

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING**

**December 5<sup>th</sup>, 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

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

## 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 7<sup>th</sup>, 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. 20<sup>th</sup>.

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.

## 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 on-going 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 19<sup>th</sup>, Jan 16<sup>th</sup>. Board Meetings: Jan. 9<sup>th</sup>, Feb. 6<sup>th</sup>. Strategic Plan Review Committee: Jan. 28<sup>th</sup> 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. Mary Nauha made the motion to adjourn. Mike Aho seconded the motion. Motion carried. The meeting adjourned at 1:40 PM.

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Signature

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Date

*Minutes recorded by Stacey Dempsey*

Resolution No. 2025-19

**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 the 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.

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Printed Name

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Title

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Signature

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Date



Floors To Go

**Nu-Way  
Carpet, LLC**

OR CCB #236228  
WA CCB #NUWAYCL 77400

**ESTIMATE WORKSHEET**

1021 S Main Ave • Warrenton OR 97146 • 503-383-5592

NAME Clatsop Retirement DATE 11-7-24

STREET 947 Olney Ave

CITY Astoria STATE OR ZIP 97103

WORK PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

Install Plank on first floor &  
Elevators

1199.27 SF  
Plank \$4785.00  
Installation \$6595.00  
Ripout / Demolition \$1678.00  
Floor prep \$570.00  
New subbase \$800.00  
Adhesive \$350.00

If additional floor prep is needed  
it will be billed at 95.00 per  
hour

NOTES \_\_\_\_\_  
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**SUB TOTAL \$** 13,778.00

**DEPOSIT \$** 6889.00

**BALANCE \$** 6889.00