roofing project. Todd Beeler will be taking care of this leak. The crew came out and have replaced the drywall and dried out the walls and replaced the insulation. We are waiting for our flooring project to be scheduled. Our water heater was replaced. Hopefully no other big expenses will be hitting us. Maintenance is working on getting our rooms turned and ready for move ins.

Ann Rubino, Administrator

Clatsop Care Memory Community Board Report January 2025

Census 30

- 19 private pay and 11 Medicaid on a budget of 19 PP and 11 Medicaid.
- ADC in December 30 on a budget of 30.
- Two on Hospice.
- Two private rooms are open, and assessments have been done. Scheduling move-ins to happen ASAP.

Staffing and Training

- Thirty-five total staff.
- Ads are running for Caregiver and FT Cook.
- All staff meeting on 20th last month. This was our Staff Christmas party. Blankets and water bottles were given to all staff, and staff did a white elephant gift exchange.
- Fire drill on NOC shift last month. These are verbal drills. If residents are awake, they may participate.

Operations/Life Enrichment Programming

- Bus rides and outings happen depending on weather.
- Live music from volunteers has been happening once a week and residents all are enjoying it. They will dance and sing along with staff and family members visiting.
- Working with other volunteers from a local church to start Spiritual Services weekly again.
- Power went out after windstorm on 12.17 at 2130 and heat from center furnace hooked on generator kept everyone toasty warm.

Covid-19 Update

Monthly reporting of vaccination status it still happening.

Special Projects

- Tub room remodel in progress. A three-week delay due to having to move the sink to the other side of bathroom and plumbers needing a new tool that is not gas powered.
- Cabinet storage for all bathrooms.

Res	pect	fully,

Hannah Ross

Administrator

Board Report Clatsop Care in Home Services Report for December 2024

Clients: At the time of this report, we have a census of 50 active clients. We had 3 clients pass away in December.

We have only one client that are on an *as needed* basis, for a total census of 51. We are providing medication services to one client.

As expected, we lost a fair amount of hours due to the Christmas holiday week. Many clients left town or had visitors and family for the holidays.

Payors: Eleven of these clients are VA contract. We have three clients through the Providence Elderplace program, eighteen of our clients are Medicaid, one is Long term care insurance and the remaining eighteen clients are private pay.

Location: of our current active clients 22 are in Astoria, twelve are in Seaside/Gearhart area, thirteen are in Warrenton/Hammond area. We have two clients in Knappa/Svenson area. We have two clients in Cannon Beach. Currently we have no clients in Westport.

Employees: We currently have 27 employees, including myself. We will be losing one to the Care Center as she reinstated her RN license.

12 caregivers are full-time. The rest are, by choice, part time with up to 20-25 hours per week. **Accidents/Incidents:** We have had no injuries or accidents.

General: Projected service hours for December total 1831. We had a lot of cases of respiratory illness in both clients and staff but all were resolved fairly well. We were pretty busy during the holiday week in December with the storms. However, we were prepared and we made sure our clients were prepared for power outages and downed trees and power lines. We considered it successful assistance. We will be having a meeting to discuss what improvements/ideas we can implement for the weather issues anticipated for the rest of the winter. The VA informed me that the reimbursement rate will increase by \$1.57/hr effective January 1st.

The caregivers very much appreciated the holiday bonus's and they are very much looking forward to the employee party in January.

2025 is going to be a great year.

Respectfully, Debi Martin

CLATSOP IN-HOME CARE HOURS

		Avg. Hours/Client			Avg. Hours/Client
July 2024	1,930.00	36.41	July 2025	1490.5	
August 2024	1,761.15	35.22	August 2025	1535	
September 2024	1,679.00	35.72	September 2025	1390.5	
October 2024	1,843.00	36.86	October 2025	1429.25	
November 2024	1,897	35.12	November 2025	1429.28	27.49
December 2024	1,831	35.91	December 2025	1334.33	27.23
January 2025					
February 2025					
March 2025					
April 2025					
May 2025					
June 2025					

Clatsop Care Health District Board Report Marketing and Communications Update

Mike Martin

December 29, 2024 (for the January 9, 2025, Board meeting)

IMPORTANT DATE: Company Employee Appreciation Celebration, Friday, January 17, 2025, Fort George Lovell Showroom, 4PM to 9PM

Foundation

Mary Nauha and I met to review five new board member candidates. Next meeting will be the third Thursday in January 16th. We hope to have multiple board member candidates to review at this meeting. Candidates: Elizabeth Malaphy, Michael Miller, Jade Jaconetti, Tiffany Myers-Wagner, Erin Carroll, Casandra Reeves, Dorothy Williams, Rhiannon Burns, Bernice Moore, Faeya Harper, Sarah Hein, Joseph Sweet. Please let me know if any of you are familiar with these people.

Auxiliary

Auxiliary met to review the rummage sale final numbers. We also discussed how to use funds from the sale. It was agreed to purchase some portable radio/CD player for residents/clients up to \$200.

Recruitment

	Publish	ed Jobs	Drafts & Closed Jobs	1	22			Pending Jobs	
									1 - 16 of 16 items
Status	Date	Title [ID]		Location ^	New	Candidates	Offers	Hired	Actions
Published	11/21/2024	Clatsop Cares Foundation	n Board Member [2876998]	Clatsop Care Center Health District	12	12	0	0	
Published	12/05/2024	Activities Aide [2834900]		Clatsop Care Health & Rehabilitation	13	32	0	0	0.00
Published	12/06/2024	Dietary Aide (Skilled Nur	sing Facility) [2724605]	Clatsop Care Health & Rehabilitation	22	36	0	3	000
Published	12/06/2024	Dietary Cook (Skilled Nur	rsing Facility) [2724621]	Clatsop Care Health & Rehabilitation	17	25	0	0	600
Published	10/15/2024	Certified Medication Assi	istant (skilled nursing facility) [2797720]	Clatsop Care Health & Rehabilitation Center	1	5	0	0	000
Published	09/03/2024	Certified Nursing Assista	nt (CNA) - Skilled Nursing [2700531]	Clatsop Care Health & Rehabilitation Center	2	14	0	1	000
Published	09/03/2024	Certified Nursing Assista	nt (CNA) training program [2700489]	Clatsop Care Health & Rehabilitation Center	17	74	6	0	000
Published	09/03/2024	Licensed Practical Nurse	(LPN) - Skilled Nursing [2700510]	Clatsop Care Health & Rehabilitation Center	2	4	0	0	000
Published	08/22/2024	Registered Nurse (RN) - S	killed Nursing [2676072]	Clatsop Care Health & Rehabilitation Center	1	4	0	0	000
Published	09/03/2024	In-Home Caregiver [2700]	562]	Clatsop Care In-Home Services	42	70	0	0	999
Published	11/06/2024	Caregiver - Memory Com	munity [2700596]	Clatsop Memory Community	1	60	0	4	000
Published	11/20/2024	CCMC Dietary Services Co	ook [2873753]	Clatsop Memory Community	38	38	0	0	000
Published	12/19/2024	Caregiver (NOC shift) - As	ssisted Living Facility [2700754]	Clatsop Retirement Village	11	18	0	0	000
Published	09/03/2024	Caregiver - Assisted Livin	g Facility [2700754]	Clatsop Retirement Village	5	59	0	7	
Published	11/21/2024	Dietary Aide - Assisted Li	ving [2700679]	Clatsop Retirement Village	17	58	0	0	***
Published	09/03/2024	Team Leader (non-certifi	ed medication tech) [2700768]	Clatsop Retirement Village	33	99	2	1	0.04
									1 - 16 of 16 items

Other Advertising/Events

CIHS: We continue to run a radio campaign. Digital campaigns end in December.

CCC: We are reviewing what the results are for last month's campaigns. Adopt a Senior Giving Tree was a success and we were able to collect gifts for all residents and clients.

CMC: No new campaigns.

CRV: We are reviewing results from last month's campaign. Adopt a Senior Giving Tree was a success and we were able to collect gifts for all residents and clients. CRV also had several activities which involved the community. CMH Hospice volunteers, and Ilwaco Middle School Mariachi Band.

District wide: Peace Lutheran Care Group donated their annual Santa for Seniors packages to all facilities. I will be meeting with Nicole and Jennifer to review all marketing for CY2025.

Still investigating billboards. Costs vary from \$1,000 to \$5,000 per month when available. Right now there is a two year waiting list for Astoria and Seaside boards. Mary Nauha found some billboards between Svenson and Clatskanie for \$1,000 per month. Movie Theatre screens seem to be a good deal. \$300 per month for Astoria and \$300 for Seaside. Message shown on all screens at all movies.

Events

Company Employee Appreciation Celebration, Friday, January 17, 2025, Fort George Lovell Showroom, 4PM to 9PM.

Grants

Better Nursing Home Care Fund has been submitted.

CLATSOP CARE CENTER HEALTH DISTRICT

CEO BOARD REPORT 1/9/2025

As we welcome in the new year, we have a big year ahead. We continue to work towards being able to move forward with a new Care Center. This has been a long time coming, and we remain determined to get this accomplished once we get the final word on the property. I appreciate everyone's patience as we work with Vista Pointe to get this done properly but expeditiously.

In your packet you will also find the RFP for Clatsop Retirement Village on the third floor. I'm working on getting this posted to the appropriate website so we can get multiple bids. The way it is written we will need to have potential contractors walk through the site to assure they are all bidding on the same items. This will be fun to get this started as it will eventually transform the building. In looking for a contractor, one thing we will need to keep in mind is how they have worked with Facility Planning and Safety through the State of Oregon. This has become an arduous process where we will need to do submittals on items done, as well as have an inspection done when the project is complete.

In regards to the roof at CRV, there was another leak that was dealt with. I have communicated directly with the roofer and feel like we have a better plan with more communication moving forward. We will need to, at some point, pull the trigger on pulling the HVAC units off the roof in anticipation of completing the other half of the roof. To do this we will need a contingency plan for heating the common areas in the interim. Once this is complete, we will need to wait for a break in the weather for them to get it done. Not the perfect scenario, but what we need to deal with. I have sent in a request from Lument our HUD loan servicer to reimburse CRV \$100,000 for the roof. This will bring our replacement reserve down to just over \$69,000 which is as low as we can have it. I also have turned in all documentation to Lument's insurance side to get reimbursement for our liability insurance. The person whom I am waiting for is out of the office until the first of the year, so will follow up when she's back.

The audit is complete, and Marcy will be at the February meeting.

Lastly, after our mid year budget meeting, we will start preparing our budget for 2025-26. As we look at the budget we will prepare a marketing budget that will coincide with the overall marketing plan. I point this out as there have been many questions specifically related to marketing and feel it will be important to go through this in more detail.

Respectfully,

Mark Remley

7,092,266	TOTAL
6,219,909	LGIP
11,509	IN HOME CARE SERVICES
108,313	DISTRICT ADMINISTRATION
109,995	MEMORY CARE COMMUNITY
167,392	RETIREMENT VILLAGE PROPERTY LLC
14,886	PAYROLL MANUAL CHECKS
392,119	CCC GENERAL
68,143	CRV GENERAL
	12/26/2024
CASH SNAPSHOT	C

CLATSOP CARE CENTER HEALTH DISTRICT Oregon LGIP	CLATSOP CARE CENTER HEALTH DISTRICT	CLATSOP CARE CENTER HEALTH DISTRICT Oregon LGIP	CLATSOP CARE CENTER HEALTH DISTRICT Oregon LGIP	AccountName
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12/02/2024 12/02/2024	11/29/2024 12/02/2024	12/04/2024 12/04/2024	12/05/2024 12/05/2024	TradeDate SettlementDat
12/02/2024 12/02/2024 LGIP Fees - ACH Redemption (3 @ \$0.05 - From 5733) - December 2024	Accrual Income Div Reinvestment - Distributions	Transfer from Clatsop County - CLATSOP COUNTY	12/05/2024 12/05/2024 Redemption - ACH Redemption	e TransDesc
Redemption	Accrual Income Div Reinvestment Distributions	Transfer Purchase	Redemption	TransactionType
Fee - ACH Redemption	nt Distributions	Participant to Participant Transfer	ACH Redemption	TransactionSource
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January 9, 2025 2025-19 Resolution to approve the proposal for the purchase of new flooring on the first floor of Clatsop Retirement Village.

Whereas, The Board of Directors would like to approve the bid from Nu Way Carpet, LLC to replace to carpet with a hard surface on the first floor lobby and including inside the elevators;

Whereas, the Board of Directors agrees to the cost of \$13,800;

Whereas, the Board of Directors directs the CEO to execute on the quote from Nu Way Carpet LLC for new flooring.

Whereas, the Board of Directors agree to pay for this through the Tax Levy Funding.

Be it therefore resolved that the Clatsop Care Center Health District Board approves this request to proceed with the above request and gives the authority to Mark Remley, Clatsop Care Center Health District CEO to proceed.

Printed Name	Title	
Signature	Date	



OR CCB #236228 WA CCB #NUWAYCL 77400

ESTIMATE WORKSHEET 1021 S	Main Ave • Warrenton OR 97146 • 503-383-5592
NAME Clatoco Petire	ment === 11-7-24
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EMAIL	
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Piper	5tallation 76595.00 t/Dupose9678.00
new F	t/Duspose\$16.78.00 loor prep \$570.00 corrbase \$800.00 Helpsive \$350.00
it will be by	Place prep is needed Hed at 95.00 per
OTES	SUB TOTAL \$ 13,778.00 DEPOSIT \$ 6889.00
	BALANCE \$ 6 289.00