

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
February 6th, 2025
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00pm via Zoom for all attendees.

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

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

II. CONSENT AGENDA

- A. Agenda approval. Chuck Meyer made a motion to approve as presented. Mike Aho seconded. Motion carried.
- B. Approval of the January 9th, 2025, regular board meeting minutes. Mike Aho made a motion to approve the minutes. Chuck Meyer 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.

There were no public comments.

IV. CLATSOP CARE CENTER BUILDING UPDATE – DON HARRIS

Please see Don Harris’s report in the board packet. Don shared that the State of Oregon gave Jon Van Stavern (Pacific Habitat) verbal approval for use of the current line of tide map vs. the pending new maps that will be approved later this year. The full (CRV) site registers as above highest measured tide. The application is completed, and Jon Van Stavern is reviewing the section that presents the secondary site information (Tractor Supply). This should be completed and submitted by the end of next week. The expectation is to be fully permitted by September, Bids in October, Proposals in November, and be on the Levy Ballot in May 2026. Don Harris will send the finalized application to the board before submission.

V. CLATSOP CARE CENTER AUDIT – MARCY BOYD/MOSS ADAMS

Please see Marcy Boyd’s report for detailed information on the June 30th, 2024, audit. Marcy shared a power point presentation reviewing the audit and shared the few recommendations that were made as an outcome of this audit.

VI. BOARD EDUCATION – JENNIFER WOOLLEY

Jennifer Woolley spoke to the board regarding the recent COVID 19 outbreak at Clatsop Retirement Village. An outbreak is defined as three or more cases to include both residents and staff. Communal dining, resident activities, and admissions were paused. The facility reports weekly to the Dept. of Health. Once the facility has gone 14 days without a new case then the outbreak is considered over. Mike Aho asked if the facility had enough PPE for this event. Jennifer shared that with pulling in supplies from the district there was enough.

VII. ADMINISTRATION REPORTS

- A. Kendra Webb provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details. Kendra Webb commented that there are six CNA students in the current class and that the cleanup of the basement was pushed to next week.

- B. Ann Rubino provided an update on Clatsop Retirement Village. Please see her report for details. Ann shared that she would be submitting her proposal to the state for the alternative heating to be used during the remaining portion of the roof work. Chuck Meyer commented that recently when utilizing the alternative entrance to CRV there was no one around to answer questions and that he has had trouble when calling the facility and having no one answer the phone. Ann replied that the front desk employee delivers the mail throughout the building pulling her from the desk, but would look into options to assure the phone is being answered.
- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details. Hannah Ross commented that her census is twenty-nine. No other changes since submitting her report.
- D. Debi Martin provided an update on In-Home Care. Please see her report for details. No additional comments.
- E. Michael Martin provided an update on Marketing and Recruiting. Please see his report for details. No additional information needs to be added at this time. Chuck Meyer shared that Michael is doing a wonderful job representing the district throughout the community.
- F. Mark Remley provided a CEO update on Clatsop Care Center Health District. Please see his report for details. Mark gave a shout out to Hannah Ross, Administrator at CCMC, for maintaining a remarkable census at her building for many years. Mike Aho asked if the RFP had gone out for next year's audit. Mark replied that he and Nicole had pulled a list of 5-6 potential firms that complete audits for our type of business and that the RFP will be going out by next week.
- G. Mark Remley provided a financial report for CCCHD. Please see his report for details.

VIII. ACTION ITEMS

- A. Resolution No. 2025-20 CCC Shower Room Project
Chuck Meyer made a motion to approve resolution 2025-20.
Christian Honl seconded the motion.
There was discussion about the resolution which included the timeliness of the bids. There was difficulty getting businesses to respond with a bid for this project. Mike Aho made clear his dissatisfaction with the timeliness of this project and that resident care comes above all else and they deserve to have had this done prior to this point.
Roll call vote to the board: Christian Honl, Aye. Mike Aho, Aye. Christian Honl, Aye. Paul Radu, Aye. Chair votes Aye. Motion carries.
- B. Aidan Health Services Contract Proposal
Linda Crandell shared that the current Management Agreement with Aidan Health Services is expiring in June and that the sub-committee had reviewed a new contract and after adjustments were made and the contract reviewed by an attorney the sub-committee recommends that the presented Management Agreement be approved with an expiration date of June 30th, 2029.
Mike Aho made a motion to approve the Management Agreement with Aidan Health Services.
Christian Honl seconded the motion.

Roll call vote to the board: Christian Honl, Aye. Mike Aho, Aye. Christian Honl, Aye. Paul Radu, Aye. Chair votes Aye. Motion carries.
Mark Remley thanked the board.

IX. GENERAL DISCUSSION

- A. Preliminary Budget Schedule Conversation
Nicole Easley, RDO, shared an outline for upcoming budget work sessions for the 2025-26 fiscal year.
- B. Strategic Plan
Please see the Strategic Plan outline included in the board packet. Nicole Easley, RDO, reviewed the strategic plan and answered questions from the board. Everyone agreed it was a great plan that was put together well.

X. BOARD NOTATIONS - CLOSING COMMENTS

Chuck Meyer: No comment.
Paul Radu: Nice strategic plan - well done.
Mike Aho: Referenced the deadline to apply for re-election on the board.
Christian Honl: No comment
Linda Crandell: Reminded board members of the upcoming meeting dates and referenced the deadline to apply for re-election on the board.

XI. FUTURE MEETING DATES

- A. Feb. 20th, 2025: Tax Levy Oversight and Mid-Year Financial Review, CCC, 10am
- B. March 6th, 2025: Board Meeting, Clatsop Care Memory Community, 12pm
- C. March 20th, 2025: Final Day to Submit Application for Election to the Board
- D. April 3rd, 2025: Board Meeting, Clatsop Retirement Village, 12pm
- E. May 8th, 2025: Board Meeting, Clatsop Retirement Village, 12pm
- F. June 5th, 2025: Board Meeting, Clatsop Retirement Village, 12pm

XII. ADJOURNMENT

Linda Crandell asked for a motion to adjourn. Chuck Meyer made the motion. Linda Crandell seconded. The meeting was adjourned at 1408.

Signature _____ Date _____

Minutes recorded by Stacey Dempsey