

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING**
December 4th, 2025
Regular Meeting Minutes

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00 PM at Clatsop Care Memory Community in Warrenton, OR.

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

Board Members		Management & Staff	
Christian Honl	P	Ann Rubino, Administrator CRV	P
Chuck Meyer	P	Debi Martin, Director IHC	P
Danielle Glover-Cloutier	A	Hannah Ross, Administrator CCMC	E
Linda Crandell - Zoom	P	Jennifer Woolley, Aidan Health Services	E
Virginia Hall	P	Kendra Webb, Administrator CCHR	P
Mike Aho	P	Mark Remley Aidan Health Services	P
		Melissa Schacher, District Billing Specialist	P
Members of the Public		Michael Martin, District Marketing & Comms	P
Don Harris via zoom		Mike Kerwin, District IT	P
Michael Zingg via zoom		Nicole Easley, Aidan Health Services	P

II. CONSENT AGENDA

- A. Motion to approve the agenda as presented. Chuck Meyer made a motion to approve, Christian Honl seconded.
- B. Approval of the November 7th and November 18th board meeting minutes. Christian Honl made a motion to approve, Mike Aho seconded.

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 was no public comment.

IV. NEW BUILDING UPDATE

Don Harris shared details about the building site development.

- The site can be built on but requires specialized methods to shore up soil and build a foundation.

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- Total project estimated at between \$25 million to \$30 million.
- The estimated bond rate would be about 4% over 30 years, resulting in approximately 40-45 cents per thousand millage rate.

V. ADMINISTRATOR REPORTS

- A. Kendra Webb provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details.
- B. Ann Rubino provided an update on Clatsop Retirement Village. Please see her report for details.
- C. Hannah Ross was not in attendance at Clatsop Care Memory Community. Please see her report for details.
- D. Debi Martin provided an update on In-Home Care. Please see Debi's report for details.
- E. Mark Remley provided a CEO update on Clatsop Care Center Health District. Please see his report for details.
- F. Mark Remley provided a financial report. Please see his report for details.

VI. ACTION ITEMS

- A. Resolution 2026-5 Wetland Mitigation Credit Oregon Department of State Lands- purchase of credits for \$84,221.62
 - Was moved by Mike Aho and seconded by Chuck Meyer. Passed unanimously.
- B. Resolution 2026- 6 Wetland Mitigation Credit Warrenton Fiber Company- purchase of credits for \$76,560.
 - Was moved by Mike Aho and seconded by Chuck Meyer. Passed unanimously.
- C. Resolution 2026-7 Clatsop Memory Care Cabinets- project for \$50,250;
 - Was moved by Chuck Meyer and seconded by Christian Honl. Passed unanimously.
- D. Resolution 2026-8 Call System upgrade for Clatsop Retirement Village- \$68,000;
 - Was moved by Virginia Hall and seconded by Mike Aho. Passed unanimously
- E. Wetland Mitigation Credit Resolution The board approved two wetland mitigation credit purchases totaling \$160,781 (\$84,221 and \$76,560) to move forward with permits
 - Was moved by Mike Aho and seconded by Chuck Meyer. Passed unanimously
- F. Place application on District Website for District Board vacancy and to appoint Mary Nahu as Foundation Board President.
 - Was moved by Chuck Meyer and seconded by Virginia Hall. Passed Unanimously.

VII. GENERAL DISCUSSION

- Market Study for Memory Care

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CEO: Discussed potential market study for memory care services

Details

Previous market studies from 2023 examined all levels of care

Memory care market study showed excess demand of 4 beds by 2026, increasing to 11 by 2031

For both private pay and Medicaid, demand starts at 15 beds in 2026, increasing to 21

Concern raised about whether patients would come from Clatsop Return Village or represent new demand

Question of whether 12-apartment area would be sufficient or efficient for staffing (1:8 ratio)

Conclusion

Board agreed to proceed with updated market study for memory care

- **Additional items for discussion**
 - Mike Kerwin to obtain quote for upgrading phone system
 - Attend mid-year financial review on February 19th
 - Attend audit presentation on January 8th
 - Save the date for district holiday party on January 23rd at Fort George Brewery
 - Levy Subcommittee to meet 12/18/25

VIII. BOARD MEMBER MATTERS/COMMENTS

A big huge thank you to Mike Kerwin for recording the District Board Meeting today and for Mike to teach Board how to log in and use Microsoft Teams.

IX. FUTURE MEETING DATES

- January 8, 2025 – Board Meeting – Clatsop Retirement Village
- February 5, 2026 – Board Meeting – Clatsop Retirement Village
- February 19, 2026 – Mid Year Financial Review – Clatsop Memory Care

X. ADJOURNMENT

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Linda Crandell made a motion to adjourn. The meeting adjourned at 1:22 PM.

Signature

Date

Minutes recorded by Mike Kerwin, District IT

Subject to ORS 192.311 (Definitions for ORS 192.311 to 192.478) to 192.478 (Exemption for Judicial Department)

Clatsop Care Center
Board Report
January 8, 2026

Mission: Our mission is to provide a continuum of highest quality service and care to meet the physical, social and emotional needs of our community.

Community

“In all that we do, whether among staff, with our clients and their loved ones, or with other organizations in the community, we foster a spirit of collaboration as we work together to achieve common goals.”

- Financial: Net margin: \$58k
- Average daily census/hours last month: 32
- Current census: 31
- Building: Working on bids for elevator repair on elevator 2.
- Marketing: Mike will be making in person visits to local hospitals to aid in driving admissions. Carefeed is also planned to be used for satisfaction surveys and identifying trends in resident satisfaction.

Dedication

“Our staff and leadership teams are talented, experienced professionals who are fully invested in delivering the best possible care experience for our clients and their loved ones.”

- Retention: 49% down from prior month of 53%
- Turnover: 71% up from 60% prior month. Termed some on-call staff who were not picking up shifts prior to year-end.
- Key open positions: Social Services Director (ours is moving out of state).
- Agency use: \$29k for nurses in November and anticipated to trend slightly lower for December. Remaining out of CNA agency.

Compassion

“We treat our clients, their loved ones and our peers with respect and kindness. Our priority at all times is to facilitate the highest quality of life possible for those who are in our care.”

- Satisfaction Surveys: Overall satisfaction for the year is 91% of residents would recommend to others.
- Regulatory: Due for annual survey back in September so we expect them any day.
- Outbreak status: Nothing to report at this time.
- Resident Engagement: Residents enjoyed all the Holiday Festivities. A party for residents and their families was held as well as a resident party. Santa was the guest of honor and assisted in giving out gifts ensuring each resident received a gift of their preference.

Respectfully,

Kendra Webb

Completed December 29, 2025.

Clatsop Care Retirement Village
Board Report
January 2026

Mission: *Our mission is to provide a continuum of highest quality service and care to meet the physical, social and emotional needs of our community.*

Community

"In all that we do, whether among staff, with our clients and their loved ones, or with other organizations in the community, we foster a spirit of collaboration as we work together to achieve common goals."

- Financial: November had a net loss of \$5,089 on a budget of a net loss of \$25,143. Revenue was under budget by \$38,238.00 due to lower than budgeted census and higher MCD census. No notable variances in controllable expenses. Holiday bonuses were budgeted in November, but they will be reflected in the December financials.
- November average daily census: 61.2 on a budget of 65. 34.33 MCD and 26.87 PVT on a budget of 29.7 MCD and 35.3 PVT.
- December average daily census: 61.6 on a budget of 65. 34.90 MCD and 26.7 on a budget of 29.7 MCD and 35.3 PVT.
- Current census: 62 on a budget of 65. 27 PP and 35 MCD on a budget of 35.3 PP and 29.7 MCD. 2-2 bdrms and a 1bdrm have been reserved for January move-in.
- Building: Flooring is being replaced in the 2-bdrm and 1bdrm apts. A new washing machine for the second floor was replaced and potentially a new dryer. No big expenditures for maintenance.
- Marketing: We are preparing for our dementia workshop (date TBD) in January. We are planning our other events for February and March. Continued promotions on Facebook.

Dedication

"Our staff and leadership teams are talented, experienced professionals who are fully invested in delivering the best possible care experience for our clients and their loved ones."

- Retention: 58% in November vs 63% in October (January 2025 was 61%)
- Turnover: 92% in November vs 103% in October (January 2025 was 160%)
- Key open positions: Resident Care Coordinator, Team Lead (1)
- Agency use: No agency used.

Compassion

"We treat our clients, their loved ones and our peers with respect and kindness. Our priority at all times is to facilitate the highest quality of life possible for those who are in our care."

- Satisfaction Surveys: 96% Satisfaction on Pinnacle
- Regulatory: No regulatory issues

- Outbreak status: No outbreaks

- Resident engagement:

Residents enjoyed their Christmas gifts and party. The community adopted all residents and made the holiday special for them. We had our Christmas prime rib and the attendees were very pleased and complimentary of our dinner. We have the high school students coming to do 1:1 Senior Time. The residents are signing up and seem excited to have the kids come spend time with them. We have 3 artists (true artists) that would like to have a sip and paint class. We have plans for the men to build some bird houses for Spring and possibly the high school kids will assist with making some new planters for our Spring planting.

On behalf of CRV, we would like to express our sincere thanks for the bonus. The staff were blessed and for some it made their Christmas possible. THANK YOU!!

Respectfully,

Ann Rubino

Clatsop Care Memory Community
Board Report
January 2026

Mission: *Our mission is to provide a continuum of highest quality service and care to meet the physical, social and emotional needs of our community.*

Community

"In all that we do, whether among staff, with our clients and their loved ones, or with other organizations in the community, we foster a spirit of collaboration as we work together to achieve common goals."

- Financial: November net margin was \$11,379 on a budget of \$-28,950. Holiday bonuses were budgeted in November, but will be seen in the December financials. No other noted areas of concern.
- December average daily census: 30.93 on a budget of 30.5
- Current census: 31 20 PP and 11 Medicaid on a budget of 19.5 PP and 11 Medicaid.
- Building: Conference room is finished with fresh paint and new carpet.
- Marketing: Silver Screens.

Dedication

"Our staff and leadership teams are talented, experienced professionals who are fully invested in delivering the best possible care experience for our clients and their loved ones."

- Retention: 85% in November vs 63% in October (January 2025 was 68%)
- Turnover: 68% in November vs 91% in October (January 2025 was 107%)
- Key open positions: None
- Agency use: None

Compassion

"We treat our clients, their loved ones and our peers with respect and kindness. Our priority at all times is to facilitate the highest quality of life possible for those who are in our care."

- Satisfaction Surveys: No surveys done for December and November. October was 92%.
- Regulatory: Survey due April 2026.
- Outbreak status: None this month
- Resident engagement: Residents are going on bus rides Mondays, Wednesdays, Fridays and remains a favorite activity. OBIE has been fun for residents as well playing all the games. Hairdresser has started and families are happy to have that service back in house. Encore dancers and Old Growth visited and gave the residents a fun show.
- CCMC Training Program: Continue to work developing our program and "tag line". This will be used in onboarding new staff and continued training of current. Current onboarding is 15.5 hours with all state and federal requirements.
- Warrenton High School has started building panels for the art project in Hallways.

Clatsop Care In-Home Care
Board Report
January 2026

Mission: Our mission is to provide a continuum of highest quality service and care to meet the physical, social and emotional needs of our community.

Community

"In all that we do, whether among staff, with our clients and their loved ones, or with other organizations in the community, we foster a spirit of collaboration as we work together to achieve common goals."

- **Financial:** (\$99). We were over budget this month on expenses due to new hires, some caregiver illness, and gift certificates (\$1395). Paid annual OHCA due (\$1100).
- **Average daily census/hours last month:** 1931.92. Down due to the holiday and cancelations.
- **Current census/hours:** Projecting 2125 hours in December. 42 active clients. There were several anticipated cancelations for the holiday, but some were made up by offering alternative days/hours that week. We have 2250 hours scheduled in January.
- **Building:** NA
- **Marketing:** Ads continue running on radio stations and at the local theatre. Business cards are also being given to current clients to pass along to their friends and family

Dedication

"Our staff and leadership teams are talented, experienced professionals who are fully invested in delivering the best possible care experience for our clients and their loved ones."

- **Retention:** 72%. Up 9% from last month. We have 27 employees currently. 2 FT caregivers are out on FML.
- **Turnover:** 54%. Down 1% from last month.
- **Key open positions:** Caregivers FT and PT.
- **Agency use:** NA

Compassion

"We treat our clients, their loved ones and our peers with respect and kindness. Our priority at all times is to facilitate the highest quality of life possible for those who are in our care."

- **Satisfaction Surveys:** Working on employee satisfaction surveys to send out soon.
- **Regulatory:** None currently
- **Outbreak status.** No cases of Covid or flu, but several colds.
- **Resident engagement:** We continue encouraging our clients to remain involved in their community. We sent out Holiday greeting cards to all our clients and they were very appreciated. Caregivers offered to assist with home decorations and helping to write

Christmas cards. We also made “extra” trips with our clients to help them buy and wrap gifts. Several caregivers want to start making plans now to assist in the local programs that prepare and deliver food and toy baskets for next year. That will fit in with our Mission and Community statement.

CLATSOP IN-HOME CARE HOURS

CLATSOP CARE CENTER HEALTH DISTRICT

CEO REPORT 1/8/2026

Happy New Year to everyone, and I hope you all had a wonderful holiday season! Very much looking forward to the year ahead as we have a busy one upon us.

We went through the renewal process for Property and General Liability Insurance on 12/1. Now that this process is complete, we will need to go through the Escrow Department through Lument to assure they are only continuing to calculate the escrow based off CRV only and not the entire district insurance bill.

In following up with a market study for Memory Care, I was informed the last person who did this has now retired, so I have put out requests through other companies to update this report. We have also been asked to possible include one for Adult Day Services to see if there is a need for this in the area. I will get this cost out prior to proceeding.

I am continuing to work through the strategy with Public, the PR firm, for the Care Center building project. There is a meeting coming up on either the 13th or 15th regarding a compliance briefing through the county to assure we are doing things correctly on the front end of our bond referendum. Don Harris has been notified of this as well. Public is putting together their overall strategy, and asks of us within the district, and I expect them to present that to me once I return on the 12th. We will then get moving pretty quickly ahead of the May election.

Lastly, we hope to see as many of you as we can on January 23rd at Fort George Brewing. This is a special occasion to recognize the staff for all the wonderful work we see day in and day out.

Happy New Year!

Respectfully,

Mark Remley

Aidan Health Services

Prepared 12.23.25

General Ledger Detail Report
Local Option Property Tax Levy Spend
Cumulative through 11/30/25

Period	Date	Vendor	Amount	Cumulative Spend	Resolution Approved \$	Project
			\$75,061.06	\$75,061.06		
Totals for FY 2019			\$75,061.06	\$75,061.06		
Totals for FY 2020			\$798,197.15	\$798,197.15		
Totals for FY 2021			\$882,571.64	\$882,571.64		
Totals for FY 2022			\$46,331.56	\$881,199.53		
Totals for FY 2023			\$598,871.11	\$881,199.53		
Totals for FY 2024						
Totals for FY 2025			\$1,606,309.81	\$1,606,309.81		
FY 2026 Spend						
1	07/15/25	P&L Johnson Mechanical	\$3,750.65	\$3,145,453.57		
1	07/23/25	Bealer Construction Inc	\$93,798.20	\$3,339,251.77		
1	07/31/25	Charter Construction LLC	\$10,086.34	\$3,349,338.11		
1	07/31/25	Vista Pointe Development Co., LLC	\$4,831.25	\$3,354,169.36		
1	07/31/25	Lentity Architecture Inc	\$2,850.00	\$3,357,019.36		
2	08/18/25	Charter Construction LLC	\$5,431.10	\$3,362,450.46		
2	08/31/25	Lentity Architecture Inc	\$24,302.50	\$3,386,752.96		
2	08/31/25	Vista Pointe Development Co., LLC	\$4,270.00	\$3,391,022.96		
3	09/03/25	Wadsworth Electric	\$800.00	\$3,391,822.96		
3	09/03/25	Mossy Tech LLC	\$645.00	\$3,392,467.96		
3	09/15/25	Big River Construction Inc	\$14,076.00	\$3,406,543.96		
3	09/30/25	Lentity Architecture Inc	\$39,307.50	\$3,445,851.46		
3	09/30/25	Vista Pointe Development Co., LLC	\$5,387.50	\$3,451,238.96		
4	10/06/25	Terracon Consultants Inc	\$31,140.00	\$3,482,378.96		
4	10/31/25	Vista Pointe Development Co., LLC	\$13,179.25	\$3,495,558.21		
4	10/31/25	Lentity Architecture Inc	\$52,710.00	\$3,548,268.21		
5	11/30/25	Vista Pointe Development Co., LLC	\$12,755.00	\$3,561,023.21		
5	11/30/25	Lentity Architecture Inc	\$42,501.00	\$3,603,524.21		
5	11/01/25	Mossy Tech LLC	\$600.00	\$3,604,124.21		
5	11/01/25	Nu-Way Carpet LLC	\$5,826.32	\$3,609,950.53		
Totals for FY 2026						
			\$468,247.61	\$468,247.61		

\$3,609,950.53

\$0.00 check totals

Clatsop Care Health District (CCC)
 Local Option Property Tax Levy Revenue
 Cumulative through 11/30/25

Last Revised: 12.22.25

FY2026 Receipts by Month		
Date	Amount	
07/31/25		\$7,676.73
08/31/25		\$4,135.27
09/30/25		\$2,906.48
10/31/25		\$79,428.88
11/30/25		\$1,264,987.78
12/31/25		\$0.00
01/31/26		\$0.00
02/28/26		\$0.00
03/31/26		\$0.00
04/30/26		\$0.00
05/31/26		\$0.00
06/30/26		\$0.00
Total Current FYTD	\$1,359,135.14	
FY2019	\$568,108.62	
FY2020	\$579,372.99	
FY2021	\$651,146.07	
FY2022	\$668,429.23	
FY2023	\$699,581.88	
FY2024	\$812,187.65	
FY2025	\$833,271.96	
Cumulative Funds	\$6,171,233.54	

Funds Summary - Cumulative:

Funds Received	\$6,171,233.54
Funds Spent	(\$3,609,950.53)
CRV LLC Credit*	\$290,009.40
Remaining Available	\$2,851,292.41

*Reimbursement for CRV Siding Project from HUD Cash Reserves (received 04/21; 08/21 6/22)

*Reimbursement for CRV Elevator from HUD Cash Reserves (received 10/23)

Clatsop Care Health District
Statement of Net Position
As of November 30, 2025

	CONSOLIDATED	DISTRICT	CCC	CQMC	IHC	GRV	LLC	ELIMINATIONS
CURRENT ASSETS								
Cash and cash equivalents	\$10,699,595	\$9,219,924	\$442,110	195,146	\$68,291	\$242,209	\$531,915	
Restricted funds held in escrow	121,774	-	-	-	-	-	121,774	
Receivables:								
Resident receivables, net	1,228,684	-	892,983	89,919	124,660	121,122	-	
uncollectible amounts								
Tax revenue	111,000	111,000	-	-	-	-	-	
Other receivables	5,219	(3,345)	11,121	(296)	-	(2,261)	7,081,570	(7,081,570)
Resident funds held in trust	5,707	-	699	3,858	-	1,150	-	(5,474,293)
Due from other funds	-	-	5,414,753	-	59,540	-	-	
Prepaid expenses	101,097	-	-	-	80,990	20,107		
Total current assets	12,273,076	9,327,579	6,761,666	288,627	252,491	443,210	7,753,366	
LONG TERM ASSETS								
Restricted funds held in escrow	137,641	-	-	-	-	-	137,641	
CAPITAL ASSETS								
Capital assets not being depreciated:								
Land	259,150	-	40,150	-	-	-	219,000	
Construction in progress	801,492	21,478	774,188	-	-	-	5,826	-
Capital assets, net of accumulated depreciation:								
Land improvements	107,372	-	97,129	-	-	-	10,243	
Buildings	2,779,787	-	320,443	-	-	-	2,459,344	
Building improvements	2,936,484	-	521,634	180,512	-	92,656	2,141,682	
Moveable equipment	153,208	-	47,860	46,687	-	58,661	-	
Vehicle	100,431	-	10,431	327,630	-	157,143	4,830,269	
Total capital assets, net	7,137,924	21,478	1,801,404	327,630	-	157,143	4,830,269	
Property under capital lease, accumulated amortization	net of	5,386,950	-	5,386,950	-	6,630,562	-	(6,630,562)
Total Assets		\$24,935,591	\$9,349,057	\$8,563,070	6,003,207	\$252,491	\$7,230,915	\$12,773,276

**Clatsop Care Health District
Statement of Net Position
As of November 30, 2025**

CURRENT LIABILITIES		CONSOLIDATED		DISTRICT		CCC		CCMC		IHC		CRV		UC		ELIMINATIONS	
Accounts payable		\$493,263		108,608		307,278		27,297		(107)		50,187		-		-	
Accrued liabilities		198,936		76,998		8,6946		25,566		(74)		26,396		-		(16,896)	
Accrued salaries and employee benefits		332,491		(940)		338,789		(5,460)		(1,343)		1,445		-			
Compensated absences		248,316		16,486		102,902		46,814		26,848		55,266		-			
Accrued interest		11,201		-		-		-		-		11,201		-			
Resident funds held in trust		5,707		(2)		699		3,858		-		1,150		-			
Due to other funds		-		3,646,247		-		846,969		-		691,198		289,877		(5,474,293)	
Deferred revenue		-		-		-		-		-		6,630,562		(6,630,562)			
Current portion of obligations		under capital leases		-		-		249,596		-		315,368		-			
Current maturities of long-term debt		249,596		205,553		-		-		-		1,141,010		205,553			
Total current liabilities		1,745,061		3,847,399		836,614		1,194,640		25,324		1,141,010		7,137,193			
LONG-TERM DEBT, NET OF CURRENT MATURITIES		5,968,483		-		-		5,968,483		-		6,749,306		4,477,335			
Obligations under capital leases		4,477,335		-		-		-		-		-		(6,749,306)			
Long-term debt		12,190,879		3,847,399		836,614		7,163,123		25,324		7,890,316		11,614,528			
Total liabilities																	
NET POSITION																	
Net investment in capital assets		1,623,907		21,478		1,801,404		(503,499)		-		(276,969)		147,381			
Restricted		348,668		106,668		-		-		-		242,000					
Unrestricted		10,772,137		5,373,512		5,925,052		(656,417)		227,167		(382,432)		719,367			
Total net position		12,744,712		5,501,658		7,726,456		(1,159,916)		227,167		(659,401)		1,108,748		(434,112)	
Total liabilities and net position		\$24,935,591		\$9,349,057		\$8,563,070		6,003,207		\$252,491		\$7,230,915		\$12,723,226			
Fund Balance Reconciliation																	
Beg Balance - 06/30/25		\$9,062,566		\$3,412,278		\$7,041,515		(1,196,971)		\$205,816		(\$797,445)		\$397,373			
FY26 Change in Net Position		\$3,682,146		\$2,089,380		\$684,941		37,055		\$21,351		\$138,044		\$711,375			
Ending Balance		\$12,744,712		\$5,501,658		\$7,726,456		(1,159,916)		\$227,167		(\$659,401)		\$1,108,748			
Validation Check		(0)		0		(0)		(0)		(0)		(0)		0			

Clatsop Care Health District
 Statement of Revenues, Expenditures, and Changes in Net Position
 For the Month Ended November 30, 2025

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS
Revenues								
Charges for services								
Medicare A	\$146,608	\$0	\$146,608	\$0	\$0	\$0	\$0	
Medicare B	8,687	-	8,687	-	-	-	-	
Medicare C	24,790	-	24,790	-	-	-	-	
Private	480,479	-	118,708	193,648	17,327	150,796	-	
Medicaid	535,486	-	334,076	56,196	17,060	128,154	-	
Elderplace	66,924	-	-	23,692	21,520	21,712	-	
Veterans Affairs	19,987	-	-	-	19,987	-	-	
Oregon Project Independence	1,028	-	-	-	1,028	-	-	
Taxes								
Property Taxes	518,070	518,070	-	-	-	-	-	
Local Option Taxes	672,048	672,048	-	-	-	-	-	
Timber Taxes	(327)	(327)	-	-	-	-	-	
Community SIP Fund/Other	(14,803)	(14,803)	-	-	-	-	-	
Rent Revenue	-	-	-	-	-	-	36,553	(36,553)
Employee Retention Credits	-	-	-	-	-	-	-	
Investment income	30,934	30,862	4	-	-	2	16,962	(16,896)
Donations	-	-	-	-	-	-	-	
Miscellaneous revenue	372	-	216	-	-	156	-	
Total Revenues	2,490,283	1,205,850	633,089	273,536	76,922	300,820	53,515	
Expenditures								
Health services								
Personnel services	488,598	-	222,823	93,753	66,068	105,954	-	
Temp Agency - Health Services	29,366	-	29,366	-	-	-	-	
Materials and supplies	91,366	-	79,766	1,932	6,094	3,574	-	
Therapy								
Materials and supplies	34,041	-	34,041	-	-	-	-	
Administration								
Personnel services	24,179	24,179	-	-	-	-	-	
Materials and supplies	12,816	12,816	-	-	-	-	-	
Facility administration								
Personnel services	59,372	-	27,615	15,033	-	16,724	-	
Materials and supplies	96,654	-	44,106	17,884	243	28,872	10,528	(4,979)
Management Fee	77,028	-	37,961	16,412	4,615	18,040	-	
Management Travel	2,219	-	775	477	-	967	-	
Debt Service	36,642	-	-	25,442	-	16,896	11,200	(16,896)
Capital outlay	-	-	-	-	-	-	-	
Maintenance Services								
Personnel services	27,366	-	7,672	9,446	-	10,248	-	
Materials and supplies	17,652	-	9,053	4,011	-	4,588	-	
Laundry/housekeeping								
Personnel services	17,371	-	17,371	-	-	-	-	
Materials and supplies	2,679	-	2,679	-	-	-	-	
Activities								
Personnel services	20,294	-	8,717	5,909	-	5,668	-	
Materials and supplies	1,212	-	259	460	-	493	-	
Dietary								
Personnel services	98,054	-	31,559	26,151	-	40,344	-	
Materials and supplies	42,813	-	12,555	10,495	-	19,763	-	
Social services								
Personnel services	596	-	596	-	-	-	-	
Materials and supplies	-	-	-	-	-	-	-	
Depreciation	15,228	-	8,036	4,990	-	2,202	-	
Amortization	50,858	-	-	29,762	-	31,574	21,096	(31,574)
Total Expenditures	1,246,404	36,995	574,950	262,157	77,020	305,907	42,824	
Excess (deficiency) of revenues over expenditures	1,243,879	1,168,855	58,139	11,379	(98)	(5,087)	10,691	
Transfers in	97,029	-	97,029	-	-	-	-	
Transfers out	(97,029)	(97,029)	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	(97,029)	97,029	-	-	-	-	
Changes in Net Position	\$1,243,879	\$1,071,826	\$155,168	\$11,379	(\$98)	(\$5,087)	\$10,691	

Clatsop Care Health District
 Statement of Revenues, Expenditures, and Changes in Net Position
 For the Four Months Ended November 30, 2025

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS
Revenues								
Charges for services								
Medicare A	\$645,902	\$0	\$645,902	\$0	\$0	\$0	\$0	\$0
Medicare B	43,072	-	43,072	-	-	-	-	-
Medicare C	33,274	-	33,274	-	-	-	-	-
Private	2,257,419	-	398,059	922,019	91,593	845,748	-	-
Medicaid	3,023,678	-	2,035,336	305,263	95,667	587,411	-	-
Elderplace	403,043	-	62,831	125,228	106,552	108,432	-	-
Veterans Affairs	111,102	-	-	-	111,102	-	-	-
Oregon Project Independence	5,544	-	-	-	5,544	-	-	-
Taxes								
Property Taxes	608,131	608,131	-	-	-	-	-	-
Local Option Taxes	790,166	790,166	-	-	-	-	-	-
Timber Taxes	175,673	175,673	-	-	-	-	-	-
Community SIP Fund/Other	(14,291)	(14,291)	-	-	-	-	-	-
Rent Revenue	-	-	-	-	-	-	182,784	(182,784)
Employee Retention Credits	1,898,669	1,898,669	-	-	-	-	-	-
Investment income	137,173	136,846	19	-	-	12	85,395	(85,099)
Donations	10,000	-	10,000	-	-	-	-	-
Miscellaneous revenue	1,403	-	1,129	-	-	274	-	-
Total Revenues	10,129,957	3,595,194	3,229,622	1,352,510	410,457	1,541,878	268,179	
Expenditures								
Health services								
Personnel services	2,455,469	-	1,097,130	455,507	333,666	569,167	-	-
Temp Agency - Health Svcs	184,456	-	184,456	-	-	-	-	-
Materials and supplies	454,177	-	397,384	11,731	27,082	17,980	-	-
Therapy								
Materials and supplies	150,461	-	150,461	-	-	-	-	-
Administration								
Personnel services	127,614	127,614	-	-	-	-	-	-
Materials and supplies	231,928	231,928	-	-	-	-	-	-
Facility administration								
Personnel services	291,201	-	124,850	80,727	-	85,624	-	-
Materials and supplies	465,398	-	189,080	101,512	3,732	143,214	52,774	(24,914)
Management Fee	391,371	-	193,097	81,150	24,627	92,496	-	-
Management Travel	7,974	-	3,818	817	-	3,338	-	-
Debt Service	184,424	-	-	128,020	-	85,099	56,404	(85,099)
Capital outlay	-	-	-	-	-	-	-	-
Maintenance Services								
Personnel services	149,068	-	41,435	45,547	-	62,086	-	-
Materials and supplies	107,444	-	29,659	30,824	-	46,961	-	-
Laundry/housekeeping								
Personnel services	87,815	-	87,815	-	-	-	-	-
Materials and supplies	15,231	-	15,231	-	-	-	-	-
Activities								
Personnel services	87,209	-	43,215	23,222	-	20,772	-	-
Materials and supplies	5,512	-	1,583	1,674	-	2,254	-	-
Dietary								
Personnel services	477,044	-	152,120	126,902	-	198,022	-	-
Materials and supplies	223,607	-	67,806	54,056	-	101,745	-	-
Social services								
Personnel services	19,987	-	19,987	-	-	-	-	-
Materials and supplies	-	-	-	-	-	-	-	-
Depreciation	181,613	-	40,178	24,955	-	11,004	105,476	
Amortization	148,811	-	-	148,811	-	157,870	-	(157,870)
Total Expenditures	6,447,811	359,542	2,839,305	1,315,455	389,106	1,597,632	214,654	
Excess (deficiency) of revenues over expenditures	3,682,146	3,235,652	390,317	37,055	21,351	(55,754)	53,525	
Other Financing Sources (Uses)								
Transfers in	1,146,272	-	294,624	-	-	193,798	657,850	
Transfers out	(1,146,272)	(1,146,272)	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(1,146,272)	294,624	-	-	193,798	657,850	
Changes in Net Position	\$3,682,146	\$2,089,380	\$684,941	\$37,055	\$21,351	\$138,044	\$711,375	

RESOLUTION ADOPTING APPROPRIATIONS 2025-2026

	BUDGET		ACTUAL		VARIANCE - Over (Under)		TOTAL ANNUAL BUDGET
	November	YEAR TO DATE	MONTH	YEAR TO DATE	MONTH	YEAR TO DATE	
CLATSOP CARE HEALTH DISTRICT GENERAL FUND							
PERSONNEL SERVICES	\$34,767	\$168,425	\$24,179	\$127,614	(\$10,588)	(\$40,811)	\$391,528
MATERIALS AND SERVICES	\$21,710	\$111,294	\$12,816	\$231,928	(\$8,894)	\$120,634	\$269,631
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$56,477	\$279,719	\$36,995	\$359,542	(\$19,482)	\$79,823	\$661,159
CLATSOP CARE HEALTH AND REHABILITATION CENTER							
PERSONNEL SERVICES	\$346,757	\$1,554,115	\$316,353	\$1,566,551	(\$30,404)	\$12,436	\$3,760,241
MATERIALS AND SERVICES	\$262,221	\$1,312,853	\$250,561	\$1,232,576	(\$11,660)	(\$80,277)	\$3,160,835
CAPITAL OUTLAY	\$31,830	\$159,150	\$55,856	\$349,094	\$24,026	\$189,944	\$381,960
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$640,808	\$3,026,118	\$622,770	\$3,148,221	(\$18,038)	\$122,103	\$7,303,036
CLATSOP CARE RETIREMENT VILLAGE, LLC							
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MATERIALS AND SERVICES	\$0	\$0	\$10,528	\$52,774	\$10,528	\$52,774	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$193,798	\$0	\$193,798	\$0
DEBT SERVICE	\$11,200	\$56,404	\$28,146	\$140,728	\$16,946	\$84,325	\$0
TOTAL	\$11,200	\$56,404	\$38,674	\$387,300	\$27,474	\$330,896	\$0
CLATSOP CARE IN-HOME SERVICES							
PERSONNEL SERVICES	\$81,985	\$308,702	\$66,068	\$333,666	(\$15,917)	\$24,963	\$724,445
MATERIALS AND SERVICES	\$11,156	\$55,420	\$10,952	\$55,441	(\$204)	\$21	\$134,760
TOTAL	\$93,141	\$364,122	\$77,020	\$389,106	(\$16,121)	\$24,984	\$859,205
CLATSOP CARE RETIREMENT VILLAGE							
PERSONNEL SERVICES	\$222,954	\$926,543	\$178,938	\$935,671	(\$44,016)	\$9,128	\$2,197,272
MATERIALS AND SERVICES	\$90,567	\$442,392	\$71,318	\$383,074	(\$19,249)	(\$59,317)	\$1,064,577
CAPITAL OUTLAY	\$0	\$0	\$5,826	\$15,539	\$5,826	\$15,539	\$0
TOTAL	\$313,520	\$1,368,935	\$256,082	\$1,334,285	(\$57,438)	(\$34,650)	\$3,261,849
CLATSOP CARE MEMORY COMMUNITY							
PERSONNEL SERVICES	\$184,619	\$782,643	\$150,292	\$731,905	(\$34,327)	(\$50,739)	\$1,837,186
MATERIALS AND SERVICES	\$52,098	\$259,682	\$51,671	\$281,765	(\$427)	\$22,083	\$617,013
CAPITAL OUTLAY	\$0	\$0	\$0	\$13,638	\$0	\$13,638	\$0
DEBT SERVICE	\$25,310	\$126,550	\$45,282	\$226,413	\$19,972	\$99,863	\$303,776
TOTAL	\$262,027	\$1,168,875	\$247,245	\$1,253,720	(\$14,782)	\$84,845	\$2,757,975
GRAND TOTAL YTD	\$1,377,173	\$6,264,173	\$1,278,786	\$6,872,174	(\$98,387)	\$608,001	\$14,843,223
TOTAL UNAPPROPRIATED RESERVE AMOUNTS							\$6,666,292
DISTRICT TOTAL							\$21,509,515

check totals - s/b \$0

	BUDGET		ACTUAL		VARIANCE - Over (Under)		TOTAL ANNUAL BUDGET
	November	YEAR TO DATE	November	YEAR TO DATE	November	YEAR TO DATE	
REVENUES							
Charges for Services	\$1,267,320	\$6,314,595	\$1,283,989	\$6,523,033	\$16,669	\$208,438	\$15,357,599
Taxes	\$184,394	\$923,970	\$1,174,988	\$1,559,679	\$990,594	\$637,709	\$2,212,728
Other Funds	\$0	\$0	\$0	\$1,908,669	\$0	\$1,908,669	\$0
Investment Income	\$24,061	\$0	\$30,934	\$137,173	\$6,873	\$137,173	\$288,732
Miscellaneous Income	\$2,000	\$10,000	\$372	\$1,403	(\$1,628)	(\$8,597)	\$24,000
	\$1,477,775	\$7,246,565	\$2,490,283	\$10,129,957	\$1,012,508	\$2,883,392	\$17,883,059

CASH SNAPSHOT

12/25/25			
CRV GENERAL		206,083	
CCC GENERAL		371,304	
PAYROLL MANUAL CHECKS		3,847	
RETIREMENT VILLAGE PROPERTY LLC		244,314	
MEMORY CARE COMMUNITY		221,261	
DISTRICT ADMINISTRATION		290,085	
IN HOME CARE SERVICES		50,668	
LGIP		8,877,107	
TOTAL		10,264,669	

AccountNam	InvestmentT	InvestmentT	TradeDate	SettlementD	TransDesc	TransactionT	Transactions	QuantityOfSI	SharePrice	TotalAmount
CLATSOP CAI	Oregon LGIP	Liquid	12/23/2025	12/23/2025	Redemption	Redemption	ACH Redemt	-55256	1	-55256
CLATSOP CAI	Oregon LGIP	Liquid	12/23/2025	12/23/2025	Redemption	Redemption	ACH Redemt	-33730	1	-33730
CLATSOP CAI	Oregon LGIP	Liquid	12/12/2025	12/12/2025	Redemption	Redemption	ACH Redemt	-160781.62	1	-160781.62
CLATSOP CAI	Oregon LGIP	Liquid	12/02/2025	12/02/2025	Transfer fror	Transfer Purt	Participant to	10649.38	1	10649.38
CLATSOP CAI	Oregon LGIP	Liquid	11/28/2025	12/01/2025	Accrual Incor	Accrual Incor	Distributions	30861.52	1	30861.52
CLATSOP CAI	Oregon LGIP	Liquid	12/01/2025	12/01/2025	LGIP Fees - /	Redemption	Fee - ACH Re	-0.05	1	-0.05

Resolution No. 2026-9

January 8, 2026 2026-9 Resolution to approve bid with America's Phone Guys for new system at Clatsop Retirement Village

Whereas, The Board of Directors would like to approve the bid of not to exceed \$10,000;

Whereas, the Board of Directors agrees to this estimate to upgrade the nurse call system at Clatsop Retirement Village;

Whereas, the Board of Directors directs the CEO to execute on this resolution.

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

Original Request
 Repeat Request
 FY: 2025

CAPITAL/LEVY PROJECT REQUEST FORM

Funding Year: <u>2026</u> <input checked="" type="checkbox"/> <input type="checkbox"/> Levy Funds <input checked="" type="checkbox"/> Capital Expense <input type="checkbox"/> Replacement reserves	Rank priority: <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High Date of Submittal: 12/04/25	
Estimated Cost: \$10,000.00		
Project Name: Phone system upgrade.		
Requires multiple bids: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Request for Proposal Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Facility Name: Clatsop Care Retirement Village		
Project Description Summary: (Please limit to 40 characters) Upgrade current Panasonic phone system with new VoIP equipment.		
Department Submitting Proposal: Technology Department Michael Kerwin		
Requested start date: 01/05/26	Requested completion date: 01/15/26	
Number of Weeks: 2		
PROJECT TYPE (please select one classification from below)		
<input type="checkbox"/> Feasibility/Planning: <input type="checkbox"/> Renovation:		
<input type="checkbox"/> New Construction: <input type="checkbox"/> Code or Infrastructure Deficiency:		
<input type="checkbox"/> Interior Upgrade: <input type="checkbox"/> (includes furniture)	<input type="checkbox"/> Exterior Upgrade: <input type="checkbox"/> (Includes landscape and lighting)	<input type="checkbox"/> Equipment/Systems: <input checked="" type="checkbox"/>
PROJECT JUSTIFICATION		
Which one of the CCHD Goals does this project support and why? (Please explain) Communication between facilities and the public.		
Please describe the benefits to CCHD of implementing this project. Current system equipment has reached end of life. It is difficult to get replacement parts.		

Project Description: Describe the scope, location and business impact. For equipment/systems please include a description of benefits.
Communication is critical to business process.

Project Justification and Consequences of not funding: Describe how this project furthers CCHD goals or supports new initiatives and the negative impact of not funding.

Current equipment has reached end of life. Eventually, failure of the phone system, parts no longer available.

PROJECT APPROVAL (please type in name, date and check box)

Administrator: <i>Ann Rubio</i> <input checked="" type="checkbox"/> Approved Date: 12-8-2025	Levy Committee Date:	<input type="checkbox"/> Approved
CEO: <input type="checkbox"/> Approved Date:	Board Chairperson Date:	<input type="checkbox"/> Approved



Phone: (360) 904-6782
Fax: (360) 254-1967
<https://AmericasPhoneGuys.com>

Quote #: 53679

Date: 10/12/2025 **Contract Start:**
Quote Valid Until: 4/13/2025 **Contract Terms:** 36 Months
Order Type: New Proposal
Sales Representative: Caleb Cook
Sales Rep Email: Caleb@AmericasPhoneGuys.com
Sales Rep Phone: (503) 577-2959

Customer Information

Company: Clatsop Retirement Village
Main TN: (503) 325-4676

Billing Address
947 Olney Ave Astoria, OR 97103

Service Address
947 Olney Ave Astoria, OR 97103

Monthly Recurring Charges (MRC)

Qty	Product	Unit Price	Extended Price
52	Basic Seat Software	\$9.00	\$468.00
52	Basic Seat Usage	\$2.00	\$104.00
1	E911 Service (per Account)	\$5.00	\$5.00
53	Telephone Number/DID	\$0.50	\$26.50
1	Virtual Tracking Number	\$10.00	\$10.00
		Total:	\$613.50

Non-Recurring Charges (NRC)

Qty	Product	Unit Price	Extended Price
49	Yealink T44W Phone Set	\$115.00	\$5,635.00
5	Yealink DECT Wireless Headset	\$159.00	\$795.00
1	ALGO 8301	\$495.00	\$495.00
1	Miscellaneous Equipment Charge	\$495.00	\$495.00
2	Yealink EXP43	\$90.00	\$180.00
1	Installation Charges	\$1,495.00	\$1,495.00
		Total:	\$9,095.00



Service Activation Form

Phone: (360) 904-6782
Fax: (360) 254-1967
<https://AmericasPhoneGuys.com>

Quote #: 53679

Date: 10/12/2025 Contract Start:
Quote Valid Until: 4/13/2025 Contract Terms: 36 Months
Order Type: New Proposal
Sales Representative: Caleb Cook
Sales Rep Email: Caleb@AmericasPhoneGuys.com
Sales Rep Phone: (503) 577-2959

Company: Clatsop Retirement Village
Main TN: (503) 325-4676

Summary	
Monthly Recurring Cost :	\$613.50
Non-Recurring Cost:	\$9,095.00
Universal Service Fund	\$110.85
Cost Recovery	\$128.85
Total Due At Signing:	\$9,948.20

Notes

Miscellaneous = 48 Port PoE Switch to power phones.
Yealink Cordless phones are Rugged WiFi NOT DECT
Yealink Phones are T44U
ALGO = Doorphone

Signer acknowledges that they have read and agree to America's Phone Guys Terms of Service and ALL Terms & Conditions incorporated by this reference. The signer also acknowledges that a monthly billing fee of \$15 applies to accounts not paid automatically by credit card or e-check. The fee is in addition to any late fees and surcharges for invoices not paid on time. Any declined charges require payment within our regular Net ten terms. The signer also acknowledges that they have read and agreed to the Emergency 911 Dialing Notice Terms of Service and Client Release. <https://americasphoneguys.com/terms-of-service/>

Network Connectivity - Depending on the endpoint connected, you will need stable internet locally and WiFi or data on a cellular phone. Should onsite network issues result in phones not ringing, your server online will still route your clients to voicemail and can be programmed to forward to a cell phone or send voicemail to email.

To accept this proposal, please return this document. If you have a separate equipment proposal, please send it along with any necessary deposits per the noted terms or discussion.

Signature:

Title:

Print Name:

Date:

Remote programming and support are free when scheduled between 8 am and 5 pm Monday through Friday. All on-site work is billable unless it concerns a warranty of equipment we have sold and installed. Should we be called on to support your local network, remote support after the first 1/2 hour is billable at current rates.

Warranty - 1-year parts and labor on installed phones sold by America's Phone Guys.

Resolution No. 2026-10

January 8, 2026 2026-10 Resolution to approve bid with America's Phone Guys for new system at Clatsop Care Center

Whereas, The Board of Directors would like to approve the bid of not to exceed \$12,250;

Whereas, the Board of Directors agrees to this estimate to upgrade the nurse call system at Clatsop Care Center;

Whereas, the Board of Directors directs the CEO to execute on this resolution.

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

Original Request
 Repeat Request
 FY: 2026

CAPITAL/LEVY PROJECT REQUEST FORM

<p>Funding Year: 2026 <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Levy Funds <input checked="" type="checkbox"/> Capital Expense <input type="checkbox"/> Replacement reserves</p> <p>Estimated Cost: \$12,250</p>	<p>Rank priority: <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High</p> <p>Date of Submittal: 12/12/25</p>	
<p>Project Name: VoIP phone system at Clatsop Care Health and Rehabilitation.</p> <p>Requires multiple bids: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Request for Proposal Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
<p>Facility Name: Clatsop Care Health and Rehabilitation</p> <p>Project Description Summary: (Please limit to 40 characters) Relace current legacy Panasonic phone system with VoIP internet phones.</p>		
<p>Department Submitting Proposal: Technology</p>		
<p>Requested start date: 01/07/26</p>	<p>Requested completion date: 02/06/26</p>	
<p>Number of Weeks: 3</p>		
<p>PROJECT TYPE (please select one classification from below)</p>		
<p>Feasibility/Planning: <input type="checkbox"/></p>	<p>Renovation: <input type="checkbox"/></p>	
<p>New Construction: <input type="checkbox"/></p>	<p>Code or Infrastructure Deficiency: <input type="checkbox"/></p>	
<p>Interior Upgrade: <input type="checkbox"/></p>	<p>Exterior Upgrade: <input type="checkbox"/> (Includes landscape and lighting)</p>	<p>Equipment/Systems: <input checked="" type="checkbox"/></p>
<p>PROJECT JUSTIFICATION</p>		
<p>Which one of the CCHD Goals does this project support and why? (Please explain) Current system is no longer supported. Replacement equipment is discontinued. Need more flexibility for communication inside and outside the facility.</p>		
<p>Please describe the benefits to CCHD of implementing this project. Easier phone extension management, more flexibility for staff.</p>		

Project Description: Describe the scope, location and business impact. For equipment/systems please include a description of benefits. Replace all phone extensions, wired and cordless. Replace legacy Panasonic with cloud-based communication.
Project Justification and Consequences of not funding: Describe how this project furthers CCHD goals or supports new initiatives and the negative impact of not funding. Panasonic system is no longer supported. Not able to get parts in the event of failure.

PROJECT APPROVAL (please type in name, date and check box)

Administrator: K. Webb Approved: X Date: 01/02/2026	Levy Committee Date: 12/18/25	<input checked="" type="checkbox"/> Approved
CEO: Date:	Board Chairperson Date:	<input type="checkbox"/> Approved



Phone: (360) 904-6782
Fax: (360) 254-1967
<https://AmericasPhoneGuys.com>

Quote #: 53678

Date: 10/12/2025
Quote Valid Until: 4/13/2025
Order Type: New Proposal
Sales Representative: Caleb Cook
Sales Rep Email: Caleb@AmericasPhoneGuys.com
Sales Rep Phone: (503) 577-2959

Contract Start:
Contract Terms: 36 Months

Customer Information

Company: Clatsop Care Health and Rehab
Ce
Main TN: (503) 325-0313

Billing Address
646 16th Street Astoria, OR 97103

Service Address
646 16th Street Astoria, OR 97103

Monthly Recurring Charges (MRC)

Qty	Product	Unit Price	Extended Price
49	Basic Seat Software	\$9.00	\$441.00
49	Basic Seat Usage	\$2.00	\$98.00
1	E911 Service (per Account)	\$5.00	\$5.00
50	Telephone Number/DID	\$0.50	\$25.00
1	Virtual Tracking Number	\$10.00	\$10.00
		Total:	\$579.00

Non-Recurring Charges (NRC)

Qty	Product	Unit Price	Extended Price
46	Yealink T44W Phone Set	\$155.00	\$7,130.00
5	Yealink DECT Wireless Headset	\$159.00	\$795.00
4	Grandstream Power Supply	\$75.00	\$300.00
1	Miscellaneous Equipment Charge	\$495.00	\$495.00
2	Yealink EXP43	\$90.00	\$180.00
1	Installation Charges	\$1,495.00	\$1,495.00
		Total:	\$10,395.00



Phone: (360) 904-6782
Fax: (360) 254-1967
<https://AmericasPhoneGuys.com>

Quote #: 53678

Date: 10/12/2025 **Contract Start:**
Quote Valid Until: 4/13/2025 **Contract Terms:** 36 Months
Order Type: New Proposal
Sales Representative: Caleb Cook
Sales Rep Email: Caleb@AmericasPhoneGuys.com
Sales Rep Phone: (503) 577-2959

Company: Clatsop Care Health and Rehab
Ce
Main TN: (503) 325-0313

Summary	
Monthly Recurring Cost :	\$579.00
Non-Recurring Cost:	\$10,395.00
Universal Service Fund	\$87.90
Cost Recovery	\$87.90
Total Due At Signing:	\$11,149.80

Notes

Miscellaneous = 48 Port PoE Switch to power phones.
Yealink Cordless phones are Rugged WiFi NOT DECT
Yealink Phones are T44U
Grandstream = Small PoE for Riser based Phones

Signer acknowledges that they have read and agree to America's Phone Guys Terms of Service and ALL Terms & Conditions incorporated by this reference. The signer also acknowledges that a monthly billing fee of \$15 applies to accounts not paid automatically by credit card or e-check. The fee is in addition to any late fees and surcharges for invoices not paid on time. Any declined charges require payment within our regular Net ten terms. The signer also acknowledges that they have read and agreed to the Emergency 911 Dialing Notice Terms of Service and Client Release. <https://americasphoneguys.com/terms-of-service/>

Network Connectivity - Depending on the endpoint connected, you will need stable internet locally and WiFi or data on a cellular phone. Should onsite network issues result in phones not ringing, your server online will still route your clients to voicemail and can be programmed to forward to a cell phone or send voicemail to email.

To accept this proposal, please return this document. If you have a separate equipment proposal, please send it along with any necessary deposits per the noted terms or discussion.

Signature:

Title:

Print Name:

Date:

Remote programming and support are free when scheduled between 8 am and 5 pm Monday through Friday. All on-site work is billable unless it concerns a warranty of equipment we have sold and installed. Should we be called on to support your local network, remote support after the first 1/2 hour is billable at current rates.

Warranty - 1-year parts and labor on installed phones sold by America's Phone Guys.

Bereavement Leave

Effective February 1, 2026:

The Clatsop Care Center Health District recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide a paid bereavement leave benefit to employees as follows:

All full-time and part-time regular employees are eligible for 3 days of paid bereavement leave for the death of an immediate family member after 90-days of service. Hours per day will be paid in accordance with employees usual scheduled shift. Employees may use accrued, unused PTO if additional time is needed and leave must be taken within 60 days of the date you received notice of the family member's death.

For purposes of this policy, ***immediate family member*** includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild) domestic partner, spouse, sister, brother, parents (including foster parents and stepparents), grandparents, grandchildren, and any other relative in an equivalent relationship residing in an employee's household.

You must provide notice of your need for bereavement leave as soon as possible. The Company may require documentation supporting your need for bereavement leave.

This paid bereavement leave runs concurrently with any applicable OFLA leave, where eligible. Please refer to the OFLA leave section of the handbook for information on additional unpaid leave that may be granted for bereavement.

Clatsop Cares Foundation Report 1.08.2026

Names of signers on L&C bank account updated to remove two former board members who'd been inactive since 2015 and Mary Nauha approved to be included as signer, along with Treasurer, Sara Meyer.

\$300 funds appropriated for lunches was redesignated to order more books per board request and approval.

Time of meetings was moved to 1:00 with advisory teams to follow each month.

Non-profit 501c3 status is officially reinstated as of 11/19/2025, the date that our second request form was posted. Refund for first application is still pending.

Discussion re: new budget allocations denied by district board pending 501c3 reinstatement.

Consented to present the revised budget to District board again once reinstated.

Discussed the purchase of a laptop with approval for appropriations request to district board on 1/8/2026.

Foundation First-Year Budget
Based on actual cost projections
Revised Nov. 6, 2025

Key Revenue Streams

Revenue Source	Description	Goal
Fundraising:	End of Year Giving campaign	\$ 6,250
	Friends of the Foundation membership	12,500
Grants:	PARC to make complete application for two private or federally funded grants	100,000
	PARC to identify qualifying grants for the Foundation to pursue on their own or with the help of others at our own cost	TBD
Corporate Sponsorships	Annual or event sponsorships from local businesses	TBD
In-Kind Donations	Printing, event space, food, professional services	TBD
Major Donor Outreach	5-10 meetings with HNWI's in the region	TBD

TOTAL YEAR 1 REVENUE GOAL: \$118,750

Projected Expenses

Expense Category	Description	Amount
Fundraising Costs	Design, Print, postage and post-campaign mailings for first year launch	\$ 8,500
Board Development	Training, onboarding, meeting supplies	1,500
Outreach (Marketing/Comm.)	Website, Mailing list, brand development, marketing material	6,000
Grant Development	Contracted Grant Writer: PARC Resources at base level—completion of 2 applications made to qualifying sources of \$50,000-\$100,000	14,000
Operations / Admin.	Legal, accounting, insurance, tools/equipment, software subscriptions and office supplies	5,000
Volunteer Program	Welcome Packet, Newsletter, monthly events	3,000

Total Expenses: \$38,000

Projected Net Assets End of Year: \$80,750

Addendum to Foundation's Board Report
January 8, 2026

1. Appropriations Request: \$22,900.00

Operations: \$1000

Laptop and software

Fundraising: \$ 4,300

Membership mailer1 and mailer2: \$1,600

Postage: \$1,200

3rd qtr. events: \$1,500

Outreach: \$3,600

Mailer: \$800

Postage: \$600

Purchase Mailing List: \$1,000

1,000 Tri-fold brochures: \$1,200

Grant Writer Appropriations: \$14,000

Per Revised Budget allocation.

Projected income: \$50,000-\$100,000

2. Additional funds request: \$11,000.00

Recommended budget increase for PARC proposal (attached).

Total Projected income: \$150,000-\$300,000

GRANT WRITING CONCEPT FOR CLATSOP CARE CENTER HEALTH DISTRICT (CCCHD)

This concept paper is developed to provide an initial proposed grant writing approach for CCCHD's capital campaign project. It includes some initial ideas for grant sources, a scope of proposed work, and a not-to-exceed price quote.

Proposed Provider

PARC Resources, LLC (PARC) is a community development consulting firm with significant experience in developing and funding health facilities and other public service facilities. PARC prides itself on being a seamless part of your local development team, working in unison with local leaders to complete the work in a sustainable manner which aligns with your local vision. The products we produce on your behalf are owned by you, meaning that you can take this work and use it again and again to support your development efforts long-term. We can help you avoid costly development mistakes, so while you may be new to this type of community development effort you can draw on our experience to avoid the common pitfalls that a new organization might make because of a lack of experience. We pride ourselves as honest brokers who always work in your best interest. We provide recommendations based on decades of experience and work with you to make sure that we are addressing the needed requirements within the framework of your community.

Scope of Work

The Clatsop Cares Foundation, in order to support the CCCHD, seeks a projected \$150,000 - \$300,000 in funding for a capital development project. There are, at this stage, multiple possibilities for this project. To reach the threshold that the foundation has identified will likely require applications for multiple smaller grants (in the \$25,000-\$100,000 range). Some examples that may support this project include the Better Nursing Home Care Fund, Oregon Community Foundation 2025 Fall Community Grant Program, the Oregon Rural Population Health Incubator Program, and The Ford Family Foundation. There are two potential avenues for this project.

1. PARC Resources is hired as ongoing grant writers for CCCHD for a set period of time (example: 6 months). During this time PARC would

extensively research potential funding opportunities and complete up to 10 grant applications for CCCHD. This would cost an estimated not-to-exceed price of \$25,000 (approximately 180 hours of work).

2. PARC Resources is hired to complete two specific elements at a not-to-exceed price of \$14,000 (approximately 100 hours of work):
 - Extensively research potential grant opportunities that may be the right fit for the CCCHD (to be completed in the first month of the agreement), and provide a detailed funding strategy report that the foundation and CCCHD can operationalize both with PARC and on their own;
 - And Work with the foundation and CCCHD to identify one or two larger grant opportunities from this report that PARC Resources can complete applications for and the foundation/CCCHD can then use these materials to apply for some of the smaller funding opportunities to both maximize benefits of this partnership and minimize costs to the foundation/CCCHD.

PARC Resources Not-to-Exceed Pricing Model

PARC Resources works on a not-to-exceed pricing structure, meaning that we assess a project's components, develop a scope of work, and assign an estimated number of hours to a project based on the scope of work. The estimated hours for the work are multiplied by the hourly rate (currently \$165) and we then add in the cost of travel and publishing/printing (if necessary). This becomes the not-to-exceed price quote we provide clients. For rural organization we additionally provide a 10% discount, and SDAO members get an additional 5% discount added to the price quote. We commit to not exceed this price for the defined scope of work (even if it takes us more time than we estimated to complete the work). If it takes less time or resources, we will only bill the client for the hours/resources used. If the client agrees to the price, we will provide a standard contract that sets conditions for the working relationship, but authorizes no specific billable work. In addition, PARC will provide a Memorandum of Understanding (MOU), stating the client and PARC Resources agree to the scope of work and cost estimate. We will then complete the work, bill monthly for work completed up to the not-to-exceed price.

We do this to remain budget-friendly, as we know that resources are limited and we want to make sure our clients receive the best value possible. Occasionally, the client will request a modification to the scope of work mid-project – such as an extra trip to the region, community meeting, or additional research. These modifications are fine, but might result in additional costs due to the change in scope of the project. We will always discuss additional charges and receive approval prior to completing the work so that our clients do not receive surprise charges.

Some References

- **Steve Grasty, Retired County Judge** (541) 589-0215
Harney County, Oregon
Sample past projects; Library Expansion, Hospital Expansion, Health Center development, Senior Center expansion, Ambulance acquisition, Community Center development, Headstart development, Emergency Weather Warning system, more...
- **Larry Clukas, Retired City Manager** (541) 561-2448
Umatilla County/ City Manager
Sample past projects; Boardman Fire District, East Umatilla County Fire District, Athena Ambulance Service, CTUIR Fire Station, Umatilla City Hall, Umatilla County Health Department, Pendleton Arts Center, Homestead Youth and Family Services Expansion, Pendleton Round-up Hall of Fame Museum, Pilot Rock Senior Housing Project, Pendleton Underground Tours expansion, CTUIR Transfer Station, more....
- **William Ray, Jr., Tribal Chairman** (541) 783-2219 x100
Klamath Tribes
Sample past projects; Chiloquin Fire District, Klamath Fire District #1, Marta's House development, Klamath Family Head Start development, Klamath Tribal Police Department development, Tribal Land Use Code development, Klamath Lake Community Services program expansion, Strategic Planning, DMOLO Golf Facility development, Housing development, Dorris Economic Strategic Development Plan, Land Restoration and Management Plans for Winema/Fremont Forests, Court Development, more....



AFFORDABLE GRANT-WRITING SERVICES

PARC Resources is an Oregon-based employee-owned business established in 1985 to bring high quality, affordable consulting services to nonprofits, Tribal Nations, and rural/small communities throughout the pacific northwest and beyond. We have been providing services to primarily rural communities, Tribes, and nonprofit organizations for 40 years. Our commitment to quality long-term results has never wavered and today, PARC Resources can proudly point to hundreds of communities where our assistance has helped create a better place for thousands of people, both now and for future generations.

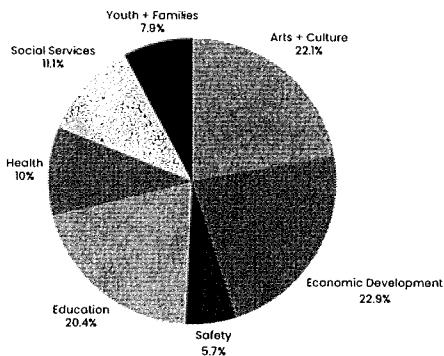
One of the key services PARC Resources provides is **GRANT-WRITING**. We offer a range of grant writing services; finding the best resources, designing the strategy, and executing the plan. Most of our clients hire us to complete the full application, including developing the budget, filling out all forms, writing the narrative, and submitting the application on behalf of our client.

To support these grant writing efforts, and increasing funding access generally, PARC Resources monitors the continual release of federal, state, local, and foundation funding opportunities throughout the country, and particularly in the western part of the United States. To sign up for our **FREE GRANT ANNOUNCEMENT EMAILS** [please complete this short form and click submit](#).

Additionally, PARC Resources has on-going contracts with statewide agencies to provide professional **GRANT WRITING TRAINING** for their members. Our training modules cover everything from scoping a project to ensuring that compliance documents are properly completed and timely to maintain the clients' good standing with a wide range of funders.

400+
Clients Served by
PARC since 1985

Project Areas PARC has Supported Clients on



2000+
FREE Funding
Newsletters Sent in
the past 10 Years

OUR APPROACH

PARC Resources has prepared thousands of grant applications for clients since 1985, including federal, state, local, and foundation grants. We employ a strategy proven successful over the past 40 years. Our knowledge of grant opportunities coupled with our ongoing dialogue with clients keeps us up-to-date on the ever-changing landscape of the funding world. This process includes:

STEP 1: Understanding Your Needs
STEP 2: Setting a Funding Strategy
STEP 3: Ensuring Readiness for Success

STEP 4: Organizing Standard Applicant Info.
STEP 5: Preparing the Grant Application(s)
STEP 6: Submitting Grants / Responding to Funders

"PARC's service is outstanding! They are committed to each and every project and spend whatever time is needed to complete the project on time. Thanks for all you have done and I look forward to working with you much more."

-Ellen Hansen, Education/Employment Director, Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians

"Our experience working with PARC staff in your Oregon offices has been positive. I particularly like your use of a continuity person to assure that all deadlines are met; this has resulted in all of our applications and requests being submitted on time."

- Merlin Fellows, Project Manager, Shoshone-Bannock Tribes Land Use Departments

"PARC's assistance has brought many \$1,000,000s of dollars into this community and I truly appreciate the professional manner in which you have assisted this County and community."

-Judge Steve Grasty, Harney County

A Sampling of Return on Investment of PARC's Grant-Writing Projects

Client Return Payment to PARC

Confederated Tribes of the Umatilla Indian Reservation Waste/Recycling Handling Facility

Rockwest Training Company

Spokane Tribal Fire Station

Between 2015-2025
PARC Resources Submitted

117

APPLICATIONS

for just ONE Client,
bringing in over

\$21,000,000

CLATSOP CARE HEALTH DISTRICT BOARD OF DIRECTORS – updated 1/1/26

TERM

Christian Honl
5 N Highway 101
Warrenton, Or 97146
Telephone: 605-690-8642
chonl@yahoo.com

07/01/25 – 06/30/29
Position #1
Election – 2025

Danielle Glover-Cloutier
35094 Helligso Lane
Astoria, OR 97103
drgcdnp@gmail.com
509-842-4632

07/1/25 – 06/30/29
Position #2
Election- 2025

Mike Aho
33247 Wood Duck Lane
Warrenton, OR 97146
Telephone: 503-440-2446
slackwater@charter.net

07/1/2025 – 6/30/29
Position #3
Election – 2025

Open Position
Address
Astoria, Oregon 97103
Telephone:

07/01/23 – 06/30/27
Position #4
Election –

Virginia Hall
92192 Clover Road
Astoria, OR 97103
Telephone: 503-338-9517
Email: only-integrity@proton.me

07/01/25 – 6/30/27
Position #5
Election – 2025

Linda Crandell
35173 Willette Lane
Astoria, Or 97103
804-214-9050
lindacrandell@msn.com

07/1/23 – 6/30/27
Position #6
Election- 2023

Chuck Meyer
555 Rivington
Astoria, Or 97103
Telephone: 503-325-7969
Chuck555sara@gmail.com

07/01/23 – 6/30/27
Position #7
Election – 2023

Mark Remley, CEO – 503-954-5534
Kendra Webb— Administrator- Clatsop Care Health and Rehabilitation 503-325-0313
Hannah Ross- Administrator- Clatsop Memory Care 503-994-2061
Debi Martin- Director- In-Home Care 503-791-8494
Ann Rubino- Administrator- Clatsop Retirement Village 503-325-4676