

**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.

- 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**

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

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
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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)

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

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

	<u>TERM</u>
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 <u>Address</u> 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	