

**Clatsop Care Health District
Board of Director's Meeting
November 6th, 2025
Regular Meeting Minutes**

I. Call to order

Linda Crandell called the meeting to order at 12pm at Clatsop Care Memory Community in Warrenton, OR.

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

Board Members		Management & Staff	
Mike Aho	P	Nicole Easley, Aidan Health Services	P
Linda Crandell	P	Mike Kerwin, District IT	P
Danielle Glover-Cloutier	P	Debi Martin, Director ICH	P
Virginia Hall	P	Mike Martin, District Marketing & Communication	P
Christian Honl	P	Mark Remley, Aidan Health Services	P
Chuck Meyer	P	Hannah Ross, Administrator CCMC	P
Mary Nauha	P	Ann Rubino, Administrator CRV	P
		Melissa Schacher, District Billing	P
Members of the Public		Lisa Schroeder, District HR/Payroll	P
Anita Schacher	P	Kendra Webb, Administrator CCHR	P
Don Harris Via Teams	P	Jennifer Woolley, Aidan Health Services	P

II. Consent Agenda

- Chuck Meyer made a motion to approve agenda as presented. Mary Nauha seconded.
- Mary Nauha made a motion to approve October 9, 2025, board meeting minutes. Christin Honl seconded.

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. Don Harris, update Clatsop Care Center Project

Don Harris: Provided update on soil analysis and wetlands mitigation process

- **Soil Analysis Findings**

- Don Harris: Terracon Consultants found soft and liquefiable soils at the site
- Don Harris: Deep soil cement mixing is the only viable solution, requiring injection of cement mix down to 65-90 feet
- Don Harris: This will allow for a standard foundation without pilings

- **Wetlands Mitigation Progress**

- Don Harris: Both State Department of State Lands and Army Corps of Engineers have approved the project
- Don Harris: Mitigation credits will cost approximately \$160,000 instead of the projected \$500,000-\$600,000
- Don Harris: Credits must be purchased before the state will issue their permit
- Don Harris: After state permit is received, it goes to Department of Land Conservation and Development, then to Army Corps for final permit

- **Next Steps**

- Don Harris: Waiting for final soil report and bids from subcontractors on deep soil mixing costs
- Don Harris: Will purchase mitigation credits once foundation costs are understood
- Don Harris: After permits are obtained, will file for grading permit with City of Astoria

- **Site Alternatives**

- Mark: Asked about cost comparison with alternative site (Tractor Supply site)
- Don Harris: Previous analysis showed Tractor Supply site would cost approximately \$3.5 million to purchase and prepare
- Don Harris: Original estimate for current site was about \$2 million for site prep including wetlands

V. Administration Reports

Kendra: Provided update on Care Center

- **COVID Status**
 - Kendra: COVID outbreak status has been lifted, all tested negative
- **Facility Updates**
 - Kendra: Retaining wall is almost complete, just needs a little grout

Ann: Provided update on Clatsop Retirement Village (CRV)

- **Medicare Enrollment Event**
 - Ann: Planning Medicare enrollment event on November 19th
 - Ann: Open to the public to help residents avoid scam calls during enrollment period
- **Regulatory Update**
 - Ann: Resurvey on October 23rd was clear
- **Community Engagement**
 - Ann: Chamber after hours event was well-attended
 - Ann: Receiving regular calls for tours and move-ins

Hannah: Provided update on Memory Care

- **Census Update**
 - Hannah: Census is now 32
 - Hannah: Has about 5 Medicaid and 3 private pay on waiting list
- **Mural Project**
 - Hannah: Met with Brian and his class about the mural project
 - Hannah: Will have 3 panels, with images modified to match the aesthetic

Debi: Provided update on In-Home Services

- **Veterans Day Plans**
 - Debi: Preparing for Veterans Day activities

- **Census**
 - Debi: No waiting list currently
 - Debi: Two people starting mid-November

CEO Report

Mark: Provided updates on HUD loan and PR firm

VI. Action Items

Holiday Bonus Pay

Mark: Presented holiday bonus structure

- **Thanksgiving Bonus**
 - Mark: \$50 gift card to Main Street Market for all staff
 - Mark: Total cost under \$9,000 with 10% discount
- **December Bonus**
 - \$1,000 for full-time staff, \$600 for staff less than 90 days
 - \$600 for part-time staff, \$350 for part-time less than 90 days
 - Total cost approximately \$149,250 (budgeted \$142,000)
 - Proposed to increase bonus for long-term employees
 - Additional \$250 for 5-10 year employees, additional \$500 for 10+ year employees
- Motion to approve additional holiday bonus amounts for employees with longevity was moved by Mike Aho and seconded by Chuck Meyer. Passed unanimously.

VII. General Discussion

Foundation Update from Mary

Provided update on foundation status and budget

- **501(c)(3) Status**
 - Representative: IRS form was rejected, need clarification
 - Representative: Year-end giving campaign and membership campaign on hold until status resolved
- **Budget and Grant Writing**
 - Representative: Revised budget of \$38,000 with focus shifted from events to grant writing
 - Representative: Two options for grant writing services - \$14,000 for two grants or \$25,000 for ten grants
- Motion to approve Foundation Board budget appropriations in the amount of \$3770.00 was moved by Mary Nauha and seconded by Danielle Glover-Cloutier. Passed unanimously.
- **Foundation Board Appointments**
 - Representative: Requested appointment of Anita Schacher and Virginia Hall to Foundation Board
- Motion to approve Anita and Virginia to Foundation Board was moved by Virginia Hall and seconded by Mary Nauha. Passed unanimously.

Strategic Plan

Nicole and Jennifer: Presented strategic plan updates

VIII. Board Member Matters/Comments

- Mary Nauha – kudos to Mike Martin for strong support for Foundation Board. Thank you to Ann Rubino for hosting Foundation Board Meetings. Thank you to Anita Schacher and Virginia Hall for joining Foundation Board.
- Christian – running for State Representative.
- Mike Aho – Good job everybody.
- Linda – Appreciate everyone's efforts and reminder that the levy subcommittee meeting is 11/20 @ 1pm via zoom.

IX. Future Meeting Dates

- December 4, 2025 – Board Meeting Clatsop Memory Care
- January 8, 2025 – Board Meeting – Clatsop Retirement Village
- February 19, 2026 – Mid Year Financial Review – Clatsop Memory Care

- February 5, 2026 – Board Meeting – Clatsop Retirement Village

X. Adjournment

Linda Crandell called the meeting to adjourn at 1:35pm at Clatsop Care Memory Community in Warrenton, OR.

Signature

Date

Minutes recorded by Lisa Schroeder HR

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
November 18thth, 2025
Teams Meeting Minutes

I. CALL TO ORDER

Linda Crandell called the meeting to order at 10:38 am via Teams

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		
Daniel Glover-Cloutier	E		
Mike Aho	P		
Virginia Hall	P		
Mary Nauha	P		
Christian Honl	E		
Members of the Public via Zoom		Members of the Public	