

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
*December 7<sup>th</sup>, 2023*  
*Regular Meeting Minutes*

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:04pm at Clatsop Memory Care in Warrenton Oregon.

A. Roll Call: present = P excused = E absent = A

<b>Board Members</b>		<b>Management</b>	
Linda Crandell	P	Mark Remley Aidan Health Services (via phone)	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Lauren Beard Administrator CRV	P
Mary Nauha (via phone)	P	Hannah Ross Administrator CCMC	P
Melissa Watson	A	Debi Martin IHC Director	E
Chuck Meyer	A	Danielle Sampson	P
Megan Lampson	P	<b>Other staff</b>	
		Michael Martin, Marketing	P
		Linda Martin, CRV Activities Director	P
		<b>Members of the public</b>	
		Marcy from Moss Adams via Zoom	P

**II. CONSENT AGENDA**

A. Agenda approval.

Mike Aho moved to approve the agenda and Megan Lampson seconded. All said aye. The motion carried.

B. Approval of the November 2023 regular meeting minutes. Mike Aho commented that on page 7 of the minutes that there was a typo that needs to be corrected on promissory note. Mike Aho made a motion to approve the minutes from the November meeting, Megan Lampson seconded. All said aye, the 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 Martin was asked by the residents at CRV during an emergency Resident Council meeting called today, to come and represent them with a complaint that they want to bring to the board. There is resident that is confrontational and was in a fight where the police were called. The residents are concerned for their safety because the state is making the facility take back the resident. The resident was not arrested because he was picked up by family before the police arrived. The resident also has a dog that is never leashed and creates a tripping hazard to other residents in the facility. When management is gone, the resident does not abide by the rules. The resident has been physically threatening with other residents and staff. The Ombudsman is aware and is trying to help figure out a solution.

Linda Crandell commented that the board appreciates that this was brought to the board, there will be a discussion with Lauren Beard and Mark Remley following the adjournment of this meeting.

**IV. CLATSOP BOARD EDUCATION PRESENTATION**

Moss Adams Audit Results

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Marcy from Moss Adams commented that the audit was nice and clean this year. To see a full report, please view the Moss Adams presentation. The district had no significant adjustments and no disagreements during the audit process. The disclosures to look at are Note 8 (debt), Note 9 (Lease) & Note 14 (ERTC). There were not material weaknesses found, no significant deficiencies or other concerns. The A/R was found to have timely collection, there was positive cash improvement from 2020 to 2023 due to a positive bottom line. If the district was to have to rely on just the cash on hand to operate (excluding the ERTC money), there are 146 days that the district could operate with no income coming in, this is a major improvement from 2020 when there was only 60 days that the district could operate. The liabilities did go up, mainly due to expenses going up and items costing more. When looking at the current ratio of short-term solvency, for every \$1.00 that the district owed, the district had \$3.22 to pay on the dollar that was owed. The net assets for the district is \$4,580,000 in unrestricted assets that could be used in any part of the district. The operating revenue for the district went from \$9.6 million to \$11.6 million, this is mainly driven by census and rates. The census remained relatively flat between 2022 to 2023 but the Medicare/Medicaid rates are what drove the operating revenue increase. When looking at expense breakdown, the nursing expenses went up significantly, this is due to staff wages and agency costs. All in all, this was a very good and clean audit.

Marcy shared some industry updates. Across the country, occupancy has dropped. For skilled nursing facilities it has dropped 1.0%. There are not people building new nursing homes and both SNF's and ALF's are struggling to keep up their census. This is all due to the living costs and labor costs going up, along with all the regulations that are put on the facilities.

Mark Remley asked if new nursing homes are not being built because of certificate of need or there are just not people replacing the current SNF's. Marcy commented that it mostly comes down to the cost of operating the SNF, Oregon has a good reimbursement through Medicaid but in other states it is costing people more than they are making, so they are just not opening new SNF's.

Paul Radu asked if the results of the audit can be published out to the community because of how clean and good it was. Mark Remley commented that he would get with Michael Martin and put something together.

**V. ADMINISTRATION REPORTS**

- A. Kendra Webb provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details.

Kendra Webb commented the census is 30 today but will be 31 by the end of day, with another admit tomorrow. The digging for the generator will happen in approximately 4 weeks. The facility currently has one agency nurse and one agency CNA. Mark Remley commented that once the project for the generator is complete, then there will be a follow up with a structural engineer to check out the basement.

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Mike Aho asked how the pipe leaks are and if they have been fixed? Kendra Webb commented that the pipe leaks have been fixed and all is running well.

Linda Crandell asked how the windows were after the large amount of rain? Kendra Webb commented that the windows are doing well and there have been no leaks.

Megan Lampson asked if a CNA instructor has been secured? Kendra Webb commented that they have secured a CNA class instructor for the upcoming class.

- B. Lauren Beard provided an update on Clatsop Retirement Village. Please see her report for details.

Lauren Beard commented that the census is currently 63 residents with two coming back from the care center. There are 6 admits planned for December, leaving one 2 bedroom and two 1 bedrooms available.

Mike Aho asked how many Medicaid residents are in 1-bedroom apartments instead of studios and were the discharges from the care center skilled? Lauren Beard commented that there are three residents on Medicaid that currently are in 1 bedrooms and that both residents from the care center were there on skilled stays. Mike Aho asked if the roof leak has continued. Lauren commented that it has stopped leaking after the patch was put on but that they are looking for a bid to replace the roof.

Megan Lampson asked if there are security cameras in the facility. Lauren commented that there are not but this is something that is being looked into.

- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details.

Hannah Ross commented the census is 28 with an admit tomorrow and next week. Currently awaiting bids for the sign and the furnace/generator.

- D. Mark Remley provided an update on In home Care. Please see her report for details.

Mark Remley commented that November was pretty flat. In regard to the VA there are calls being reviewed but to get approved takes time, so they are coming in as private and then switching to the VA once they are approved. SmartCare is going well, and the billing is now live for this month. This has come with a lot of learning. The great part will be that this will show the hours in real time and so far, it has been user-friendly to pull these numbers.

- E. Michael Martin provided an update for marketing. Please see his report for details.

Michael Martin commented that there are no updates from the report. There is one item to add and that is that the Chamber of Commerce has stated that they would support the new bond and this was offered without any prompting from the district.

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F. Mark Remley provided an update on Clatsop Care Health District. Please see his report for details.

Mark Remley commented PCNA for CRV which is for the replacement, this gives us an idea of when we can do these things. Mike Aho asked if this is why we have to up the replacement reserve each month. Mark Remley commented that yes this is the reason.

Mike Aho asked how much the replacement reserve is going up? Mark Remley commented that is will go up \$6100.00 every month. This was supposed to start in October but it did not.

Mark Remley commented that there has been a change in the CNA class. During the 2021 survey at the care center the fines were \$20,000. The rules changed that if you hit a threshold of fines (more than \$11,500) you will lose the ability to have a CNA class in your facility. The class can be moved to CRV and this is being worked on right now. Moving forward we are looking at how to track items so that we don't get these fines and also getting more information regarding these rules.

Mark Remley commented that Senate Bill 99 is going effective January 1<sup>st</sup>, 2024. This bill is in regard to gender identity and non-discrimination. We don't know what this will look like, and we will be looking at the admission agreements once we know more. This will be a good time to go through policies and procedures as well and update where needed.

Mike Aho asked if there has been more information on the telephone reimbursement plan that has been talked about. Mark Remley commented that the district will not be moving forward with this just yet, trying to investigate more while the employees are utilizing the SmartCare system.

G. Mark Remley Financial report. Please see his report for details.

Mark Remley commented that there is nothing to add to the financial report.

**VI. BOARD OF DIRECTORS - ACTION ITEMS**

A. Resolution #2024-07 – Credit Card Policy

Mark Remley commented that currently the district is absorbing the fee for credit card transactions. The law states that up to 4% can be charged to credit cards but you cannot charge debit cards the fee.

Mike Aho asked if instead of stating a percentage, could we put 'actual bank fees up to 4%'? Mark Remley commented that it could be but once we find out the percentage it will always be that percentage charged.

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Paul Radu moved to approve the credit card charge up to 4% and Mike Aho seconded. Linda Crandell called a roll call vote, Mary Nauha abstained, Paul Radu voted aye, Mike Aho voted aye, Megan Lampson voted aye and Linda Crandell voted aye. The motion carried.

**VII. GENERAL DISCUSSION**

**A. CCC Development**

Mark Remley commented that the land that the developers have been working on, more than likely will not be able to be zoned to allow us to build on the property. There is a meeting with John Nygaard to look at a piece off of 101 by Tractor Supply but it is in the tsunami zone. There is another piece owned by Nygaard that is on Dolphin, behind Lum's and Harbor Freight, across the highway from Memory Care. The property on Dolphin is zoned R12 currently and could be rezoned to C1.

Mark Remley asked how important is the tsunami zone and staying out of it to the board? The Tractor supply property is zoned for commercial use already. The developers are going to look back in Astoria as well for property that may be for sale.

Mike Aho commented that before looking in the tsunami zone that all other options need to be exhausted first. Paul Radu agreed and said that he would not vote for the Tractor Supply property if there are other options.

Megan Lampson asked if it worth opening the conversation back up with Fort George and the property that they have. Mike Aho commented that the property they own is also zoned for industrial use.

**B. Foundation**

Michael Martin commented that the Foundation have a couple people but there was one person that decided to not be part of the Foundation after being approved. Currently there are six more people interested and three are in the interview phase. It has proven to be harder than expected to find six people together at the same time.

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Mary Nauha commented that screening people for what their background is important because we are hesitant to bring on just anyone to the board. Completing meet and greets outside of the meetings is going to be important. The audit results will be great material to include and looking for quality applicants.

C. QAPI

Megan Lampson commented that the Pinnacle reviews showed that the 'Response to Problems' improved from the last quarter. The issues that were shown in these reviews was the cleanliness of the facility and the quality of the food. There is going to be a deep cleaning schedule created for housekeeping. The facility is reviewing referrals and grievances daily, so that they can stay on top of them. Kendra Webb commented that there are action plans for moving forward to improve the areas of complaint.

Linda Crandell asked if there need to be a board member present for the community based QAPI meetings that are starting back up since before COVID. Hannah Ross commented that they are starting in January at Memory Care. Megan Lampson commented that she would go to those quarterly meetings as well.

**VIII. BOARD NOTATIONS CLOSING COMMENTS**

Megan Lampson commented that it is wonderful how residents can fluidly move through the district depending on their needs and if those needs change, we are able to provide another option for them.

Linda Crandell commented that it is not easy to do the work that everyone in the district does on a daily basis and the board appreciates everyone as well as all that they do.

Mary Nauha commented thank you to the staff and the wonderful job that they do.

Mike Aho commented that there needs to be a review date for February set. There was a great review on the Clatsop County Rant and rave page about the care center and the care that they provided to a family member. The comments that followed were more wonderful stories from other community members that have experienced the wonderful care that they provide at the care center. Great job and keep up the great work.

**IX. ADJOURNMENT**

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Linda Crandell made a motion to adjourn the meeting. The meeting was adjourned at 1:37PM.

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Signature

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Date

*Minutes recorded by Danielle Sampson*