

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

June 6th, 2024

Regular Meeting Minutes

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00pm at Clatsop Memory Care in Warrenton Oregon.

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

Board Members		Management & Staff	
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	E
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	P	Debi Martin, Director IHC	P
		Mike Kerwin, IT	P
		Michael Martin, Marketing	P
		Melissa Schacher, Billing Specialist	P
		Stacey Dempsey, HR	P
Members of the Public via Zoom		Members of the Public	
Mike Zane	P	Tanya Tatzer, Ombudsman Supervisor	P
Jacob Anderson (Architect)	P	Ann Nielsen, Ombudsman	P
John van Staveren, Pacific Habitat	P	Michelyn Hahn, Ombudsman	P
		Don Harris	P

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell added the Aidan Contract to the discussion portion of the agenda. Chuck Meyer made a motion to approve the agenda. Christian Honl seconded. Motion carries.

B. Approval of the May 9th, 2024, regular meeting minutes, May 29th, 2024, work session minutes, and May 31st, 2024, special board meeting minutes. Mike Aho requested an amendment to the work session minutes changing the statement in the minutes on the budget review for In-Home Cares portion from "I" to "Mark." Linda Crandell said that we will now vote on the minutes as one motion. Mike Aho made a motion to approve the full set of minutes with the amendment. 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.

There were no public comments.

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 the wetlands delineation has been completed. (He shared an image on the computer screen showing the site and describing the outline of the proposed development site) The identified wetland designation is just over an acre. Permits from the OR Div. of State Lands and the Federal Corps of Engineers will have to be obtained. Both agencies will scrutinize our application. They will ask things like, "Why can't you avoid this wetlands location," "Why is this your only viable development site," "What is your erosion control plan," and we will need to submit our information on other potential building sites that were considered. Mitigation – there is a land bank in our area. We have just over an acre to mitigate. Our cost would be \$207,000.00. This mitigation is a very difficult process. A 401 Water Quality Certificate is required from the Dept of Environmental Quality (DEQ).

There are two 30-day reviews that must happen during this process. Takes nine months after our application is submitted. There must be a Functional Assessment of our wetland needs. Our wetlands must align with the mitigation bank. If we are unable to use the mitigation bank, then we will need to create wetlands in another location to fulfill this mitigation requirement.

Don Harris asked John van Staveren about the application approval timeline. Don had been under the belief that it was 4–6-month process vs. 9 months. John replied that he is referencing the longer length of time that he has seen for processing vs. giving a shorter timeline that is unrealistic. The Dept. of State Lands is a four-month process, then two 30-day notification periods for the public, and then sixty days for approval period. The Corp of Engineers can be as short as four-six months or up to nine months.

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A pre-application meeting with the agencies that we will be working with (for approval of the permits) can be arranged and facilitated by John van Staveren. The agencies (DEQ, COE, EPA, etc) meet monthly. He can present our development plan. It is a good first step. Don Harris asked how much feedback we can expect to receive from this meeting. John said that the expectation is that we could walk away from the meeting with a good indication of what we are facing with the mitigation and application processes. Chuck Meyer asked where the meeting would be located. John said that it will be on-line.

Don Harris asked John van Staveren about our risk factor in not being able to obtain land credits. Will the credits be available when we need them? Is there a way to lessen our risk? John replied that there is currently no other agency vying for the credit. A down payment (normally 10%) on land credits is an option and we would need to find out if that down payment is refundable. There are not any new credits expected in the land bank.

John van Staveren confirmed with Don Harris that the Tractor Supply site did not include wetlands. Don said that this site has been filled. John asked if we knew when the fill permit was issued. Don said he did not have a firm date but maybe six years ago? Mary Nauha commented that the entire site was filled for commercial development.

Linda Crandell asked each board member individually if they approved moving forward with John van Staveren arranging to present our proposal at the monthly meeting of the regulating agencies and for Don Harris to check in with Corps of Engineers on proceeding with wetlands mitigation. Each board member approved.

Jacob Anderson presented a revised floor plan for the building at the CRV site.

Linda Crandell stated it was time for a break. 1:16pm

V. ADMINISTRATION REPORTS

- A. 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. Christian Honl asked what is the capacity at CCC? Kendra replied it is 40-ish depending on resident needs and safety. Mike Aho asked how much agency is in the building. Kendra shared that there are five CNA's and three nurses. Linda Crandell shared that at CCC we can still make a profit when agency staff is in the building, at CRV we cannot.

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

Ann Rubino commented that at CRV they are working on processes and getting enough staff hired. Census is 52 of 69 and there are two potential admissions for July. (One PVT pay couple and one Medicaid) PNL did finish the HVAC repair. Linda Crandell asked if the price increase notifications went out. Ann said that they did.

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

Hannah Ross commented the census is 31 of 32 with a few leads, no other changes to report. Christian Honl asked it is determined who will get awarded the room. Hannah said it is based on safety needs and where the admission is coming from (hospital or another of our facilities). Chuck Meyer asked what the average stay is at CCMC. Hannah replied that it is just over two years.

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

Debi Martin commented that there were no changes to her report. May hours were 1,698 and June is starting out on track. Mike Aho asked what the average hours per client is. Nicole Easley said that she would add that statistic to the monthly report.

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. Christian Honl asked which ads we have out there. Mike replied that we have ads on Facebook, Google, via events, sponsorships and press releases, digital OTP, newspaper, and radio.

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

Mark Remley commented that he had a meeting with Don Bohn at the county regarding highway parking at the potential new building site by CRV. I will put this on hold until we know our next steps.

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

Mark Remley commented that for In Home Care there was a PTO adjustment that pushed them into the negative. CCC had \$15,000 in repairs. CRV has an increase in assessments for the new program. There is a lift to be purchased with levy funds for CCC. There is an upcoming walkthrough of the roof at CRV to determine the scope of the bids received for the new roof.

Mike Aho asked Paul Radu if it is standard for the roof top units to be removed and replaced after the new roof is put down. Paul replied that it is because it is better to tuck the roofing under the unit.

Mike Aho inquired about the anticipated benefits of Concur. Mark replied that there would not be any cost savings and Melissa Schacher could speak on the benefits. Melissa replied that it is currently a work in progress. Nicole Easley shared that it also meant to be for ease of use for viewing previous invoices, tracking expenses, and eliminating erroneous charges.

Mike Aho asked Ann Rubino about the 13–14-year-old bus at CRV. Any problems? Ann replied that it needs to be polished up a bit. Christian Honl commented that it would be a good idea to replace it before it starts breaking down.

VI. BOARD OF DIRECTORS - ACTION ITEMS

A. Resolution #2024-19: Lift Capital Purchase

Christian Honl asked for an amendment to the resolution so that it states that the lift will be purchased with levy funds. Megan Lampson made a motion to approve the amendment. Mary Nauha seconded. Motion carried. Next a motion was made to approve the resolution as presented by Mike Aho. Seconded by Chuck Meyer. All say aye via roll call voting. Motion carried.

B. Resolution #2024-20: Budget Resolutions

The motion was made to approve the resolution as presented by Chuck Meyer. Seconded by Megan Lampson. All say aye via roll call voting. Motion carried.

C. Resolution #2024-21: Categorizing the Tax

The motion was made to approve the resolution as presented by Mike Aho. Seconded by Christian Honl. All say aye via roll call voting. Motion carried.

D. Resolution #2024-22: Imposing the Tax

The motion was made to approve the resolution as presented by Christian Honl. Seconded by Mary Nauha. All say aye via roll call voting. Motion carried.

E. Resolution #2024-23: Annual Board Calendar

The motion was made to approve the resolution as presented by Chuck Meyer. Seconded by Mike Aho. All say aye via roll call voting. Motion carried.

VII. GENERAL DISCUSSION

A. Foundation

Mike Martin shared that the next meeting is June 20th. There is a need for multiple board members.

B. Aidan Contract

Linda Crandell would like to put together a committee to review the contract. The contract is due at the end of June 2025. Committee members are Christian Honl, Mike Aho, Megan Lampson, and Linda Crandell. The current contract will be sent to all board members.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson commented Ann Rubino is a positive addition to the Health District.

Mary Nauha commented that Jacob Anderson did a good job with the building plan. Hopefully, our application gets approved. She asked if there are minutes from the building plan phone calls. Linda replied no and that she can send the zoom invite information to Mary for future Wednesday calls.

Mike Aho commented that this year's budget is the cleanest the board has seen. Happy that it is getting better.

Paul Radu – No comments.

Chuck Meyer – No comments.

Christian Honl – No comments.

Linda Crandell agreed with Mike Aho about the budget. Linda thanked Hannah Ross for the tour of CRV.

IX. ADJOURNMENT

Linda Crandell asked for a motion to adjourn the meeting. Christian Honl made the motion. Mary Nauha seconded. Motion carried. The meeting adjourned at 2:14PM.

Signature

Date

Minutes recorded by Stacey Dempsey