

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
January 8, 2026
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00 PM at Clatsop Care Memory Community in Warrenton, OR.

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

| Board Members | | Management & Staff | |
|---------------------------------------|---|---|---|
| Christian Honl | P | Ann Rubino, Administrator CRV | P |
| Chuck Meyer | P | Debi Martin, Director IHC | P |
| Danielle Glover-Cloutier | P | Hannah Ross, Administrator CCMC | P |
| Linda Crandell | P | Jennifer Woolley, Aidan Health Services | P |
| Virginia Hall - zoom | P | Kendra Webb, Administrator CCHR | P |
| Mike Aho | P | Mark Remley Aidan Health Services | E |
| | P | Melissa Schacher, District Billing Specialist | P |
| Members of the Public | | Michael Martin, District Marketing & Comms | P |
| Lynette Howes, Aidan accountant | P | Mike Kerwin, District IT | P |
| Meredith Johnson Peonies group | P | Nicole Easley, Aidan Health Services | P |
| Hunter Clark, Baker Tilly - zoom | P | Mary Nauha, Foundation Chair (zoom) | P |
| Marcy Boyd, Baker Tilly CPA- zoom | P | | |
| David Larsen, Aidan accountant - zoom | P | | |

II. CONSENT AGENDA

- A. Motion to approve the agenda as presented. Mike Aho made a motion to approve, Chuck Meyers seconded. Voted unanimous.
- B. Approval of December 4, 2025, Board Meeting Minutes. Virginia Hall made a motion to approve, Mike Aho seconded. Voted unanimous.

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 was no public comment.

IV. Clatsop Care Center Health District Audit presentation – Marcy Boyd, Baker Tilly

Marcy Boyd provided the annual district audit presentation. Please see Marcy's report for details.

V. ADMINISTRATOR REPORTS

- A. Kendra Webb provided an update on Clatsop Care Center. Please see Kendra's report for details.
- B. Ann Rubino provided an update on Clatsop Retirement Village. Please see Ann's report for details.
- C. Hannah Ross provided an update on Clatsop Memory Care. Please see Hannah's report for details.
- D. Debi Martin provided an update on Clatsop In-home services. Please see Debi's report for details.
- E. Nicole Easley provided an update on CEO report. Please see CEO report for details.
- F. Nicole Easley provided an update on Levy Funds report. Please see CEO report for details.

VI. ACTION ITEMS

A. Resolution 2026-9 Phone System Clatsop Retirement Village

Motion to approve whereas using levy funds to pay for project. Mike Aho made a motion to approve, Chuck Meyer seconded. Voted unanimous.

B. Resolution 2026-10 Phone System Clatsop Care Center

Motion to approve whereas using levy funds to pay for project. Christian Honl made a motion to approve, Mike Aho seconded. Voted unanimous.

C. Bereavement Policy

Motion to update pay policy and handbook policy. Christian Honl made a motion to approve, Mike Aho seconded. Voted unanimous.

D. Resolution Correction Plan

Motion to submit correction plan to State. Chuck Meyer made a motion to approve, Christian Honl seconded. Voted unanimous.

E. Elevator repair at Clatsop Care Center

Motion to fix elevator with levy funds. Chuck Meyer made a motion to approve, Christian Honl seconded. Voted unanimous.

VII. GENERAL DISCUSSION

- A. Foundation update From Mary Nuahu. Please see Mary's report for details. Linda Crandel made motion to add to action items the vote of \$24,000 appropriations to the Foundation Board. Christian Honl made a motion to approve, Chuck Meyere seconded. Voted unanimous.
- B. Debi Martin reported on IHC client transfers within the district. Please see Debi's report for details.
- C. Board Member Candidates – 12 applied and the vetted ones are set to move forward with interviews with the Board. Mike Martin is scheduling the interviews.

VIII. BOARD MEMBER MATTERS/COMMENTS

- Mike Aho requested that we buy proper technology for recording our board meetings
- Please note the Special District Annual Conference 2/6-2/8/26 @ Seaside Convention center
- Linda Crandell gave special thanks to Debi Martin for her detailed report regarding clients/residents transferring within the District care centers.

IX. FUTURE MEETING DATES

- A. January 23, 2026 – Annual Employee Appreciation Party – Fort George Brewery 4:00 pm to 7:00pm
- B. February 5, 2026 – Board Meeting – Clatsop Retirement Village
- C. February 19, 2026 – Mid Year Financial Review – 12:00pm Clatsop Memory Care
- D. March 5, 2026 – Board Meeting – Clatsop Retirement Village
- E. April 9, 2026 – Board Meeting – Clatsop Care Center

X. ADJOURNMENT

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
December 4th, 2025

Linda Crandell made a motion to adjourn. Christian Honl first and Chuck Meyer seconded. Voted unanimous. The meeting adjourned at 2:13 PM.

Signature

Date

Minutes recorded by Lisa Schroeder HR