

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING**
September 5th, 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, noting that there was a quorum.

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	P	Jennifer Woolley, Aidan Health Services	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	E	Ann Rubino, Administrator CRV	P
Mary Nauha	P	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
		Jessica Fike, IHC	P
Members of the Public via Zoom		Members of the Public	
Mike Zingg	P	Tom, CRV Resident	P
Jacob Anderson	P		
Don Harris	P		

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell asked for a motion to approve the agenda as presented. Chuck Meyer made a motion to approve the agenda. Mary Nauha seconded. Motion carried.

B. Approval of the August 8th, 2024, regular meeting minutes. Christian Honl made a motion to approve the minutes as presented. 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.

Linda Crandell shared a letter of praise and support for CCMC from Theresa & Bruce Turner.

IV. CLATSOP CARE CENTER BUILDING UPDATE – DON HARRIS

Don Harris shared a recap of the August KISEN meeting with the Corp of Engineers and other entities. None of the agencies gave a hard no on our proposal. The Fisheries Dept was not in attendance. John van Staveren will contact them for their recommendation. A civil engineer will need to be retained for the storm water and erosion plan. It will take 9-14 weeks for John van Staveren and collaborating participants to complete the application. Discussion continued reviewing the variables that will contribute to the overall application submission and approval timelines. An alternative property proposal will need completed to submit with the application. Mary Nauha suggested contacting Greg Morrel if a reference letter is needed for the application. Don Harris presented a proposed cost outlay for proceeding with this proposal. Linda Crandell confirmed and shared with the board that it would need to be determined at this meeting if we would be continuing with the current proposal so as to not further delay the timelines as presented by Don Harris.

V. ADMINISTRATION REPORTS

A. Kendra Webb provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details.

Mary Nauha asked how about how to increase the long-term resident population. Nicole Easley stated that is accomplished with new beds and more staff. Mary asked if Mike Martin was assisting with marketing to increase census. Kendra Webb replied that yes, he was. Mary asked about the process for visitors coming in after business hours. There was a discussion about the doorbell and the signage with instructions for the doorbell and the included phone number to call if no one arrives to open the door.

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

Ann Rubino shared that they are continuing to work on aesthetics and that they have not had to use agency for staffing needs.

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

Hannah Ross commented that the census is thirty-two with three in Hospice care. Resurvey is complete.

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

Debi Martin commented that there have been a lot of staff and clients with covid. Mary Nauha asked if there was a wait list for In Home Care. Debi said that there was not.

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

Mary Nauha asked about the Applicant Pro statistics. Mike Martin shared that they are not accurate as the status is not always updated after the interview process. Mike shared that the integration to the new Paylocity system was going well and that we should see a monthly saving after the transition is complete.

F. Mark Remley CEO report. Please see his report for details.

Mark Remley shared that the roofing project at CRV starts next week. The FEMA reimbursement is expected to land mid-September.

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

Mark Remley told the board that he included a snapshot of the financials and that he would forward the final financial reports once he gets them. Linda Crandell asked if we needed to push the board meetings out an additional week to accommodate the availability of the reports. Mark replied that it was not necessary.

Linda Crandell called for a break at 1:14pm.

The meeting reconvened at 1:29pm.

VI. BOARD OF DIRECTORS - ACTION ITEMS

A. Resolution #2025-09: Clatsop Care Center Elevator

Mark Remley said that three bids were requested and only one had been received at this time. The resolution is written that the approved dollar amount is not to go above \$195,000 to allow for consideration of another bid. Mike Aho said that a two-week window for accepting any other

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bids would be acceptable. Mike Aho made a motion to approve resolution 2025-09. Chuck Meyer seconded the motion. Roll call vote to Megan Lampson, Mary Nauha, Christian Honl, Mike Aho, and Chuck Meyer. All vote aye. Chair votes aye. Motion carried.

B. Resolution #2025-05: Whirlpool Tub

Postponed until October

C. Resolution #2025-10: Roof Exhaust Fan Replacement

CRV – The exhaust fan is not pushing air out. Christian Honl made a motion to approve resolution 2025-10. Mary Nauha seconded the motion. Roll call vote to Megan Lampson, Mary Nauha, Christian Honl, Mike Aho, and Chuck Meyer. All vote aye. Chair votes aye. Motion carried.

D. Resolution #2025-11: Rooftop HVAC Replacement

The replacement of this unit at CRV was not included in the original proposal. Chuck Meyer made a motion to approve resolution 2025-11. Christian Honl seconded the motion. Roll call vote to Megan Lampson, Mary Nauha, Christian Honl, Mike Aho, and Chuck Meyer. All vote aye. Chair votes aye. Motion carried.

E. Resolution #2025-12: Mechanical Screen Wall Replacement

Mark Remley shared that this screen was not included in the original roof bid. The board discussed the necessity of the screens which are intended to prevent debris from being sucked into the unit and provide an aesthetic function.

Christian Honl made a motion to approve resolution 2025-12. Mary Nauha seconded the motion. Roll call vote to Megan Lampson - Aye, Mary Nauha - Aye, Christian Honl - Nay, Mike Aho - Aye, and Chuck Meyer - Nay. Chair votes aye. Motion carried.

F. Resolution #2025-13: Replacement of Comp Roof at CRV

Mark Remley shared that there are two areas on the CRV roof that are not part of the original bid where there is composition roofing. It is 316 sq ft.

Megan Lampson made a motion to approve resolution 2025-13. Mary Nauha seconded the motion. Roll call vote to Megan Lampson, Mary Nauha, Christian Honl, Mike Aho, and Chuck Meyer. All vote aye. Chair votes aye. Motion carried.

VII. GENERAL DISCUSSION

A. Strategic Plan

Linda Crandell addressed the board asking if they wanted a sub-committee to review the plan or a special meeting or to review it at the next board meeting. It was determined to add it to the next meeting agenda. Mark will send out the plan to the board members in two weeks. Mike Aho stated that it should be reviewed either annually or semi-annually.

B. Foundation Update

Mike Martin shared that the foundation last met with a full group. Ideally there is a need for 2-3 more members and officers need to be assigned. Mary Nauha suggested that members of the board and the public should also attend the foundation meetings.

C. Care Center Building Plans

Linda Crandell began the discussion about the care center future building plan – do we wish to move forward with the current CRV site or look at other sites? After discussing the pros, cons, and hearing what each member had to share the board determined with the money already invested and to not further delay the time frame for moving this project forward that they were in agreement to stay with the current plan.

Chuck Meyer made a motion to move forward with the current plan as presented by Don Harris barring any unforeseen circumstances. Mary Nauha seconded the motion. Roll call vote to Megan Lampson, Mary Nauha, Christian Honl, Mike Aho, and Chuck Meyer. All vote aye. Chair votes aye. Motion carried.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson encouraged everyone to “keep up the good work!”

Mary Nauha commented that she has a long history with CRV and has seen a lot of changes. She is proud of the team and the accomplishments.

Mike Aho shared with Hannah Ross how nice it is to hear such positive feedback about her building. Mike enjoyed seeing the improvements at CRV during the tour today and stated that he would like to see the board move forward with the plans to renovate CRV.

Chuck Meyer – No comment.

Christian Honl shared that he feels that our district offers amazing services. He appreciates the vision of the board and the district.

Linda Crandell mentioned a previous discussion to add a clinic at CRV bringing in a NP to offer services. The Special Districts of OR training she recently attended was excellent.

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IX. ADJOURNMENT

Linda Crandell asked for a motion to adjourn the meeting. Mike Aho made the motion to adjourn. Mary Nauha seconded the motion. Motion carried. The meeting adjourned at 2:23PM.

Signature

Date

Minutes recorded by Stacey Dempsey