

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
January 11th, 2022
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 05:00 PM via Zoom meeting.

A. Roll Call: present = P excused = E absent = A

Board Members		Management	
Linda Crandell	P	Mark Remley Aidan Health Services	P
Mike Aho	P	Kimberly Sornson Aidan Health Services	P
Paul Radu	P	Clarissa Barrick Administrator CCHR	P
Mary Nauha	A	Lauren Beard Administrator CRV	P
Melissa Watson	P	Hannah Olson Administrator CCMC	E
Chuck Meyer	P	Debi Martin IHC Director	P
Megan Lampson	P	Michael Martin Marketing Director	P
		Mike Kerwin CTO	P
		Other staff	
		Melissa Schacher	
		Members of the public	
		Marcy Boyd of Moss Adams	
		Dr. Faith Kaye's	

II. CONSENT AGENDA

A. Agenda approval. Mike Aho made a motion to approve, Melissa Watson seconded. All said aye.

B. Approval of regular meeting minutes. Chuck Meyer made a motion to approve, Paul Radu seconded. All said aye.

III. PUBLIC COMMENT

There were no public comments.

IV. MOSS ADAMS AUDIT REPORT – MARCY BOYD

Marcy Boyd shared a PowerPoint presentation regarding the district's financial position for the last year. Highlights include: The district is in a good position due in part because of the covid-19 stimulus programs.

- **Provider Relief Funds (PRF)**
 - Received \$308,247 in FY 2020
 - Received \$132,700 in Aug/Sept 2020
 - Potentially more opportunities for additional PRF funds
- **Paycheck Protection Program (PPP) Loan**
 - Received \$1,246,999 in August 2020
 - Use limited for payroll, benefits, mortgage payment, rent utilities, and interest
 - Forgiven in August 2021

An unmodified opinion was given regarding the audit, which is positive overall for the district.

- **HUD Audit Report (HUD Regulatory)**
 - Issued September 28, 2021
 - Unmodified opinion
- **Auditor's Report (GAAS Standards)**
 - Issued November 29, 2021
 - Unmodified opinion
- **Oregon Minimum Standards (OR Statutes)**
 - Unmodified opinion

For more details regarding this information please go to the district website at:

<https://www.clatsopcare.org/financials.php>

Mark Remley asked. How do you think the district is doing compared to others in the industry? What else are you seeing out there?

Marcy Boyd commented. In general, skilled nursing is not returning to normal as fast as the industry expected. People are staying away longer from elective procedures due to covid-19 which impacts skilled nursing. Assisted living facilities are doing better and returning to normal. Facilities that focus on the quality of the plant. How well the buildings and space inside is being

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kept up compared to new assisted living facilities. This is vital for facilities to return to normal operations. Clatsop Care Health District is in a good position, getting the funding programs lined up and qualified early, PRF, PPP, etc. Lower outbreaks of covid-19 compared to other facilities also helped overall.

Mike Aho asked. On pages 5-14 of the audit report management's discussion and analysis. Who is considered management, Moss Adams, Aidan, the Board of Directors, the whole district?

Marcy Boyd commented. This document was drafted by Aidan Health Services and references Aidan.

Mike Aho pointed out a typo regarding the property tax rate on page 28. It should be \$0.1763 per \$1,000 of assessed property value and not \$0.001763. Marcy Boyd will correct this information in the report.

Mike Aho asked. If the Paycheck Protection Program money was included in the fiscal year ending 2021. On a cash flow basis, we would almost be at zero, break-even without PPP, correct? Mike noted that the district has stopped spending the levy fund money which is \$700,000.00

Marcy Boyd commented. That is correct, your total change in cash was 1.2 million. 1.246 million of that was from the PPP. So, the cash balance would have been flat.

Mike Aho asked, are these financial audits available online or at least hard copies at the care center? Where do the Timber tax projections come from, mentioned on page 23 of the report?

Mark Remley stated. There might be copies in file cabinets at the care center, but he is not aware of them being available online. For the timber tax Mark noted, the State Forestry Department provides a quarterly report about expected timber tax revenue. Mark will follow up on this information regarding the next year's timber tax expected revenue.

Dr. Kaye's asked. Was there more utilization of In-Home Care services since covid-19 concerns reduced admissions in the other three facilities? This is a much-needed service in the community.

Marcy Boyd commented. This was not seen in revenues for In-Home Care. However, In-Home Care is profitable for the organization.

Mark Remley noted that In-Home Care staff have been utilized to work at the retirement village and memory care and this is an important part of the health district.

V. ADMINISTRATION REPORTS

- A. Clarissa Barrick provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details.

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Clarissa Barrick commented. In December one staff member tested positive with covid-19. An executive order was issued restricting visitation and admissions. All staff and residents were tested, and no more cases were identified. The executive order was lifted on January 4th, 2022. On a positive note, in the last 2 weeks, there has been a significant increase in job applicants for housekeeping and laundry staff. There is also a renewed interest in nursing assistant positions. Oregon is allowing non-certified staff to assist CNAs in a variety of jobs with the intention of them becoming certified. Currently, there are three NA's working for Clatsop Care.

Mike Aho asked. Has the 3-day hospital stay been waived for admissions?

To qualify for Skilled Nursing Facility (SNF) extended care services coverage, Medicare patients must meet the 3-day rule before SNF admission. The 3-day rule requires the patient have a medically necessary 3-day-consecutive inpatient hospital stay. The 3-day-consecutive stay count doesn't include the day of discharge or any pre-admission time spent in the ER or outpatient observation.

3-Day Waiver During COVID-19 Public Health Emergency SSA Section 1812(f) was authorized to waive the 3-day prior hospitalization requirement for a Medicare SNF-covered stay. This gives temporary SNF services emergency coverage without a qualifying hospital stay for patients who experience dislocations or are affected by COVID-19.

Clarissa Barrick stated. Clatsop Care did not use this option because of the potential for a Medicare claim to be denied if not properly utilized.

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

Lauren Beard commented. Two staff members tested positive for covid-19. One staff member tested positive on December 29th and returned to work on January 8th. The other staff member tested positive on January 3rd and returned to work on January 10th. There have been no more cases of covid-19 in the facility Lauren hopes the executive order will be lifted soon.

Chuck Meyer asked. Is internet service available to the residents or do they need to buy their service?

Mike Kerwin commented. Basic internet service via the guest channel is available for everyone at all three facilities.

- C. Kim Sornson provided an update on Clatsop Care Memory Community. Please see her report for details.

Kim Sornson commented. One staff member tested positive for covid on January 10th. An executive order is in place. All staff and residents have been tested with no more cases to report.

- D. Debi Martin provided an update on In-home care. Please see her report for details.
- E. Michael Martin provided an update for marketing department activity. Please see his report for details.

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Mike Martin commented. Lots going on. The KMUN radio sponsorship starts the second week of January. Mentions to run either AM or PM drive time weekdays. Online streaming sponsorship. Sister station sponsorship, newsletter sponsorship. Program development/content discussions are underway. The program Senior Moments were put on hold during COVID but could be brought back in the future. *Senior moments was a half-hour program for and about seniors, hosted by Joanne Rideout. Joanne is Coast Community Radio's News Director. She is also the creator and producer of The Ship Report, which airs weekdays, 8:49-8:59 am, on KMUN & KTCB.* New print ads are being developed for EO Media (Astorian, Seaside Signal, Chinook Observer). This will also be in the Good Health Guide; Good Health is published annually by The Astorian.

Faith Kaye's commented. I have approached the Astorian newspaper about doing a column on senior care, they replied that they do not intend to do this at this time. Maybe Mike Martin can speak to them again about getting that started. Faith would be glad to help create content for either print or radio.

Mike Martin will reach out to get this going.

Mike Aho asked. Are you within budget regarding this advertising?

Mike Martin commented. Overall there is less being spent right now for multiple advertising channels <https://www.applicantpro.com/> as opposed to just Indeed <https://www.indeed.com/?from=gnav-homepage> The chart of accounts is being reviewed with Melissa Schacher to better define where the money is being spent and how to refine that.

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

Mark Remley commented. There are two care facilities further South that will be closing next month. Staffing the facilities is the biggest factor in closing.

After 25 years of providing care to seniors in Tillamook County, Nehalem Bay House and Kilchis House are closing their doors in February 2022. Residents and staff were informed of the planned closures earlier today.

CARE Executive Director Peter Starkey, said in an email to the Headlight Herald that they plan to close both homes on or around Feb. 11. The closures will impact 29 residents at Kilchis House in Tillamook and 26 residents at the Nehalem Bay House. Nehalem Bay and Kilchis House are staples in the Tillamook community and some of the only options for low-income seniors to live and receive care in the area.

Regarding the strategic plan, Mark Remley has been in contact with an architect as well as a broker, Larry Bensele with Popkin Real Estate. There is some property behind the Ford dealership in Warrenton that is 10 acres, 5 of which are buildable. Once a property is selected the architect will be able to provide an idea of what could be done to meet our needs. Mark has made progress with the FEMA reimbursement request related to covid-19. This was originally being handled by Channon Larson. Mark needs to start that process over again. Funds that will be coming through are about \$150,000.00 Phase 4 <https://www.hrsa.gov/provider-relief/future-payments> PRF funds are being distributed. Moss Adams auditors believe that because the

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district is a government entity, it is taking longer to receive those funds. The last reimbursement payment for CRV as well as the employee retention tax credit is still in process due to the end of the year, Holidays, and lack of available staff have hindered this process.

Dr. Faith Kaye's asked. What facility are you thinking of building?

Mark Remley commented. It will be a replacement for the skilled nursing building on 16th street.

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

Mark Remley commented. We had the staff bonus that was given out. Memory Care was in positive territory financially. CRV expenses are being tracked appropriately. Revenue does need to come upward. Covid-19 continues to dampen much of the district's ability to increase staffing and census. January may be a tough month due to this.

Mike Aho asked. Clatsop Care Centers bank balance is up by about \$500,000.00. Was there a transfer of funds from the LGIP that caused this?

Mark Remley said yes there was a transfer between accounts that boosted the balance.

VI. BOARD OF DIRECTORS - ACTION ITEMS
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A. Bank Signatories

January 11, 2022- Approval for new signatories with Columbia Bank— Resolution No. 2022-2
BE IT RESOLVED, that the Board of Directors of Clatsop Care Health District hereby approves the signatories to change on all accounts at Columbia Bank listed below to the following people:

*Linda Crandell
Mike Aho
Mark Remley
Kim Sornson
Clarissa Barrick
Lauren Beard
Debi Martin
Hannah Olson*

Linda Crandell requested a motion to approve resolution 2022-2 for bank signatories.

Megan Lampson made a motion to approve, Chuck Meyer seconded.

Linda Crandell asked for a discussion.

Mike Aho asked Melissa Schacher. Will this be enough people to sign checks?

Melissa Schacher just wants to confirm that if she needs to call someone for a quick signature, that will be OK. Board members agreed this is fine.

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Linda Crandell called for a vote. Mike Aho voted yes, Paul Radu voted yes, Melissa Watson voted yes, Chuck Meyer voted yes, Megan Lampson voted yes, Linda Crandell voted yes. Resolution 2022-2 is approved.

VII. GENERAL DISCUSSION

- A. There was no general discussion.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Marcy Boyd was commended for an informative presentation. Staff was thanked for continuing to work through these covid-19 years.

Megan Lampson thanked Mike Aho for really digging into the financials and making them clear for everyone.


Mike Aho read an interesting article about people getting behind on their bills, with the covid-19 stimulus programs expiring. It is making people seek jobs, this should help the district in finding staff.

Linda referenced the 2 facilities that are closing *Kilchis House in Tillamook and Nehalem Bay House* in Nehalem. Linda expressed appreciation to Mark Remley for leadership in helping to prosper the health district and making it fiscally positive during challenging times.

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IX. ADJOURNMENT

Mike Aho made a motion to adjourn. The meeting was adjourned at 6:17 PM



Chair

2-2-22

Date

Secretary

Date

Minutes recorded by Mike Kerwin CTO

Memo to: Mark Remley, CEO
from: Clarissa Barrick, Administrator
Date: 1/25/22
Re: December Board Report Narrative

In the month of December, we had an average daily census of 26.6 with a skilled census of 5.4. Our skilled census declined slightly over the previous month due to two residents transitioning from skilled care to long-term care.

Staffing

As of January, we are fully staffed in housekeeping, dietary, and our administrative/department head position. We are staffed in our nursing/CNA department to meet the needs of 28 residents. However, we are utilizing two agency CNAs to meet those staffing needs. We're currently working with Nehalem Valley Care Center to partner on a CNA course in the upcoming months. This is a wonderful partnership that helps both buildings fill their staffing needs.

Agency

While our agency usage has not increased substantially in the last 3 months, the total cost of agency has increased. This increase in cost per hour and the cost of overtime* is accounting for a large percentage of the increase. For example, in December, we used 330 hours of agency. In February, we're projecting to use 384 hours of agency. The increase in hours is about 16%** . However, the increase in projected cost is 63%.

**Paying overtime to an agency is a new practice. Prior to the last 6 months, agencies were paid a flat rate per hour worked regardless of how many hours the person had worked that week.*

***We increased our agency usage slightly to accommodate for a CNA staff member moving to part-time to return to school.*

As of January, we are planning on putting three students through the CNA course. If all three students successfully make it through the course and onto the care floor, we can nearly eliminate our current agency usage (we need a total of 4 CNAs to eliminate our agency usage completely). We continue to recruit for potential students to enroll in the CNA course to further grow out staff.

COVID update

In January we were placed under executive order for COVID surveillance after one employee tested positive for COVID-19. No additional staff or residents tested positive, and the executive order lifted on 1/24.

We continue to provide booster shots to residents and staff when they are due for their shots. As of this report, 72% of eligible residents and 62% of eligible staff have received their booster dose. We offer vaccines and/or booster doses on Wednesdays; we're able to order weekly from Consonus Pharmacy.

Respectfully,

Clarissa Barrick, Administrator

Clatsop Retirement Village February 1st, 2022, Board Report

Census: 54 residents. 35 PP and 19 MCD.

Admissions/Discharges: We have two planned admissions this month. One private pay will be going into a one bedroom with a view. One MCD resident admitting from a facility in Nehalem that is closing will be placed in a studio. Admission is being planned for the first week of next month for a private pay resident. They have put a deposit down on a one bedroom with a view. The plan is to continue with admissions, with the hope of admitting at the least two residents a month.

Operations/Staffing: We were able to hire a full-time evening shift caregiver this month. Our staff has been stretched thin with covering shifts due to terminations, illness, or medical leave. I did feel it was necessary to extend our one agency staff member's contract another month. Our agency staff is a CNA that works the NOC shift caregiver position. Due to losing a full time NOC shift Med Tech in December, our agency staff was able to pick up some of those shifts as we only have one other NOC shift Med Tech who is already full-time. Management has reached out to several applicants this month for dietary, activities, and health services positions. We have three interviews for Health Services positions this week that I'm hopeful will come to fruition. I want to recognize the dedicated staff we have that continue to show up every day, cover shifts when we run short, and work together as a wonderful team to provide the best quality of life for our residents.

Additionally, I received notice from our RN, Heidi Haney, that she would like to semi-retire at the beginning of March. She has offered to stay on part-time and continue some essential duties such as the delegation of staff, as well as train a new RN in the future. Mike Martin and I will be working on running an ad for a part-time and full-time position to see where that can go. Further details still need to be worked out regarding this but are soon to come. I want to thank Heidi for her commitment and care given to CRV's residents and staff for the last four years.

Healthcare: Unfortunately, we had two staff members test positive for COVID-19 in December a couple weeks apart. This placed our building under Executive Order from the state. We continually test our residents and staff weekly using PCR tests which have all returned negative at this point. We are closely monitoring daily for residents displaying signs/symptoms of COVID-19. Our residents have remained healthy and for that I am thankful. Our staff continues adhering to COVID-19 infection prevention protocols including but not limited to proper hand hygiene, face coverings covering the mouth and nose, disinfecting high frequency touched surfaces, and on-going health monitoring of residents and staff.

Maintenance: The maintenance department continues to work on routine maintenance throughout the building as well as completing work orders from residents and staff. Maintenance will begin doing some painting throughout the building with the hope to provide a more uniformed look as well as painting over patch jobs from previous flooding, etc. We have ordered and will be replacing some more of the microwaves in the building, placing them in more accessible locations for the residents in the neighborhoods as well as some room replacements for microwaves that have run their lifespan. We are very happy with the new carpet cleaner that was purchased, and it has been working wonders in resident's apartments as well as out in the community.

Respectfully,

Lauren Beard, Administrator

Clatsop Care Memory Community Board Report

February 2022

Census 26

- 18 private pay and 8 Medicaid
- 4 private rooms are open and one double room.
- Assessment December of couple that would like to share double room. Family called and would like to start the process of moving in. Will have to do another assessment since it has been over 30 days. They will be private pay.
- ADC in January 26

Staffing and Training

- 28 total Staff.
- Dietary and Activities are fully staffed.
- Karen Murphy RN is working 35 hours weekly. Training continues with Shantell.
- Still in need of 4 more care staff (2 FT Day and 2 FT Swing) and 1 housekeeper part time.
- January 20th had Covid-19 Staff training on preventing spread and putting on and taking off PPE.

Operations/Life Enrichment Programming

- Char doing 2 bus rides on Tuesdays and Thursdays is going well. Only taking 4-6 Residents at a time to keep social distancing.
- Spring plans for gardening activities in the courtyards.
- All fish are doing well!

Covid-19 Update

- All staff and visitors are screened upon entry.
- Covid-19: 7 Staff tested Positive for Covid in January. Under an Executive Order started on January 10th.
- Some families are choosing to still visit with the EO in place. Visits take place in the resident's room or the activity room.

Special Projects

- Construction has slowed down across the fence. No structures are up currently. A lot of gravel has been put down.
- Room for Point Click Care/Point Of Care charting has not yet started. With no part time housekeeper Larry is unable to start yet.

Respectfully,

Hannah Olson

Administrator

Board Report

Clatsop Care in Home Services

December 2021

Clients: At the time of this report, we have a census of 47 clients. Only 2 of these clients are on an *as needed* basis. The rest are actively using our services. Of our current clients, 29 are Companion care, and 18 are at Non-certified Caregiver services level. We are not providing medications services to any clients at this time.

One client is VA contract. Two clients are covered by long term care insurance. We currently have three clients through Providence Elder Place, 10 are Medicaid, and the remaining clients are private pay.

24 of our current clients are in Astoria, 9 are in Seaside/Gearhart area, 5 are in Warrenton/Hammond area, 3 in Knappa/Svenson area and we have 6 clients in Cannon Beach. Currently we have no clients in Westport.

We currently have one client receiving Hospice Services .

Employees: We currently have 18 employees, including myself. 10 of these caregivers are full time, 7 of these full-time caregivers are also receiving full benefits. The rest are, by choice, part time with 20-25 hours per week.

Accidents/Incidents: We have had no accidents or incidents this month.

General: Total hours for December were 1339. There were several days that made it dangerous or impossible to be on the roads. Services were not able to be provided to several clients. There were no complaints about this. Clients were understanding and appreciative that the employees were safe. We did prepare our clients as soon as we were told about snow and ice coming. Making sure they had adequate supplies needed, just in case.

Caregivers were very appreciative of the holiday bonus. Thank you very much.

All but two of us have had our booster vaccine. One is waiting for her proper time, the other has not offered a reason but declined to have it.

We have had 2 clients come down with COVID and recover at home. We have helped them in the process safely with all of the PPE needed. We are looking forward to the new year. We got this.

Respectfully,
Debi Martin

Marketing & Communications Report

January 25, 2022

Mike Martin, Marketing & Communications Director

Website Development (Go live target of Late March/Early April)

- First strategy meeting with ITZ Digital team. Reviewed requirements, taxonomy (menus, content order)
- Meeting with each individual Administrator for each facility to review individual requirements, content strategy and changes to content.
- Have talked to several photographers and am meeting with them to tour facilities, get shot lists and gather quotes. This is to provide still photos, video and drone aerial shots for all new assets.

Print advertising (Live now)

- New print ads complete and running in Astorian, Sea Side Signal and Chinook Observer for recruitment. Also running in the annual health guide/directory. Examples attached.

Radio advertising (Live now)

- New recruitment spots produced and running on KMUN, 94.9 The Bridge and Ohana Radio Group stations. Examples attached.

Digital Ad Network ads (starting February 1st)

- Draft ads created and ready to be pushed out to ad networks including: Daily Astorian on-line, Seaside Signal on-line, Chinook Observer on-line, KMUN and Google Ad networks, Facebook and more.

Outreach Programs (on-going)

- Regular meeting with Astoria/Warrenton Area Chamber. Attending meeting. Working on insert for their newsletter.
- Talking to Clatsop Community College about more tie-in programs for recruitment
- Talking to SBDC and CEDR to tie into their internship program with high schools and becoming a speaker at some events and training
- Tongue Point Job Corps discussions about restarting job program.

Newsletter (February release)

- Format complete and content being written with a goal for February release.
- 8-page, 11x17 folded to 8 ½ x 11 size.
- A page dedicated to each entity, page for feature story, page dedicated to meet employee and or resident, COVID update/announcement.

Social Media

- Facebook's new boosted job advertising working better than previous program. More job applicants coming in.
- Our social audience and engagement have grown. Like and follows have grown. Engagement with audience gaining more comments and shares than in the past.

Recruitment

- Recruitment applications continues to grow. Facebook new boosted job posting strategy is working better than past.
- Working with Indeed to get more applicants. Dropping NursingJobs.com and Nursing JobsCafe.com. No results. Focusing more on boosted Facebook posts and sponsored Indeed programs.
- Have integrated print and digital ad network recruitment ads as well.



We Are Hiring At All Locations!

Licensed & Unlicensed Positions. We will train you.

Full-Time & Part-Time, All Shifts, Company-Paid Benefits

*Caregivers
Registered Nurses
Housekeepers
Line Cooks
Certified Nursing Assistants
Dietary Aides
Director of Finance/Controller
Medication Aides
Activities Aides
Hairstylists*



Clatsop Care Health & Rehabilitation
646 16th St., Astoria, OR
503-325-0313

Clatsop Care Retirement Village
947 Olney Ave., Astoria, OR
503-325-4676

Clatsop Care In-Home Services
646 16th St., Astoria, OR
503-325-0313 ext. 1225

Clatsop Care Memory Community
2219 SE Dolphin Road, Warrenton, OR
503-994-2060

www.clatsopcare.org
(Click on the Careers tab.)

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- Physical Therapy
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In-Home Services

- Companion Care
- Caregiver Services
- Nursing Services
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Retirement Village

Assisted Living

- Three Floor Plans
- 24/7 Staffing
- 3 Meals/Day + Snacks



Memory Community

- 1 & 2 Bedroom Units
- 3 Enclosed Courtyards
- 24/7 Staffing
- Multiple Activity Spaces



We're hiring for several positions. All shifts.
www.clatsopcare.org/open-positions

For more information about
Clatsop Care Health District, please visit:

www.ClatsopCare.org

COVID-19 Updates: www.clatsopcaresafety.org

*Your partners in Assisted Living,
close to home.*



Clatsop Care Retirement Village understands the decision to move can be difficult. We want to assure you the safety & well-being of our residents continues to be our number one priority. We offer innovative ways to stay connected to family and friends & engaging activities while at the same time providing the care you or your loved one needs.

For over 21 years we have earned the trust of our community to provide quality care, call us today to learn more about what we offer.



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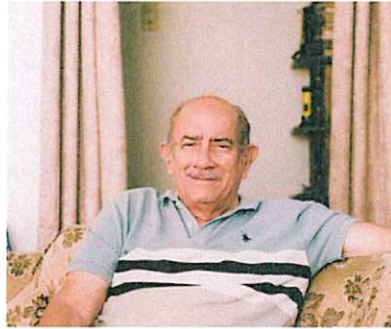
Clatsop Care In-Home Services is designed to support independent living at home. Call us today to learn more about the care we provide.



IN-HOME SERVICES

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Clatsop Care Memory Community is a residential care facility designed specifically for residents who are living with dementia. We focus on resident-centered care, foster a stimulating & nurturing environment & facilitate as independent a life as possible.



MEMORY COMMUNITY
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Clatsop Care Health & Rehabilitation provides high-quality, long-term & short-term, skilled nursing & rehabilitation. Our programs include both cognitive & physical therapies.



HEALTH & REHABILITATION
646 16th Street, Astoria, OR (503) 325-0313
www.ClatsopCare.org

CLATSOP CARE CENTER HEALTH DISTRICT
CEO BOARD REPORT 1/29/21

The anticipated surge of COVID in January came true, and very thankful to our staff to act in a way to safely care for our staff, and provide excellent communication to our families. From all indications, the spike may occur in the next couple of weeks.

In follow up to our financial audit, I have spoken with Marci Boyd regarding getting an updated/corrected audit. As you may recall there were a couple of numbers we wanted to get corrected before finalizing. I have also requested previous electronic copies, however, I believe we may have them going back to when Moss Adams began producing them. There were a couple items I am waiting on clarification on, mainly regarding the vendor review. The mention comes regarding vendors who provide goods and services over a particular dollar threshold. For example, our pharmacy vendor would fall into this category. I would prefer not to send out an RFP on this as we have a very good relationship with this vendor, and one that is also on the therapy side. I will let you know what I find out regarding this.

I have been communicating with Columbia Bank in regards to putting the new signature cards together. The document went out to everyone who needs to fill out a new vendor profile, and once all are received back they will generate the cards. Once I get the call they are ready I will let you all know who needs to come down and sign.

In follow up to the question last month regarding the drop in the LGIP, this was simply for bills and payroll. There are higher dollars in the Care Center account from payments from HHS of \$172,762.12 and ERTC of \$368,588.84. Since we are still tracking the costs of HHS, and are awaiting answers on the ERTC, we didn't want to touch that, therefore the reduction of LGIP. The HHS funds simply go through the process of communicating how money was spent in the district. On the ERTC, in my follow up I've still been unable to get an answer on the interpretation to the rules. This mainly comes from the fact that these rules are all new, and never been tested. My next step would be to have a tax attorney see if they could stand behind this. Lastly, I've exchanged voicemails with the county on the Timber revenue calculation and am waiting to hear back on that. In regards to the FEMA dollars, they have been able to completely delete the partial account where we can start over.

The district has hired a new HR Director and once he has had a chance to settle in, we will dive into the benefits.

We've been busy but productive over the past month. Thank you as always for your continued support in these most difficult times. I continue to be proud of the work that happens in this community and will continue to maintain that better days are indeed ahead.

Respectfully,

Mark Remley

Clatsop Care Health District (CCC)
Local Option Property Tax Levy Revenue
Cumulative through 12/31/21
 Last Revised: 01/24/22

FY2020 Receipts by Month	
Date	Amount
07/31/21	\$6,913.01
08/31/21	\$3,019.13
09/30/21	\$1,781.93
10/31/21	\$50,495.38
11/30/21	\$556,146.06
12/31/21	\$6,504.98
Total Current FYTD	\$624,860.49
FY2019	\$568,108.62
FY2020	\$579,372.99
FY2021	\$651,146.07
Cumulative Funds	\$2,423,488.17

Funds Summary - Cumulative:	
Funds Received	\$2,423,488.17
Funds Spent	(\$1,167,643.85)
CRV LLC Credit*	\$133,300.00
Spend MTD Jan21	\$0.00
Remaining Available	\$1,389,144.32

*Reimbursement for CRV Siding Project from HUD
 Cash Reserves (received 04/21 & 07/21)

PivotTable1

Project	Debit (Credit) (Sum)
CCC AED Stations	\$3,641.98
CCC New Slings (Equip Refresh)	\$4,080.54
CCC Reclining Shower Chairs	\$2,608.41
CCC Volaro Lifts	\$24,899.39
CCC Wireless Access Points	\$917.72
CCMC Common Area Furniture	\$24,994.30
CCMC Wireless Access Points Upgrade	\$2,002.00
CMCC Fuel for New Tank	\$689.16
CMCC Fuel Tank	\$28,158.42
CMCC Hoyer	\$6,488.95
CRV Porte Cochere	\$249,462.54
CRV Porte Cochere-Expense	\$289.80
CRV Siding Project	\$643,275.00
CRV Wireless Access Points	\$21,825.00
CRV/CCC Phone System	\$23,266.50
Matrixcare eMAR Upgrade	\$52,504.91
New Bus for CCC	\$65,378.23
Nurse Call Computer	\$9,812.00
OneBeat CPR	\$3,349.00
Grand Total	\$1,167,643.85

CASH SNAPSHOT							
1/24/2022							
CRV GENERAL					66,139		
CCC GENERAL					450,225		
PAYROLL MANUAL CHECKS					4,111		
RETIREMENT VILLAGE PROPERTY LLC					363,622		
CARE CENTER HEALTH DISTRICT					5,285		
MEMORY CARE COMMUNITY					87,393		
DISTRICT ADMINISTRATION					22,252		
IN HOME CARE SERVICES					39,652		
MEMORIAL FUND					92,615		
LGIP					3,401,300		
TOTAL					4,532,594		

Clatsop Care Health District									
Statement of Net Position									
As of December 31, 2021									
	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED	
CURRENT ASSETS									
Cash and cash equivalents	\$3,511,445	\$355,538	\$50,538	\$31,129	\$28,134	\$357,914		\$4,334,698	
Restricted funds held in escrow	-	-	-	-	-	42,792		42,792	
Receivables:									
Resident receivables, net uncollectible amounts	-	591,874	47,357	52,104	64,564	-		755,899	
Tax revenue	169,000	-	-	-	-	-		169,000	
Other receivables	-	3,420	(1,798)	-	56	-		1,678	
Resident funds held in trust	-	5,635	7,967	-	4,029	-		17,631	
Due from other funds	11,503	3,839,818	157,955	231,337	560,182	-	(4,800,795)	-	
Prepaid expenses	79,973	-	-	-	-	20,529		100,502	
Total current assets	3,771,921	4,796,285	262,019	314,570	656,965	421,235		5,422,200	
LONG TERM ASSETS									
Restricted funds held in escrow	-	-	-	-	-	152,962		152,962	
CAPITAL ASSETS									
Capital assets not being depreciated:									
Land	-	40,150	-	-	-	219,000		259,150	
Construction in progress	11,814	-	-	-	-	-		11,814	
Capital assets, net of accumulated depreciation:									
Land improvements	-	49,775	195	-	-	14,066		64,036	
Buildings	-	461,196	-	-	-	3,162,958		3,624,154	
Building improvements	-	380,921	64,437	-	47,673	1,418,023		1,911,054	
Moveable equipment	-	63,361	62,768	-	81,952	-		208,081	
Vehicle	-	31,128	-	-	-	-		31,128	
Total capital assets, net	11,814	1,026,531	127,400	-	129,625	4,814,047		6,109,417	
Property under capital lease, net of accumulated amortization	-	-	5,851,314	-	-	-		5,851,314	
Total Assets	\$3,783,735	\$5,822,816	\$6,240,733	\$314,570	\$786,590	\$5,388,244		\$17,535,893	
CURRENT LIABILITIES									
Accounts payable	\$11,845	\$100,990	\$16,279	\$346	\$26,709	\$0		\$156,169	
Accrued liabilities	47,331	73,303	-	-	4,800	-		125,434	
Accrued salaries and employee benefits	12	208,522	1,065	302	1,447	-		211,348	
Other payroll liability	5,658	430,102	32,710	18,266	54,286	-		541,022	
Accrued interest	-	-	173	-	-	13,004		13,177	
Compensated absences	14,621	84,521	35,009	12,824	56,666	-		203,641	
Resident funds held in trust	-	5,635	7,967	-	4,029	-		17,631	
Due to other funds	1,854,148	742,995	1,403,574	187,946	574,088	38,044	(4,800,795)	-	
Deferred revenue	-	168,973	-	-	-	-		168,973	
Current portion of obligations under capital leases	-	-	187,033	-	-	-		187,033	
Current maturities of long-term debt	-	-	23,172	-	-	184,603		207,775	

Clatsop Care Health District								
Statement of Revenues, Expenditures, and Changes in Net Position								
For the Six Months Ended December 31, 2021								
	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED
Revenues								
Charges for services								
Medicare A	\$0	\$632,119	\$0	\$0	\$0	\$0		\$632,119
Medicare B	-	19,813	-	-	-	-		19,813
Medicare C	-	35,434	-	-	-	-		35,434
Private	-	211,670	758,862	-	971,946	-		1,942,478
Medicaid	-	1,182,248	212,804	-	366,467	-		1,761,519
Elderplace	-	-	78,149	-	43,311	-		121,460
In-Home Care	-	-	-	295,751	-	-		295,751
Taxes								
Property Taxes	500,256	-	-	-	-	-		500,256
Local Option Taxes	624,860	-	-	-	-	-		624,860
Timber Taxes	279,306	-	-	-	-	-		279,306
Community SIP Fund/Other	27,275	-	-	-	-	-		27,275
Rent Revenue	-	-	-	-	-	266,742	(266,742)	-
HHS Provider Relief Funds	-	-	-	-	-	-		-
Grant Revenue - PPP Loan Forgiveness	45,399	497,133	255,538	108,693	340,236	-		1,246,999
Investment income	6,875	34	-	-	3	70		6,982
Donations	-	-	-	-	-	-		-
Miscellaneous revenue	-	20,522	264	119	818	-		21,723
Total Revenues	1,483,971	2,598,973	1,305,617	404,563	1,722,781	266,812		7,515,975
Expenditures								
Health services								
Personnel services	-	795,034	367,041	291,722	526,216	-		1,980,013
Materials and supplies	-	455,405	57,167	29,465	37,537	-		579,574
Therapy								
Materials and supplies	-	143,273	-	-	-	-		143,273
Administration								
Personnel services	120,922	-	-	-	-	-		120,922
Materials and supplies	99,500	-	-	-	-	-		99,500
Facility administration								
Personnel services	-	104,892	73,170	-	78,585	-		256,647
Materials and supplies	-	178,943	97,447	21	410,815	39,894	(266,742)	460,378
Management Fee	-	124,877	62,988	17,746	82,903	-		288,514
Management Travel	-	6,864	1,899	-	2,330	-		11,093
Debt Service	-	-	176,023	-	-	78,564		254,587
Capital outlay	-	-	-	-	-	-		-
Maintenance Services								
Personnel services	-	40,308	28,076	-	65,044	-		133,428
Materials and supplies	-	24,295	17,461	-	63,231	-		104,987
Laundry/housekeeping								
Personnel services	-	103,258	-	-	-	-		103,258
Materials and supplies	-	11,532	-	-	-	-		11,532
Activities								
Personnel services	-	32,051	15,430	-	30,294	-		77,775
Materials and supplies	-	1,684	905	-	4,099	-		6,688
Dietary								
Personnel services	-	143,149	120,056	-	236,905	-		500,110
Materials and supplies	-	49,566	49,167	-	116,393	-		215,126
Social services								
Personnel services	-	40,469	-	-	-	-		40,469
Materials and supplies	-	-	-	-	-	-		-
Depreciation	-	48,656	11,439	-	10,873	118,420		189,388
Amortization	-	-	158,143	-	-	-		158,143
Total Expenditures	220,422	2,304,256	1,236,412	338,954	1,665,225	236,878		5,735,405
Excess (deficiency) of revenues over expenditures	1,263,549	294,717	69,205	65,609	57,556	29,934		1,780,570
Other Financing Sources (Uses)								
Transfers in	-	350,000	4,176	-	-	14,635		368,811
Transfers out	(368,811)	-	-	-	-	-		(368,811)
Total Other Financing Sources (Uses)	(368,811)	350,000	4,176	-	-	14,635		-
Changes in Net Position	\$894,738	\$644,717	\$73,381	\$65,609	\$57,556	\$44,569		\$1,780,570

Clatsop Care Health District								
Statement of Revenues, Expenditures, and Changes in Net Position								
For the Month Ended December 31, 2021								
	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED
Revenues								
Charges for services								
Medicare A	\$0	\$86,093	\$0	\$0	\$0	\$0		\$86,093
Medicare B	-	3,830	-	-	-	-		3,830
Medicare C	-	12,636	-	-	-	-		12,636
Private	-	47,910	122,555	-	149,144	-		319,609
Medicaid	-	207,613	32,101	-	58,785	-		298,499
Elderplace	-	-	16,299	-	10,404	-		26,703
In-Home Care	-	-	-	41,482	-	-		41,482
Taxes								
Property Taxes	5,089	-	-	-	-	-		5,089
Local Option Taxes	6,505	-	-	-	-	-		6,505
Timber Taxes	48,000	-	-	-	-	-		48,000
Community SIP Fund/Other	-	-	-	-	-	-		-
Rent Revenue	-	-	-	-	-	44,457	(44,457)	-
HHS Provider Relief Funds	-	-	-	-	-	-		-
Grant Revenue -PPP Loan Forgiveness	-	-	-	-	-	-		-
Investment income	1,313	13	-	-	1	8		1,335
Donations	-	-	-	-	-	-		-
Miscellaneous revenue	-	16,640	-	-	-	-		16,640
Total Revenues	60,907	374,735	170,955	41,482	218,334	44,465		866,421
Expenditures								
Health services								
Personnel services	-	140,677	73,085	50,284	102,632	-		366,678
Materials and supplies	-	63,436	2,626	3,894	9,150	-		79,106
Therapy								
Materials and supplies	-	22,991	-	-	-	-		22,991
Administration								
Personnel services	18,592	-	-	-	-	-		18,592
Materials and supplies	4,416	-	-	-	-	-		4,416
Facility administration								
Personnel services	-	17,962	13,219	-	13,134	-		44,315
Materials and supplies	-	28,857	15,152	-	69,864	7,439	(44,457)	76,855
Management Fee	-	21,485	10,257	2,488	13,100	-		47,330
Management Travel	-	641	170	-	858	-		1,669
Debt Service	-	-	29,167	-	-	13,004		42,171
Capital outlay	-	-	-	-	-	-		-
Maintenance Services								
Personnel services	-	7,327	5,836	-	13,151	-		26,314
Materials and supplies	-	5,615	4,814	-	12,547	-		22,976
Laundry/housekeeping								
Personnel services	-	15,663	-	-	-	-		15,663
Materials and supplies	-	1,852	-	-	-	-		1,852
Activities								
Personnel services	-	3,585	6,111	-	5,258	-		14,954
Materials and supplies	-	366	563	-	836	-		1,765
Dietary								
Personnel services	-	23,423	22,958	-	44,888	-		91,269
Materials and supplies	-	9,647	8,841	-	20,764	-		39,252
Social services								
Personnel services	-	8,268	-	-	-	-		8,268
Materials and supplies	-	-	-	-	-	-		-
Depreciation	-	8,110	1,907	-	1,813	19,736		31,566
Amortization	-	-	26,357	-	-	-		26,357
Total Expenditures	23,008	379,905	221,063	56,666	307,995	40,179		984,359
Excess (deficiency) of revenues over expenditures	37,899	(5,170)	(50,108)	(15,184)	(89,661)	4,286		(117,938)
Other Financing Sources (Uses)								
Transfers in	-	100,000	-	-	-	-		100,000
Transfers out	(100,000)	-	-	-	-	-		(100,000)
Total Other Financing Sources (Uses)	(100,000)	100,000	-	-	-	-		-
Changes in Net Position	(\$62,101)	\$94,830	(\$50,108)	(\$15,184)	(\$89,661)	\$4,286		(\$117,938)

RESOLUTION ADOPTING APPROPRIATIONS 2021-22

December 2021	ANNUAL BUDGET	MONTH	YEAR TO DATE
CLATSOP CARE HEALTH DISTRICT GENERAL FUND			
PERSONNEL SERVICES	\$294,160	\$18,592	\$120,922
MATERIALS AND SERVICES	\$105,380	\$4,416	\$99,500
CAPITAL OUTLAY	\$654,800	\$0	\$0
CONTINGENCY	\$343,340		
TOTAL	\$1,397,680	\$23,008	\$220,422
CLATSOP CARE HEALTH AND REHABILITATION CENTER			
PERSONNEL SERVICES	\$2,594,530	\$216,905	\$1,259,161
MATERIALS AND SERVICES	\$1,821,360	\$154,890	\$996,439
CAPITAL OUTLAY		\$0	\$0
CONTINGENCY			
TOTAL	\$4,415,890	\$371,795	\$2,255,600
CLATSOP CARE RETIREMENT VILLAGE, LLC			
PERSONNEL SERVICES	\$0	\$0	\$0
MATERIALS AND SERVICES	\$76,820	\$7,439	\$39,894
CAPITAL OUTLAY	\$59,900	\$0	\$0
DEBT SERVICE	\$338,020	\$13,004	\$78,564
TOTAL	\$474,740	\$20,443	\$118,458
CLATSOP CARE IN-HOME SERVICES			
PERSONNEL SERVICES	\$610,260	\$50,284	\$291,722
MATERIALS AND SERVICES	\$111,000	\$6,382	\$47,232
TOTAL	\$721,260	\$56,666	\$338,954
CLATSOP CARE RETIREMENT VILLAGE			
PERSONNEL SERVICES	\$1,855,350	\$179,063	\$937,044
MATERIALS AND SERVICES	\$818,120	\$127,119	\$717,308
TOTAL	\$2,673,470	\$306,182	\$1,654,352
CLATSOP CARE MEMORY COMMUNITY			
PERSONNEL SERVICES	\$1,537,190	\$121,209	\$603,773
MATERIALS AND SERVICES	\$479,670	\$42,423	\$287,034
DEBT SERVICE	\$552,270	\$29,167	\$176,023
TOTAL	\$2,569,130	\$192,799	\$1,066,830
GRAND TOTAL YTD	\$12,252,170	\$970,893	\$5,654,616
TOTAL UNAPPROPRIATED RESERVE AMOUNTS	\$1,485,080		
DISTRICT TOTAL	\$13,737,250		

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Month	Job Title	FTE	Hire Date	Term Date	V/I	Department	Reason	Tenure (Years)
November	Activities Director	1	08/19/21	11/17/21	I	Activities	Attendance	3 Mo.
November	Housekeeper	1	7/26/15	11/1/21	V	Housekeeping	Accepted position elsewhere	6 yrs.

Clatsop Care Retirement Village

2021- 2022 Turnover Report

Turnover %: December 8%
 Annual YTD Turnover%: 35%
 Oregon's Annual ALF Turnover%: 30%

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Annual</u>
2021/22 Employee Turnover %	6%	11%		4%	6%	8%							%
# of Terms	5	3		2	3	4							
# of Employees	47	45		50	52	48							

Open Positions

# Open	Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
1	Caregiver	Health Services	1.0 DAY	Ongoing				
2	Caregiver	Health Services	1.0 Day	Ongoing				

CRV

3	Caregiver	Health Services	1.0 NOC	Ongoing					
4	Caregiver	Health Services	1.0 NOC	Ongoing					
5	Caregiver	Health Services	1.0 NOC	Ongoing					
6	Caregiver	Health Services	1.0 EVE	Ongoing					
7	Cook/ Dietary Aid	Dietary	1.0	Ongoing					
8	Part Time Activities	Activities	0.5	Ongoing					

Closed Positions

Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
Caregiver (EVE)	Health Services	1.0	Ongoing	N/A	12/3/2021	12/6/2021	Ongoing

CRV

Turnover

Month	Job Title	FTE	Hire Date	Term Date	V/I	Department	Reason	Tenure (Years)
December	Team Leader	1.0	8/13/2021	12/25/2021		Health Services	Attending nursing school.	4 months
December	Team Leader	1.0	11/12/2019	12/20/2021		Health Services	Accepted another position.	2 years 2 months
December	Caregiver	1.0	6/22/2021	12/27/2021		Health Services		6 months
December	Diet Aide	1.0	10/5/2021	12/1/2021		Dietary	No call no show.	2 months

Clatsop Care Memory Community

2021- 2022 Turnover Report

Turnover %: January 3.5%
 Annual YTD Turnover%: 62.5%%
 Oregon's Annual ALF Turnover%: 72%
 Oregon's YTD Turnover%: 42%

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Annual</u>
2021/22 Employee Turnover %	7%	8%	9%	4%	20%	11%	3.5 %						%
# of Terms	2	2	2	1	5	3	1						
# of Employees	28	23	22	24	25	26	28						

Open Positions

# Open	Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
1	Caregiver	Health Services	1.0 DAY					
2	Caregiver	Health Services	1.0 Day					

CCMC

3	Caregiver	Health Services	1.0 Swing	11.7.2021				
4	Caregiver/Team Lead	Health Services	1.0 Noc	11.30.2021				
5	Part Time Housekeeper	Maintenance	0.5	11.16.2021				

Closed Positions

Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
RN	Health Services	1.0	10.2020		12.2021	12.1.2021	14 months

CCMC

Caregiver	Health Services	1.0	12.28.2021		1.6.2022	1.7.2022	10 days
Cook	Dietary	1.0	6.2021		12.2021	12.27.2021	6 months
Caregiver	Health Services	1.0			1.5.2022	1.21.2021	3 months
Assistant Activities	Activities	0.5			1.9.2022	1.9.2021	2 months
Caregiver	Health Services	1.0			1.24.2022	1.24.2021	1 month
Dietary Aid	Dietary	0.5			1.10.2022	1.10.2022	6 months

CCMC

Turnover

Month	Job Title	FTE	Hire Date	Term Date	V/I	Department	Reason	Tenure (Years)
December	Caregiver	1.0	6.30.21	12.28.21		Health Services	Got a part time job that offered her more money to work full time for them. Put in her two weeks notice.	6 months
December	Part Time Housekeeper	0.5	11.24.21	12.16		Maintenance	Talked to about called outs of work more than coming to work. Turned in keys.	N/A
December	Activ	0.5	11.23	11.24		Activities	Trained for 1 day. Call out for a headache. Did not show on the weekend and did not call back when called.	N/A
January	Care	1.0	1.3	1.15		Health Services	Worked for less than 2 weeks and quit.	N/A

IN HOME CARE TURNOVER REPORT- December 2021

December 2021 Turnover: 0%
Annual Turnover %: `17.6%
Oregon's Annual Home Care Turnover 36 %

	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>ANNUAL</u>
2021-2022 Employee Turnover	10 %	0 %	17.6 %	0 %	0 %	0 %	%	%	%	%	%	%	
# of Terms	2	0	3	0	0	0							
# of Employees	20	20	17	17	18	18							

Open Positions

# Open	Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
1	Caregiver	Health Services	1.0	Ongoing				

IHC

2												
3												

Closed Positions

# Closed	Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
	Caregiver	Home Care	x	continuous				
	On call	Home Care						

Turnover

III

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