

**CLATSOP CARE HEALTH DISTRICT**  
**BOARD OF DIRECTOR'S MEETING**  
*May 9th, 2024*  
*Regular Meeting Minutes*

**I. CALL TO ORDER**

Linda Crandell called the meeting to order at 12:00pm at Clatsop Care Memory Community 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	P
Mike Aho	P	Kendra Webb, Administrator CCHR (Zoom)	P
Paul Radu (Zoom)	P	Mike Kerwin	P
Mary Nauha	P	Hannah Ross Administrator CCMC	P
Chuck Meyer	P	Debi Martin IHC Director	P
Megan Lampson	P	Michael Martin, Marketing	P
		Melissa Schacher, Billing	P
Christian Honl	P	Nicole Easley, Aidan Operations	P
Tracy Honl	P	Jennifer Woolley Aidan Operations (Zoom)	P
Jennifer Fifer Eldercare	P	Stacey Dempsey, Payroll/HR	P
Anthoy Degoede Providence	P	Anne Rubino (Zoom)	P
Lori Caulkins Providence	P	<b>Members of the public</b>	
Don Harris	P	Susanna Gladwin (Zoom)	P
Jacob Anderson (Zoom)	P		

**II. CONSENT AGENDA**

A. Linda Crandell called the meeting to order. Linda Crandell asked for a motion to approve the agenda. A motion was made to approve the agenda and was seconded. All said aye.

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B. Linda Crandell asked for a motion to approve the regular meeting minutes. Motion was made to approve minutes and seconded. All said Aye.

**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.

A comment was submitted for comment by Susana Gladwin to Mark Remley who read the comments to the board and would forward them to the board members.

**IV. Education – Providence and Eldercare (PACE)**

Jennifer Fifer from Providence Elderplace (PACE) gave a presentation on their program for all-inclusive care for elderly.

**V. Building Update- Don Harris**

- A. Handouts given (in packet) regarding delineation and mitigation on CRV site.
- B. Mitigation for the wetlands still being evaluated on the best route forward for the District. Once all work is completed the board will be presented with options to move forward.
- C. When we get to the point where there is the State application completed to proceed, we will need to determine if the current building plans will be suitable for the site.
- D. What are the next steps. Jake will pursue top-of-bank issues and definitions. Once determined, a new design will be done which could decrease the size of the courtyard, combine the buildings, and provide a central kitchen. Chuck commented that he would eventually like to see solar incorporated into the design.

**VI. Applicants to the board of directors**

Christian Honl was interviewed by the Board. He was born in Astoria where his father was a Physician. Christian has retired to Astoria after a career at Intel. Board application was given to the Board Members. Mike A asked, "Are you available on Thursdays and did he understand this is an interim appointment and would need to run again on next ballot?" Christian acknowledged. Mike A made a motion to vote Christian as board member. Mary N seconded. All voted yes and motion passes.

**VII. Administration Reports**

- A. CCC Kendra: No changes or updates. Four students in CNA class.
- B. CRV Jennifer with Ann. Jennifer gave background on Ann and that she has been in Clatsop County for quite some time. She has been in healthcare for 25 years and lives in Gearhart. Jennifer also pointed out that Laura Larson will be supplementing the position until Ann is

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onboard fulltime. Staffing: RCC position is filled. Christina has been working on the floor. The census is at 60. There are a couple of residents looking to move over to CCMC. We got a deposit on a 2-bedroom couple. We will have a studio in 2-3 weeks. We still need three (3) Team Leaders and four (4) Caregivers. One staff member has COVID. Mike A commented that he would like to know the age, mileage and condition of the bus.

- C. CCMC Hannah: Census down to 31, but new residents coming in from CRV. State tags from survey being addressed. Flooring, laundry entry scratches, dining room being taken care of on the 23<sup>rd</sup>. Linda C asked: any penalties or fees? Hannah answered: no harm tags. So, no. Working on sign and wrap. County/City application done. Mike Martin to follow up with Red Dwarf (Jeff).
- D. IHS Debi Martin: nothing to add. April billable up to 1,500 hours. We received two (2) new prospects from radio campaign and two (2) from Astorian plus one (1) employee. Also received referrals from Caring for the Coast and one from Elderplace. Nicole brought up that a new In-Home provider is moving into the market; New Horizons. Running job post for Executive Director.
- E. Marketing & Communications Mike Martin comment: nothing new to report other than new campaigns are working well. We have seen increases to web traffic and we are able to better track leads coming in.
- F. CEO and Financial Report (Mark Remley): Concur training yesterday and working on the first batch of invoices. Provider tax not sunsetting but renewed. Nicole: A new rule to be phased in is to have an RN 24 hours per day for the nursing home. There is also a new In-Home care provision that states 80% of Medicaid dollars must be paid out to employees in total compensation with a 6 year horizon. Mark did an explanation of ACH and will add to vocabulary chart. Mike A. comment: Roof bids. Do we have a second bid. P&L Johnson and Bealer Construction. Confusion between contractors on bids and work performed are being worked out for clarity on the bid. Mark Remley commented on Financials and to solidify budgets, sub-meeting to review. Investment LGIP interest up to 5.2%. Breakout on agency versus staff will be done beginning with the July financials.

**VIII. Action Items**

- A. Swear in of Christian Honl. Motion made and seconded. All board members voted aye.
- B. Resolution 2024-15 P&L Johnson Memory Care Motion moved and 2<sup>nd</sup>. This is to remediate the survey issue in the laundry room. All board members voted aye.
- C. Resolution 2024-16 Umpqua Bank signatures to approve CRV Director. Motion moved and seconded. All board members voted aye.
- D. Resolution 2024-17 procedure check signatures. Motion moved and seconded. All board members voted aye.

**IX. Foundation**

- A. No new updates.

**X. Board Member Matters**

Chuck: Saturday Master Gardeners Fair ground.

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Megan: Welcome to Christian

Mary: Auxiliary Garden to convey a professional environment.

Mike A: Welcome Christian. Budget review date reschedule. When will it be? Positive cash flow for first time in a long time. We could pay all of our bills with zero tax dollars.

Christian: Need to learn this business.

Paul dropped off call.

Linda C: Welcome Christian

**Xi. Future Meeting Dates**

- A. Future Budget meeting by June 30<sup>th</sup> with presentation to follow on June 6<sup>th</sup>
- B. May 24<sup>th</sup> Budget numbers from Mark
- C. May 29<sup>th</sup> 10:00 AM at CRV

**Adjourn**

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Signature

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Date

*Minutes recorded by Mike Martin*

## LONG TERM CARE ACRONYMS AND COMMON PHRASES

1. **SNF**- Skilled Nursing Facility (Short Stay Residents)
2. **ICF**- Intermediate Care Facility (Long Term Stay Residents)
3. **MEDICARE**- Federal Payment System for nursing homes that are designated SNF. Benefit Max is 100 days.
4. **MEDICAID**- State payment system for all levels of care we serve. This is for long term stay residents.
5. **PDPM**- Patient Driven Payment Model- Vehicle for rates to nursing facilities through Medicare.
6. **HMO**- Health Maintenance Organization - Individual contracts for short stay residents in nursing homes. Typically these organizations are managing the medicare money.
7. **CBC**- Community Based Care - This broad term encompasses assisted living facilities, memory care, and adult foster homes.
8. **PPD OR PRD**- Per Patient Day or Per Resident Day - This is used in calculating budgets based on census levels.
9. **DSO**- Days Sales Outstanding - Way of tracking the outstanding accounts receivable.
10. **PROVIDER TAX**- Nursing home tax utilized to drive the reimbursement levels for medicaid by receiving matching federal dollars.
11. **MDS**- Minimum Data Set - Document filled out to show the level of care and services being provided to each resident.
12. **QAPI**- Quality Assurance and Performance Improvement - Used to focus on current issues in facilities in order to provide better outcomes.
13. **CBC QUALITY METRICS**- Similar to QAPI, this is a relatively new program to track CBC quality data and provide a vehicle for this information to the public.
14. **DNS**- Director of Nursing Services - Head of the nursing department
15. **RCM**- Resident Care Manager - Works under the direction of the DNS, manages resident care, follows up with families and other concerns, completes the MDS.
16. **OPI**- Oregon Project Independence - Contract with In-Home services
17. **IJ**- Immediate Jeopardy - High scope and severity citation
18. **EMR**- Electronic Medical Record

19. **2567**- Citation report issued by the state from survey
20. **POC**- Plan of Correction - Our report answering how we will fix citations and get back into compliance
21. **IDT**- Inter-Disciplinary Team- This is the group of management staff who collectively build and manage the plan of care.
22. **PCNA**- Project Capital Needs Assessment- This is a HUD term in which an analysis is done every 10 years on what capital items may need to be addressed over the next ten years.
23. **HUD**- Housing and Urban Development- This is our lender for Clatsop Retirement Village

## Work Session Minutes- 5/29/24

- Mike Aho
  - Likes the capital tab filled out and forecasting needs. Would like to see them for all of the buildings, as well as a longer-term plan in case we don't have levy funds down the road.
- Private pay
  - Discussed whether we could send rate increase letters now, without the budgets being approved. Mike advocated for a special meeting to get approval, to avoid having to have an effective date 8/1. It was decided it would be on Friday @ 11am via Zoom and a resolution would be made to approve the new rates.
  - Mike asked if there was a district budget for review today. Informed him that you were working on it but we do not have it just yet due to illness.
- Marketing
  - Mike and Linda discussed wanting to really make sure there is a good comprehensive marketing plan prior to a new levy request. We want to make sure the community knows about the district and what we do. Discussed marketing budget across the entities and in the district budget. Would like to add some additional dollars to the district budget for a more comprehensive marketing campaign.

## Budget Reviews -

- CCC
  - Discussed 10% private pay rate increases. Mike is concerned that there is such a large gap/discount still. Discussed a potential 2<sup>nd</sup> rate increase mid-year if we want, but also ensuring new private pay admits come in at a market rate
  - Reviewed fixing capital expense allocation in the budget prior to them being finalized
- In-Home Care
  - Linda asked if we had gotten more of an understanding of the impact of the 80% rule. I said no, I will continue to work on that. We have a 6-year implementation timeline as well.
  - Discussed if the marketing budget of \$500/mo is determined to not be adequate, can do a budget amendment later
  - Discussed the need to move education and training out of the G/L it is in the budget, and add a G/L line item for training labor under personnel services
- CRV
  - Discussed \$60k loss currently budgeted as a concern. Jennifer is finalizing the proposed assessment change. Linda wants to make sure that information is provided for review by Monday in advance of the board meeting. Potential need for another budget work session prior to the board meeting.
- Memory Care
  - Discussed training costs for Montessori program implementation. Mike and Linda stated to use levy funds for the costs.
  - Brought up memory care running full. Linda and Mike discussed feasibility study that showed 36-38 was the demand at that time.

BOARD CALENDAR MEETINGS JULY 2024- JUNE 2025

July 11	CRV
Aug 8	CRV
Sept 5	CRV
Oct 3	CCC
Nov 7	CCC
Dec 5	CCC
Jan 9	CCMC
Feb 6	CCMC
Mar 6	CCMC
Apr 3	CRV
May 8	CRV
June 5	CRV

Resolution No. 2024-19

**June 6, 2024 Resolution to purchase new lifts as presented for Clatsop Care Center.**

**Whereas**, the care center has lifts that are in need of being replaced;

**Whereas**, this will provide for two sit to stand lifts, three slings, and two batteries with chargers;

**Whereas**, the total cost is not to exceed \$11,500 and will be purchased directly through Volaro.

Now, therefore be it resolved to proceed with the above bids to replace our sit to stand lifts.

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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

<b>Funding Year:</b> 2024 <input type="checkbox"/>	<b>Rank priority:</b> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High <input checked="" type="checkbox"/> Levy Funds <input type="checkbox"/> Replacement Reserves <b>Date of Submittal:</b> 5/22/2024				
<b>Project Name:</b> Lift, slings, and battery replacements. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> <b>Requires multiple bids:</b> </td> <td style="width: 40%;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"> <b>Request for Proposal Needed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> </td> </tr> </table>		<b>Requires multiple bids:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Request for Proposal Needed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Requires multiple bids:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
<b>Request for Proposal Needed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Facility Name:</b> Clatsop Care Center					
<b>Project Description Summary:</b> (Please limit to 40 characters) Needing new sit-to-stands/slings. They come with batteries that are interchangeable with our current hooyer lifts as well.					
<b>Department Submitting Proposal:</b> Admin/Nursing.					
<b>Requested start date:</b> 5/22/2024	<b>Requested completion date:</b> TBD.  <b>Number of Weeks:</b> Expedite as needed.				
<b>PROJECT TYPE</b> (please select one classification from below)					
<b>Feasibility/Planning:</b> <input type="checkbox"/>	<b>Renovation:</b> <input type="checkbox"/>				
<b>New Construction:</b> <input type="checkbox"/>	<b>Code or Infrastructure Deficiency:</b> <input type="checkbox"/>				
<b>Interior Upgrade:</b> <input type="checkbox"/> (includes furniture)	<b>Exterior Upgrade:</b> <input type="checkbox"/> (Includes landscape and lighting)	<b>Equipment/Systems:</b> <input checked="" type="checkbox"/>			
<b>PROJECT JUSTIFICATION</b>					
<b>Which one of the CCHD Goals does this project support and why? (Please explain)</b>  Resident safety, quality of care and needs. More than half of our residents require lifts to get out of bed.					
<b>Please describe the benefits to CCHD of implementing this project?</b>  Our current lifts are broken down and unsafe for resident care. This type of lift will be interchangeable with batteries as well as replacement equipment of current lifts (buttons, remotes, ect). This will allow for batteries to be charging while the other batteries are being used so there is not a wait time for charged batteries. We would like to					

order 2 sit-to-stand lifts, 3 slings, 2 batteries with chargers, and replacement hoyer slings. The approximate cost is \$11,500.

**Project Description:** Describe the scope, location and business impact. For equipment/systems please include a description of benefits.

Please see above.

**Project Justification and Consequences of not funding:** Describe how this project furthers CCHD goals or supports new initiatives and the negative impact of not funding.

**PROJECT APPROVAL (please type in name, date and check box)**

<b>Administrator:</b> K. Webb <input checked="" type="checkbox"/> Approved <b>Date:</b> 5/22/2024	<b>Levy Committee</b> : <input type="checkbox"/> Approved <b>Date:</b>
<b>CEO:</b> <input type="checkbox"/> Approved <b>Date:</b>	<b>Board Chairperson</b> <input type="checkbox"/> Approved <b>Date:</b>