

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
July 11<sup>th</sup>, 2024  
Regular Meeting Minutes**

**I. CALL TO ORDER**

Linda Crandell called the meeting to order at 12:00pm at Clatsop Retirement Village in Astoria, Oregon.

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 (via zoom)	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	E
Paul Radu	E	Ann Rubino, Administrator CRV	P
Mary Nauha	E	Hannah Ross, Administrator CCMC	P
Christian Honl	E	Debi Martin, Director IHC	P
		Mike Kerwin, IT	P
		Michael Martin, Marketing	P
		Melissa Schacher, Billing Specialist	P
		Stacey Dempsey, HR	P
<b>Members of the Public via Zoom</b>		<b>Members of the Public</b>	
Lee (Architect Team)	P	Tom. CRV Resident	P
Jacob Anderson (Architect)	P	Kristine Kansteiner	P
John van Staveren, Pacific Habitat	P	Kathryn "Chinery" Lutkin	P
Don Harris	P		

## II. CONSENT AGENDA

A. Agenda approval.

Chuck Meyer made a motion to approve the agenda. Mike Aho seconded. Motion carries.

B. Approval of the June 6<sup>th</sup>, 2024, regular meeting minutes. Mike Aho made a motion to approve the minutes. Megan Lampson 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.

Tom/CRV Resident shared with the board that the residents of CRV are extremely pleased with the appointment of Ann Rubino as Administrator. She is doing an excellent job and really listens to the residents of CRV. There were twenty-nine in attendance at the last resident council meeting.

## IV. CLATSOP CARE CENTER BUILDING UPDATE – DON HARRIS

Don Harris introduced John van Staveren, Pacific Habitat to talk about the wetlands mitigation.

John van Staveren stated that he attended a meeting on 7/10/24 with the Dept. of State Lands and US Corp of Engineers. This meeting precludes the August meeting that was discussed at the June board meeting. Consensus was that we will meet some resistance when our application is submitted for approval to develop the proposed CRV site. The type of wetlands mitigation is more valuable than what we had previously discussed due to the lower-than-expected line of tide.

Mike Aho asked John van Staveren how he feels about the feedback received at the meeting. John replied that it is going to be difficult and push back will be expected. We may be asked to consider additional sites outside of the CRV site and the Tractor Supply site in Warrenton.

Jacob Anderson added that the feedback on the floor plan was to move more non-resident rooms to the second floor, cut back on parking, and reduce the use of wetlands as much as possible.

Mike Aho requested to continue with a weekly meeting for all involved to continue to strategize and prepare for the application submission.

John van Staveren stated that his previous experience will assist us in the preparation for submitting an application that is prepared for the process.

Mark Remley asked the panel if we will have to reduce the size of the planned building. Jacob Anderson stated to Mark Remley that he will send him a list of building plan adjustments to consider.

Mark Remley asked the panel if there were any other consultants that we should bring on board. John van Staveren replied that the panel we have is solid, that a Land Use Attorney well versed in wetlands mitigation might be considered to review the application.

Don Harris and Jacob Anderson presented on screen an analysis of the Pros/Cons of each potential building site. There was a brief discussion of the pros/cons presented.

## V. ADMINISTRATION REPORTS

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

Kendra Webb commented that the census is 33 today. The elevator repair at the facility will be extensive. We will need to get a bid for repair and/or replacement. The new mandated staffing rule will be effective in August. This has to do with the documenting process for staffing. The state of OR is changing their 30-mile rule for use of (billing) swing beds. Agency use is up. CCC is trying to offset this cost by admitting other payor types.

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

Ann Rubino commented that she is working on the census and the budget. There are five projected move-ins scheduled for July/August. Mike Aho asked Ann about the fire panel. Ann stated it was inspected and a bid arrived. Linda Crandell asked if the ABST is a valuable tool. Ann said that it has been. Mike Aho commented that the facility looks exceptionally good. Linda Crandell stated it is still on the agenda to modernize and remodel CRV.

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

Hannah Ross commented that the census is 32. She has not ordered the new tub yet. The laundry area makeover is complete.

- D. Debi Martin provided an update on In-Home Care. Please see her report for details.

Debi did not have anything in addition to her report. Mike Aho asked if the marketing ads were working. Mike Martin said yes, they were. In Home received five leads from radio and print ads. It was discussed about possibly offering a volume discount at a later date for clients using higher hours of care each week. Not fiscally possible right now.

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

Michael Martin commented CCMC has their bus back and the new wrap looks really good. We have received the new brochures for In Home.

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

Mark Remley commented that he had no additions to his report. The ABST training is a lot and will be a continuing work in progress.

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

In Home care and CCC both had the highest set of revenues to date. Applauds census being up to make that happen. CRV census is good. Agency and the HVAC and Fire System expenses both hit the June books. CCMC census is back to capacity with very few unexpected expenses.

## VI. BOARD OF DIRECTORS - ACTION ITEMS

- A. Resolution #2025-1: Roof Bids

Mark Remley reviewed the two roof bids. One from Columbia Roofing and the other from Beeler Construction. Columbia Roofing would not remove the HVAC units when replacing the roof. Beeler Construction would because they feel that we live in an above average rainy area. Mark felt that Beeler Construction was a better choice, having given better customer service, a better description of the work to be done, and he is confident in the company. Mike Aho made a motion to approve Beeler Construction's bid for replacing the roof at CRV. Seconded by Chuck Meyer. All say aye via roll call voting. Motion carried. Chuck Meyer asked when the work would be completed. Mark replied that it will be this year.

- B. Resolution #2025-2: Foundation Board Member Recommendations

Linda Crandell stated that two people had applied to be on the Foundation Board. Both applicants are present at this meeting. Please present yourselves to the board. Kristina Kansteiner gave her history. Application attached to this packet. Kathryn Lutkin presented herself. Application attached to this packet. The motion was made to approve the two applicants as members of the Foundation Board by Mike Aho. Seconded by Chuck Meyer. All say aye via roll call voting. Motion carried.

- C. Resolution #2025-3: Condenser Unit Replacement at CRV

Mark Remley to the board. The bid before you from P&L Johnson is for the walk-in cooler here at CRV. This repair is already in progress as it was not an item that could wait. Linda Crandell asked for a motion. Mike Aho stated so moved. Seconded by Megan Lampson. All say aye via roll call voting. Motion carried.

- D. Resolution #2025-4: Fire Panel Repair at CRV

Mark Remley presented a bid for the Fire Panel at CRV to be repaired. Mike Aho asked if it was working at all? Ann Rubino replied that it is limping along. Funded by Levi Funds. Linda Crandell asked for a motion to approve the Fire Panel repair bid. Chuck Meyer stated so moved. Seconded by Megan Lampson. All say aye via roll call voting. Motion carried.

## VII. GENERAL DISCUSSION

### A. Foundation

Mike Martin requested to be on the next agenda to present additional board member recommendations. He has two to present and needs one additional member after that then they can assign officers.

### B. QAPI

Megan Lampson shared that CCC continues to have staffing challenges. The DNS and Administrator are using a new tool for admissions. Cleanliness and quality of food continue to be areas of concern. July 1<sup>st</sup> a new nursing assistant class started. All staff meeting attendance continues to be monitored and improved per state requirements. There were a couple of covid cases in the building and it did not spread. Maintenance needs to maintain their deep clean schedule and the elevator is an ongoing concern. The activities director is doing well.

## VIII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson commented that building our teams in the health district improves our strength in the community.

Mike Aho asked how the new credit card bill paying implementation has gone for the residents of the district. Melissa Schacher replied that it went well. Mike asked Mark Remley if we are sending out customer surveys. Mark replied that he can send them out. Mike finished by saying that it is good to hear positive feedback from the residents at CRV and that Ann is doing an excellent job.

Linda Crandell thanked Mike Aho and Megan Lampson for all their time and work for the district. Linda thanked Mark Remley for his work on the building project.

**IX. ADJOURNMENT**

Linda Crandell asked for a motion to adjourn the meeting. Chuck Meyer made a motion to adjourn. Linda stated the meeting adjourned. The meeting adjourned at 1:25PM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Minutes recorded by Stacey Dempsey*

Resolution No. 2025-5

**August 8, 2024 2025-5 Resolution to approve the proposal to replace the whirlpool tub at Clatsop Memory Care.**

**Whereas**, The Board of Directors would like to approve the proposal from Direct Supply as stated;

**Whereas**, the Board of Directors has reviewed the proposal and understands the need to replace the whirlpool tub at Clatsop Memory Care;

Whereas, the Board of Directors approves the proposal amount of \$21,210.01.

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

- Original Request
- Repeat Request
- FY: \_\_\_\_

**CAPITAL/LEVY PROJECT REQUEST FORM**

Funding Year: ____ 2024 ____ <input type="checkbox"/> <input checked="" type="checkbox"/> Levy Funds <input type="checkbox"/> Capital Expense <input type="checkbox"/> Replacement reserves  Estimated Cost: \$40,000.00	Rank priority: <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High  Date of Submittal: 8.8.2024	
Project Name: Bath tub with fast fill and belt for residents	Requires multiple bids: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>  Request for Proposal Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Facility Name: Clatsop Care Memory Community		
Project Description Summary: (Please limit to 40 characters)  The tub currently takes five minutes to fill and has no safety system to keep resident in the seat. The tub room would need to be reconfigured to fit new one.		
Department Submitting Proposal: Administration		
Requested start date: 7.30.2024	Requested completion date: 12.2024  Number of Weeks: 4 weeks	
<b>PROJECT TYPE (please select one classification from below)</b>		
Feasibility/Planning: <input type="checkbox"/>	Renovation: <input checked="" type="checkbox"/>	
New Construction: <input type="checkbox"/>	Code or Infrastructure Deficiency: <input type="checkbox"/>	
Interior Upgrade: <input type="checkbox"/> (includes furniture)	Exterior Upgrade: <input type="checkbox"/> (Includes landscape and lighting)	Equipment/Systems: <input checked="" type="checkbox"/>
<b>PROJECT JUSTIFICATION</b>		
Which one of the CCHD Goals does this project support and why? (Please explain) The tub this community currently has does not have any safety features and cannot be used for the majority of the residents in this community.		

<p><b>Please describe the benefits to CCHD of implementing this project?</b></p> <p>Current tub does not get used due to lack of safety and residents being very uncomfortable waiting to fill. Reduced slipping hazard, less stamina required, relaxation (ease anxiety), and muscle ache relief often common in older adults.</p>			
<p><b>Project Description:</b> Describe the scope, location and business impact. For equipment/systems please include a description of benefits.</p> <p>There would be no impact to business. Benefits would be skin integrity for residents would use it.</p>			
<p><b>Project Justification and Consequences of not funding:</b> Describe how this project furthers CCHD goals or supports new initiatives and the negative impact of not funding.</p> <p>Quality of care provided to residents. Some have not been able to take a bath due to safety. All residents would be able to use if they wanted to and some residents prefer a bath over a shower.</p>			
<b>PROJECT APPROVAL (please type in name, date and check box)</b>			
<b>Administrator:</b> Hannah Ross <b>Date:</b> 7.30.2024	<input checked="" type="checkbox"/> <b>Approved</b>	<b>Levy Committee</b> : <b>Date:</b>	<input type="checkbox"/> <b>Approved</b>
<b>CEO:</b> <b>Date:</b>	<input type="checkbox"/> <b>Approved</b>	<b>Board Chairperson</b> <b>Date:</b>	<input type="checkbox"/> <b>Approved</b>

Resolution No. 2025-6

**August 8, 2024 2025-6 Resolution to approve the proposal to add a monument sign at Clatsop Memory Care.**

**Whereas**, The Board of Directors would like to approve the proposal from Coastline Sign and Installation as stated;

**Whereas**, the Board of Directors has reviewed the proposal and understands the need to add a monument sign at Clatsop Memory Care;

Whereas, the Board of Directors approves the proposal amount of \$12,000.

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

## Proposed sign



100 Industrial Parkway  
Aberdeen Wa, 98520  
360-532-8888

**Job** Clatsop Care

**Location** 2219 SE Dolphin Rd

**Date** 07/09/2024

**Submitted By** Scott Lowe

**Additional Notes:** \_\_\_\_\_

3'x6' Aluminum sign with Lexan faces

Installed with steel posts and Faux Brick  
around steel posts, Artwork subject to change