

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
November 2nd, 2021
Regular Meeting Minutes**

I. CALL TO ORDER

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

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	P
Chuck Meyer	P	Debi Martin IHC Director	P
Megan Lampson	P	Michael Martin Marketing Director	E
		Mike Kerwin CTO	P
		Other staff	
		Melissa Schacher	P

II. CONSENT AGENDA

- A. Agenda approval. Linda Crandell requested item B, Staff Holiday Bonus be added to the action items.

Chuck Meyer made a motion to approve, Mike Aho seconded. All said aye.

- B. Approval of regular meeting minutes. Chuck Meyer requested the spelling of his name be corrected on page 4 of the October 5th minutes. Mike Kerwin will correct this.

Chuck Meyer made a motion to approve as amended, Megan Lampson 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.

There were no public comments.

IV. ADMINISTRATION REPORTS

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

Clarissa Barrick shared a positive note that in the last 3 months, Clatsop Care has only had 1 employee move on from employment.

Mike Aho asked. What is the vaccination rate for residents at the care center?

Clarissa Barrick stated, it is at 82%.

Linda Crandell asked. What does CMS stand for? When will the nurse Tami be taking over as the Residential Care Manager?

Clarissa Barrick commented. CMS stands for Centers for Medicare and Medicaid Services. Tami Brown will be taking over the position of RCM once a replacement nurse is hired to fill her current charge nurse position. There will be a Certified Nursing assistant who will soon complete the Certified Medication Aide training which will supplement nursing staff.

- B. Kimberly Sornson introduced the new administrator for Clatsop Retirement Village Lauren Beard. Lauren worked at CRV in the past and looks forward to working for the District again. One of the first points that Lauren and Kim will focus on is staffing.
- C. Hannah Olson provided an update on Clatsop Care Memory Community. Please see her report for details.

Mike Aho asked. How many residents can you manage with the current staffing level?

Hannah Olson stated. It is based on the acuity of the residents. Right now, Hannah does not want to go over 25-26 on census.

Linda Crandell asked. Is there a lot of noise coming from the construction next door? Who is Larry mentioned in your report?

Hannah Olson commented. It has been busy; currently however nothing is going on due to wetlands and permit issues. Larry O'Donnell is the maintenance director for memory care.

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

Mike Aho asked. Has the recent increase in wages for In Home Care made it easier to hire new staff?

Debi Martin stated yes. The minimum wage is now \$15 per hour and this has helped in finding and hiring new staff.

- E. Michael Martin provided a report. Please see his report for details.

Mark Remley commented. These reports that Mike Martin is providing will continue to evolve. This information will be very useful, in particular regarding hiring staff once it is tuned in.

Mike Aho requested that in future marketing reports, that the conversion ratio be provided for staff that have applied and have actually been hired. As well as if those job applicants are qualified.

Melissa Watson noted that at her own job getting applicants to respond to job openings has been an ongoing issue for her.

Mark Remley will speak to Michael Martin and follow up on this information.

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

Mark Remley commented. I am almost done getting the FEMA account information transferred to my name. Mark has received the documentation from Columbia Bank that the PPP loan was forgiven. This will be booked as revenue, 1.2 million for the Month of October.

Columbia Bank and Umpqua Bank are going to merge. There should be a discussion soon about whether to change banks and when to do this.

Mark noted that there is more positive energy as of late with regards the Districts overall outlook.

Chuck Meyer noted that the merger between Columbia and Umpqua Bank will not be happening until mid-2022. Chuck prefers small local banks over much larger national banks.

Mike Aho stated he prefers that the District keeps its banking resources at Columbia Bank.

Mark Remley will follow up with banking options and information to discuss at the December board meeting.

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

Mark Remley commented. For the month of September there were bonus dollars included in the financials. If those bonus dollars are excluded from the overall numbers, revenue is heading in a positive direction.

There will be a focus on strategically increasing census, making sure that the facilities and staff can meet resident's needs.

The provider relief fund application has been completed and will be submitted this week.

<https://www.hrsa.gov/provider-relief/future-payments> The first payment will be based on a rural distinction and be received prior to Thanksgiving. The 2nd general distribution payment will be received around mid-December.

Mike Aho asked. Have you figured out what phase 4 of the provider relief funds is based on?

Mark Remley replied. It is based on a weighted percentage; however, Mark still does not know how this is calculated.

Chuck Meyer asked. On page 1 of the financials under debt services. What does this \$127,757.00 cover? Does the District own CRV outright?

Mike Aho commented. This expense is for the lease for the memory care and the payment for retirement village LLC debt. Clatsop Retirement Village was operated at a loss until about 10 years ago when the loan was switched to HUD <https://www.hud.gov>.

Mike Aho stated. The amount still owed for Clatsop Retirement Village is \$5,521,364.00.

V. ACTION ITEMS

A. Capital Assets and Depreciation Policy

Mark Remley shared an overview of this policy.

Objective:

Establish a written accounting policy for capitalization of capital assets in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to government units as established by the Governmental Accounting Standards Board (GASB).

Policy:

Documents the accounting policy for District for acquisitions of tangible property and software. The purpose of this policy is to have consistent treatment of similar transactions and to support accurate reporting in the District's financial statements and cost reports. This policy applies to all facilities.

After review Linda Crandell asked for a motion to approve.

Mike Aho made a motion to approve, Megan Lampson seconded.

Mike Aho voted yes, Paul Radu voted yes, Chuck Meyer voted yes, Megan Lampson voted yes, Melissa Watson voted yes, Linda Crandell voted yes. The policy is approved.

B. Staff Holiday Bonus.

Mark Remley thanked Debi Martin for bringing up this topic at the previous managers meeting to put it on the agenda. Last year for the Thanksgiving holiday, a \$30 gift certificate was given out for Main Street Market in Warrenton which was well received the last 2 years by staff members. Mark spoke with the owner. A 5% discount would be given if we wanted to do that again this year. Cost to the District would be a little over \$4020.00.

The Christmas Holiday bonus last year was \$600.00 for full time and \$400.00 for part time employees. Cost to the District would be a little over \$85,000.00.

Mike Aho suggests that the gift card be bumped up to \$35.00 and the holiday cash bonus be the same as last year.

Mike Aho made a motion to approve these bonuses. Chuck Meyer seconded.

Mike Aho voted yes, Paul Radu voted yes, Chuck Meyer voted yes, Megan Lampson voted yes, Linda Crandell voted yes, Melissa Watson recused herself from voting. The motion was approved.

VI. DISCUSSION

A. Megan Lampson QAPI

Megan Lampson shared details of the QAPI meeting. The main focus was the admission process making that a more efficient better experience. An initial phone call introduction is made to responsible parties, a revamped admission packet will be sent out, a welcome basket is given upon admission. Communication preferences for residents and families is discussed. Discharge bags are given to residents when they leave the facility. On the satisfaction surveys, those show that on average we are meeting best in class. An area for improvement is resident activities. Covid-19 and a lack of activity staff has made that challenging. However, that is now improving as well. The QAPI program is just for the Care Center and does not apply to Clatsop Retirement Village or Clatsop Care Memory Community.

B. Work session November 11th, 2021.

Linda Crandell commented. The agenda for the work session will be completed by the end of this week. The strategic plan is nearly done and will be available by the meeting date on the 11th.

Chuck Meyer asked that the financial history regarding Clatsop Retirement Village be discussed.

Mark Remley will gather information about the retirement village history and that will be discussed at the December 7th board meeting.

VII. BOARD NOTATIONS CLOSING COMMENTS

Melissa Watson commended everyone in the District for keeping it all together with happy hearts despite challenges.

Megan Lampson thanked everyone for continuing to work to take care of our residents despite covid-19 making everything more difficult.

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
November 2021

Paul Radu thanked everyone for working hard. His business is in the same boat and encourages everyone to hang on and get through this pandemic.

Mike Aho noted that good leadership creates a positive vibe and is contagious. Keep up the good work. He noted that Mark Remley has been working very hard and appreciates what Aidan Health Services has done for the District.

Linda Crandell echoed Mike's thoughts and recommended celebrating with a "we survived covid party" once covid-19 subsides.

VIII. ADJOURNMENT

Chuck Meyer made a motion to adjourn, Mike Aho seconded the motion. The meeting was adjourned at 6:05PM.


Chair

12.8.21
Date

Secretary

Date

Minutes recorded by Mike Kerwin CTO

Memo to: Mark Remley, CEO
from: Clarissa Barrick, Administrator
Date: 10/26/2021
Re: October Board Report Narrative

In the month of October, we had an average daily census of 25.8, with an average skilled census of 6.5. This census shows a slight increase over the prior months, and a trend toward a higher census in November.

	August	September	October	November (projection)
Average Daily Census	23.8	24.7	25.8	27.6
Skilled Census	4.5	6.5	6.5	7.5

Medicare Revenue

Medicare reimbursement is determined by a series of factors related to a resident's care needs, therapies, and diagnosis. Our ability to capture and report relevant information early enables us to capitalize on a higher reimbursement rate. Over the past three months, we've made a concerted effort to discuss each Medicare resident within the first three days of their stay with the goal of capturing more of this information. By learning more information about a patient from the discharging hospital, and learning more about the entire reimbursement process, we have been able to raise our reimbursement rate, trending upward over the last 5 months.

	July	August	September	October	November
Medicare Revenue per patient day	\$582	\$577	\$582	\$632	\$614

COVID update

We currently do not have any active cases of COVID-19 among staff or residents. Following guidance from the Centers for Medicare and Medicaid Services (CMS) we have loosened many of the restrictions regarding visitation. Visitors are still required to wear a mask and screen in at the front desk, but there are no restrictions on visitation times, or the number of visitors allowed in a resident's room at a time. In the short time these changes have been enacted, we've seen an improvement in the social and emotional health of many of our residents. While safety is still a top priority, this move demonstrates the important role that our families play in the well-being of our community.

Memo to: Mark Remley, CEO
from: Clarissa Barrick, Administrator
Date: 10/26/2021
Re: October Board Report Narrative

We look forward to the coming holiday season and all the festivities with our residents!

Respectfully,

Clarissa Barrick, Administrator

Clatsop Retirement Village December 7th, 2021 Board Report

Census: 53 residents. 34 PP and 19 MCD.

Admissions/Discharges: One private pay resident discharged to Clatsop Care Health & Rehabilitation early November. We have two evaluations scheduled for potential move-ins the first week of December. I have quite a large list of individuals inquiring about assisted living. The plan is to continue building up our staffing to accommodate new admissions as soon as possible.

Operations/Staffing: Our staff loved the Main St. gift cards they received for the Thanksgiving holiday, and I want to extend their thank you to the board. We are slowly building our staffing back up. A former employee returned to us end of November to work caregiving full time. Another former employee will be returning to caregiving the first week of December. We've hired a new employee for caregiving starting this week. Our health services team continues to interview potential hires for caregiving and team leader and hope to onboard as we see fit. We continue to have staff members working doubles and filling in shifts, it is so appreciated and I'm very grateful we have such dedicated staff. There has been a transition with the Front Desk/Business Office Manager position. Laura Curcin, who started with the district in 2019 and recently left end of August 2021, has returned to her former position at the front desk this week. I am very excited about her return.

Healthcare: Visitation has resumed for all residents. We have chosen to unlock our front door. Visitors are still going through the screening process including temperature checks. We have limited visitation to the residents' room, still asking visitors to remain clear of common areas such as the dining room. This has been going well. The COVID booster shots have been ordered through Consonus, expected to arrive the first of December. We will host a booster clinic for residents and staff shortly after that date.

Maintenance: The maintenance department has scheduled carpet installation for vacant rooms in need of replacement. This was delayed due to carpet being backordered. We will also be replacing two of the microwaves in two vacant rooms. Aside from three rooms that need carpet replacement, all vacant rooms have been turned over. Currently there are 13 studios and 5 one-bedroom apartments vacant.

I am very glad to be here at CRV and continue to work to learn my new role. I look forward, as always, to serving our residents and staff.

Respectfully,

Lauren Beard

Administrator

Clatsop Care Memory Community Board Report

December 2021

Census 25

- 17 private pay and 8 Medicaid
- 5 private rooms are open and one double room.
- Doing an assessment on 3rd for a couple that wants the shared room.
- 1 possible move out this month. Moving closer to family in Newport.

Staffing and Training

- Hired RN and will be starting 12/1.
- Hired 3 new caregivers.
- Hired 1 new housekeeper.
- 3 Caregivers, 1 Cook and 1 part-time activities left in November.

Operations/Life Enrichment Programming

- Covid-19: Monthly testing continues for Staff and Residents that are not vaccinated and have not had covid within the last 90 days.
- Outside volunteers will be starting back up this month. Seaside Strummer, Church services, and other volunteers when possible.
- Activities continue to be done by Char Moor. She is wanting to increase bus rides to 4 times a week. Residents always enjoy going on the bus rides. It would be most likely 2 rides on Tuesdays and Thursdays
- Indoor visits are happening. All Staff and visitors are screening upon entry. Resident visits can take place in their room or activity room.
- The fish tank has been a big hit! One Resident has been coming out of her room to enjoy them. A volunteer comes in and cleans tanks monthly.

Special Projects

- Construction continues across the road and fence. Land has been cleared and gravel laid. A caterpillar is back there now. No structures are up currently.
- For Point Click Care/Point Of Care charting, Larry, Mike K. and I have discussed building a room out of west side nurse's station. This is to be able to have computers out without fear of Residents tampering with them. Construction has not started yet. Looking at end of this month start date if all goes well.

Sincerely,

Hannah Olson

Administrator

Board Report

Clatsop Care in Home Services

October 2021

Clients: At the time of this report, we have a census of 41 clients. Only 2 of these clients are on an *as needed* basis. The rest are actively using our services. Of our current clients, 28 are Companion care, and 13 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 four clients through Providence Elder Place, 8 are Medicaid, and the remaining clients are private pay.

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

We currently have one client receiving Hospice Services .

Employees: We currently have 17 employees, including myself. 10 of these caregivers are full time, 8 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 October ended with 1543. There is not much to report for October. It has been a busy but quiet month. Census is not changing much. As soon as we discharge someone, there is someone ready to be added. I still have a waiting list that goes down as we have availability, but we can't take on more clients until I get more caregivers. Currently it is at 11. These people are wanting specific hours or days and are waiting for that availability. I, like the others have experienced applicants that either do not return phone calls or agree to interviews but do not show up. I had two applicants that could not pass background checks.

We have not let this get us down. I have been in contact with other in-home agencies, and they are all going through the same thing, even in the bigger cities such as Portland and Longview. We just keep providing the best care we can. We know that eventually this will turn around. We are using the "down time" to get caught up on in services and such.

We are in the window for our survey, and we are ready.

Respectfully,
Debi Martin

Board Meeting 12-07-21
Marketing and Communications Re-cap
Mike Martin

Astoria/Warrenton Chamber of Commerce membership consolidation.

We currently pay 5 separate memberships at about \$450 each annually. However, I have been able to consolidate this into a single Gold Level membership at less than what we are currently paying. Everyone will still get their logo and basic information in the consolidated listing. Whereas a regular membership just gives you access to the chamber meetings and events, the Gold level membership provides the following benefits:

- Business name or logo placed on select event promotional collateral
- Company banner displayed at major AWACC events
- Company name displayed in Chamber Works, the Chamber monthly newsletter and in the Chamber Chatter, the Chamber's weekly email publication.
- Two tickets to the Annual Meeting & Banquet
- Four registrations for the Great Columbia Crossing
- Fifteen tickets to the Astoria Warrenton Crab, Seafood & Wine Festival
- Inclusion of your business flier in 150 relocation packets
- Three business flies inserted into Chamber Works newsletter
- Two tickets to UnWined event.

Radio contracts

I have renegotiated spot rates and bundle rates for the radio stations in the Clatsop County market. We will now pay one rate which is lower than what we were paying individually. We will develop rotating copy for each entity especially in the recruitment and census areas. In addition to this we are finalizing a partnership with KMUN the public/community radio station where we will be able to run multiple times a day, 7 days a week, 365 days per year. This will be a great show of support to the community and the frequency will keep our name and services in front of mind with the residents of the community.

Our social media audience continues to grow as we have developed more personal content with more regularity. The next step is to rebuild each entities channels across Facebook, Twitter, Instagram, and LinkedIn.

Recruitment Marketing

Applicant Pro has proven to be a great tool for improving applicant flow and the cost savings are great. We have begun to do dedicated sponsored or enhanced listing for key positions which are bringing more candidates than we were getting from just Indeed and the cost is less. We will continue to monitor this and keep modifying the campaigns as needed to keep getting more and better candidates.

On-line banner/display advertising

Currently working with a digital agency to create a set of banner/display ads to run on a network of various channels (called the Top 250). These include on-line sites like CNN, ESPN, Food Network, Yahoo, and many more but are targeted on a local basis. Again, we will focus on recruitment and census advertising.

CEO BOARD REPORT
DECEMBER 7, 2021

As the pandemic continues to evolve, what we're looking at are pieces of momentum to grab hold of. With all the positive things that are occurring around the district, it is easy to focus on all of the changes and issues we face on a daily basis. The pandemic is far from over, and I would anticipate not seeing our "norm" for a bit. That being said, we are still charged with providing the best care and customer service to both our residents, families, and staff. So as we continue to work our way through this, I encourage everyone to thank the staff for a continued job well done.

We are also moving full steam ahead with our Point Click Care conversion. With plenty of help we are getting this off the ground at CRV and Memory Care! Thank you for everyone's help in getting this to reality. It's been a long time coming and I feel like this will assist us in providing better care for our residents.

We have also begun to see the larger payments from the Employee Retention Tax Credit with our first "true up" payment just received. Please keep in mind with this, as we are a government, we would anticipate a letter at some point in time in the future stating we don't qualify because of our governmental status. There is an appeal process that is possible if we receive that, and I feel like we have a strong case as to our qualifying. I will keep everyone posted if we receive this and where we may need to go to from there.

In the same financial realm, the Phase 4 Provider Relief Rural payments have gone out and at this time we have not seen anything. Through our other Skilled Nursing Facilities those that qualified have received the payment with the exception of the two Health Districts. The second general distribution should be coming in Mid December and that may explain why or why not we didn't receive the rural payment. Collectively I have not seen any payments made through this program for the Community Based Care facilities, so that should be coming later. Plenty of things to keep track of.

I did have a question regarding the coverage for Board Members as it relates to liability purposes. This is done through Directors and Officers insurance and has liability limits of \$2M. I would be happy to go through our overall insurance plan for the District if anyone feels it necessary.

One thing to keep an eye on at this time is the new Covid variant. With that coming into the states, I think we can anticipate seeing additional guidance and worry. Again, some folks are just done with Covid and the shutdowns associated with it. It's just another item we will get through hopefully with good communication with our residents, families and staff.

Lastly, I would like to thank Mike Martin. I think we have seen growth in our activity on the job applicant side and feel he has been crucial in pushing this new platform forward. As with everything job related at this time, new platforms are coming out all the time promising to bring in new people to essentially solve the staffing issues everyone is seeing. With his focus, along with the follow through of everyone else, I feel like we're in a better position. We're certainly not out of the woods yet, but taking steps forward.

Respectfully,

Mark Remley

Clatsop Care Health District
Statement of Net Position
As of October 31, 2021

	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED
CURRENT ASSETS								
Cash and cash equivalents	\$2,510,413	\$48,517	\$51,571	\$23,784	\$25,954	\$346,496		\$3,006,735
Restricted funds held in escrow	-	-	-	-	-	29,668		29,668
Receivables:								
Resident receivables, net uncollectible amounts	-	661,537	37,719	93,172	105,883	-		898,311
Tax revenue	208,306	-	-	-	-	-		208,306
Other receivables	-	4,462	(1,798)	-	145	-		2,809
Resident funds held in trust	-	5,719	8,958	-	2,205	-		16,882
Due from other funds	98,253	3,641,356	148,144	231,249	560,094	-	(4,679,096)	-
Prepaid expenses	18,036	-	436	-	-	26,394		44,866
Total current assets	2,835,008	4,361,591	245,030	348,205	694,281	402,558		4,207,577
LONG TERM ASSETS								
Restricted funds held in escrow	-	-	-	-	-	144,943		144,943
CAPITAL ASSETS								
Capital assets not being depreciated:								
Land	-	40,150	-	-	-	219,000		259,150
Construction in progress	2,002	-	-	-	-	-		2,002
Capital assets, net of accumulated depreciation:								
Land improvements	-	50,307	205	-	-	14,229		64,741
Buildings	-	467,186	-	-	-	3,192,899		3,660,085
Building improvements	-	385,313	64,981	-	43,443	1,427,395		1,921,132
Moveable equipment	-	66,591	66,029	-	85,426	-		218,046
Vehicle	-	33,204	-	-	-	-		33,204
Total capital assets, net	2,002	1,042,751	131,215	-	128,869	4,853,523		6,158,360
Property under capital lease, net of accumulated amortization	-	-	5,904,028	-	-	-		5,904,028
Total Assets	\$2,837,010	\$5,404,342	\$6,280,273	\$348,205	\$823,150	\$5,401,024		\$16,414,908

Clatsop Care Health District
Statement of Net Position
As of October 31, 2021

	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED
CURRENT LIABILITIES								
Accounts payable	\$74,090	\$116,480	\$34,467	\$258	\$29,023	\$0		\$254,318
Accrued liabilities	47,896	27,144	-	-	10,691	-		85,731
Accrued salaries and employee benefits	(34)	133,543	739	309	1,010	-		135,567
Other payroll liability	5,658	61,513	32,710	18,266	54,286	-		172,433
Accrued interest	-	-	173	-	-	13,076		13,249
Compensated absences	18,115	85,836	34,522	20,277	60,660	-		219,410
Resident funds held in trust	-	5,719	8,958	-	2,205	-		16,882
Due to other funds	1,803,371	861,447	1,321,610	196,713	466,924	29,031	(4,679,096)	-
Deferred revenue	-	168,973	-	-	-	-		168,973
Current portion of obligations under capital leases	-	-	183,459	-	-	-		183,459
Current maturities of long-term debt	-	-	22,948	-	-	-		206,233
Total current liabilities	1,949,096	1,460,655	1,639,586	235,823	624,799	225,392		1,456,255
LONG-TERM DEBT, NET OF CURRENT MATURITIES								
Obligations under capital leases	-	-	6,885,027	-	-	-		6,885,027
Long-term debt	-	-	77,665	-	-	5,284,124		5,361,789
Total liabilities	1,949,096	1,460,655	8,602,278	235,823	624,799	5,509,516		13,703,071
NET POSITION								
Net investment in capital assets	2,002	1,042,751	(1,134,029)	-	128,869	(613,886)		(574,293)
Restricted	92,614	-	-	-	-	174,611		267,225
Unrestricted	793,298	2,900,936	(1,187,976)	112,382	69,482	330,783		3,018,905
Total net position	887,914	3,943,687	(2,322,005)	112,382	198,351	(108,492)		2,711,837
Total liabilities and net position	\$2,837,010	\$5,404,342	\$6,280,273	\$348,205	\$823,150	\$5,401,024		\$16,414,908

Clatsop Care Health District
Statement of Revenues, Expenditures, and Changes in Net Position
For the Four Months Ended October 31, 2021

	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED
Revenues								
Charges for services								
Medicare A	\$0	\$409,721	\$0	\$0	\$0	\$0		\$409,721
Medicare B	-	13,069	-	-	-	-		13,069
Medicare C	-	21,744	-	-	-	-		21,744
Private	-	119,880	517,873	-	675,093	-		1,312,846
Medicaid	-	782,154	148,602	-	245,585	-		1,176,341
Elderplace	-	-	45,551	-	24,352	-		69,903
In-Home Care	-	-	-	211,540	-	-		211,540
Taxes								
Property Taxes	65,488	-	-	-	-	-		65,488
Local Option Taxes	62,209	-	-	-	-	-		62,209
Timber Taxes	183,306	-	-	-	-	-		183,306
Community SIP Fund	5,102	-	-	-	-	-		5,102
Rent Revenue	-	-	-	-	-	177,828	(177,828)	-
HHS Provider Relief Funds	-	-	-	-	-	-		-
Grant Revenue -PPP Loan Forgiveness	45,399	497,133	255,538	108,693	340,236	-		1,246,999
Investment income	4,442	18	-	-	1	52		4,513
Donations	-	-	-	-	-	-		-
Miscellaneous revenue	-	3,882	264	95	727	-		4,968
Total Revenues	365,946	1,847,601	967,828	320,328	1,285,994	177,880		4,787,749
Expenditures								
Health services								
Personnel services	-	504,097	239,174	203,823	350,300	-		1,297,394
Materials and supplies	-	326,301	52,142	20,686	14,987	-		414,116
Therapy								
Materials and supplies	-	91,602	-	-	-	-		91,602
Administration								
Personnel services	79,719	-	-	-	-	-		79,719
Materials and supplies	84,884	-	-	-	-	-		84,884
Facility administration								
Personnel services	-	69,508	48,385	-	54,446	-		172,339
Materials and supplies	-	113,807	69,188	21	269,909	25,016	(177,828)	300,113
Management Fee	-	80,794	42,721	12,693	56,701	-		192,909
Management Travel	-	5,900	1,406	-	825	-		8,131
Debt Service	-	-	117,612	-	-	52,520		170,132
Capital outlay	-	-	-	-	-	-		-
Maintenance Services								
Personnel services	-	27,031	18,077	-	42,135	-		87,243
Materials and supplies	-	13,204	10,875	-	42,638	-		66,717
Laundry/housekeeping								
Personnel services	-	67,436	-	-	-	-		67,436
Materials and supplies	-	8,456	-	-	-	-		8,456
Activities								
Personnel services	-	22,160	6,017	-	21,720	-		49,897
Materials and supplies	-	1,144	190	-	2,536	-		3,870
Dietary								
Personnel services	-	95,495	78,363	-	152,644	-		326,502
Materials and supplies	-	31,124	31,478	-	78,563	-		141,165
Social services								
Personnel services	-	26,477	-	-	-	-		26,477
Materials and supplies	-	-	-	-	-	-		-
Depreciation	-	32,436	7,625	-	7,248	78,946		126,255
Amortization	-	-	105,429	-	-	-		105,429
Total Expenditures	164,603	1,516,972	828,682	237,223	1,094,652	156,482		3,820,786
Excess (deficiency) of revenues over expenditures	201,343	330,629	139,146	83,105	191,342	21,398		966,963
Other Financing Sources (Uses)								
Transfers in	-	250,000	4,176	-	-	14,635		268,811
Transfers out	(268,811)	-	-	-	-	-		(268,811)
Total Other Financing Sources (Uses)	(268,811)	250,000	4,176	-	-	14,635		-
Changes in Net Position	(\$67,468)	\$580,629	\$143,322	\$83,105	\$191,342	\$36,033		\$966,963

Clatsop Care Health District
Statement of Revenues, Expenditures, and Changes in Net Position
For the Month Ended October 31, 2021

	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS	CONSOLIDATED
Revenues								
Charges for services								
Medicare A	\$0	\$128,297	\$0	\$0	\$0	\$0		\$128,297
Medicare B	-	2,429	-	-	-	-		2,429
Medicare C	-	76	-	-	-	-		76
Private	-	32,040	115,954	-	156,351	-		304,345
Medicaid	-	197,733	34,905	-	63,294	-		295,932
Elderplace	-	-	12,093	-	6,494	-		18,587
In-Home Care	-	-	-	48,591	-	-		48,591
Taxes								
Property Taxes	39,320	-	-	-	-	-		39,320
Local Option Taxes	69,306	-	-	-	-	-		69,306
Timber Taxes	50,495	-	-	-	-	-		50,495
Community SIP Fund								
Rent Revenue	-	-	-	-	-	44,457	(44,457)	-
HHS Provider Relief Funds	-	-	-	-	-	-		-
Grant Revenue - PPP Loan Forgiveness	45,399	497,133	255,538	108,693	340,236	-		1,246,999
Investment income	1,006	5	-	-	-	10		1,021
Donations	-	-	-	-	-	-		-
Miscellaneous revenue	-	13	-	31	-	-		44
Total Revenues	205,526	857,726	418,490	157,315	566,375	44,467		2,205,442
Expenditures								
Health services								
Personnel services	-	135,735	59,910	46,477	77,140	-		319,262
Materials and supplies	-	69,906	26,084	4,553	9,080	-		109,623
Therapy								
Materials and supplies	-	26,385	-	-	-	-		26,385
Administration								
Personnel services	21,339	-	-	-	-	-		21,339
Materials and supplies	23,557	-	-	-	-	-		23,557
Facility administration								
Personnel services	-	18,572	11,492	-	12,073	-		42,137
Materials and supplies	-	31,140	13,850	-	68,445	6,194	(44,457)	75,172
Management Fee	-	21,635	9,777	2,916	13,568	-		47,896
Management Travel	-	2,878	262	-	188	-		3,328
Debt Service	-	-	29,299	-	-	13,076		42,375
Capital outlay	-	-	-	-	-	-		-
Maintenance Services								
Personnel services	-	6,180	4,664	-	10,446	-		21,290
Materials and supplies	-	3,270	2,814	-	7,775	-		13,859
Laundry/housekeeping								
Personnel services	-	16,340	-	-	-	-		16,340
Materials and supplies	-	1,681	-	-	-	-		1,681
Activities								
Personnel services	-	5,290	3,327	-	5,155	-		13,772
Materials and supplies	-	404	78	-	606	-		1,088
Dietary								
Personnel services	-	23,016	20,299	-	37,608	-		80,923
Materials and supplies	-	7,406	6,914	-	18,580	-		32,900
Social services								
Personnel services	-	6,410	-	-	-	-		6,410
Materials and supplies	-	-	-	-	-	-		-
Depreciation	-	8,107	1,905	-	1,812	19,735		31,559
Amortization	-	-	26,357	-	-	-		26,357
Total Expenditures	44,896	384,355	217,032	53,946	262,476	39,005		957,253
Excess (deficiency) of revenues over expenditures	160,630	473,371	201,458	103,369	303,899	5,462		1,248,189
Other Financing Sources (Uses)								
Transfers in	-	150,000	-	-	-	-		150,000
Transfers out	(150,000)	-	-	-	-	-		(150,000)
Total Other Financing Sources (Uses)	(150,000)	150,000	-	-	-	-		-
Changes in Net Position	\$10,630	\$623,371	\$201,458	\$103,369	\$303,899	\$5,462		\$1,248,189

RESOLUTION ADOPTING APPROPRIATIONS 2021-22

October 2021	ANNUAL BUDGET	MONTH	YEAR TO DATE
CLATSOP CARE HEALTH DISTRICT GENERAL FUND			
PERSONNEL SERVICES	\$294,160	\$21,339	\$79,719
MATERIALS AND SERVICES	\$105,380	\$23,557	\$84,884
CAPITAL OUTLAY	\$654,800	\$0	\$0
CONTINGENCY	\$343,340		
TOTAL	\$1,397,680	\$44,896	\$164,603
CLATSOP CARE HEALTH AND REHABILITATION CENTER			
PERSONNEL SERVICES	\$2,594,530	\$211,543	\$812,204
MATERIALS AND SERVICES	\$1,821,360	\$164,705	\$672,332
CAPITAL OUTLAY		\$0	\$0
CONTINGENCY			
TOTAL	\$4,415,890	\$376,248	\$1,484,536
CLATSOP CARE RETIREMENT VILLAGE, LLC			
PERSONNEL SERVICES	\$0	\$0	\$0
MATERIALS AND SERVICES	\$76,820	\$6,194	\$25,016
CAPITAL OUTLAY	\$59,900	\$0	\$0
DEBT SERVICE	\$338,020	\$13,076	\$52,520
TOTAL	\$474,740	\$19,270	\$77,536
CLATSOP CARE IN-HOME SERVICES			
PERSONNEL SERVICES	\$610,260	\$46,477	\$203,823
MATERIALS AND SERVICES	\$111,000	\$7,469	\$33,400
TOTAL	\$721,260	\$53,946	\$237,223
CLATSOP CARE RETIREMENT VILLAGE			
PERSONNEL SERVICES	\$1,855,350	\$142,422	\$621,245
MATERIALS AND SERVICES	\$818,120	\$118,242	\$466,159
TOTAL	\$2,673,470	\$260,664	\$1,087,404
CLATSOP CARE MEMORY COMMUNITY			
PERSONNEL SERVICES	\$1,537,190	\$99,692	\$390,016
MATERIALS AND SERVICES	\$479,670	\$59,779	\$208,000
DEBT SERVICE	\$552,270	\$29,299	\$117,612
TOTAL	\$2,569,130	\$188,770	\$715,628
GRAND TOTAL YTD	\$12,252,170	\$943,794	\$3,766,930
TOTAL UNAPPROPRIATED RESERVE AMOUNTS	\$1,485,080		
DISTRICT TOTAL	\$13,737,250		

CASH SNAPSHOT					
11/29/2021					
CRV GENERAL					39,118
CCC GENERAL					36,767
PAYROLL MANUAL CHECKS					5,792
RETIREMENT VILLAGE PROPERTY LLC					352,204
CARE CENTER HEALTH DISTRICT					7,862
MEMORY CARE COMMUNITY					65,171
DISTRICT ADMINISTRATION					22,955
IN HOME CARE SERVICES					32,647
MEMORIAL FUND					92,614
LGIP					3,572,148
TOTAL					4,227,278

Clatsop Care Health District (CCC)
 Local Option Property Tax Levy Revenue
 Cumulative through 10/31/21

Last Revised: 11/29/21

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
Total Current FYTD	\$62,209.45
FY2019	\$568,108.62
FY2020	\$579,372.99
FY2021	\$651,146.07
Cumulative Funds	\$1,860,837.13

Funds Summary - Cumulative:

Funds Received	\$1,860,837.13
Funds Spent	(\$1,157,831.85)
CRV LLC Credit*	\$133,300.00
Spend MTD Nov21	\$0.00
Remaining Available	\$836,305.28

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

Clatsop Care Health District (CCC)
Local Option Property Tax Levy Spend
Summary by Project
Cumulative through 10/31/21

Project	Spend	Completed	Estimated/ Actual Completion Date
CRV Siding Project	\$643,275.00	Y	04/30/20
New Bus for CCC	\$65,378.23	Y	07/31/19
Matrixcare eMAR Upgrade	\$52,504.91	Y	Care Center Complete 08/31/20
CCC New Slings (Equip Refresh)	\$4,080.54	Y	08/31/19
CCC Reclining Chairs-Shower	\$2,608.41	Y	02/29/20
CCC Wireless Access Points	\$917.72	Y	05/31/20
CCC AED Stations	\$3,641.98	Y	12/31/19
CRV Porte Cochere	\$249,462.54	Y	06/15/21
CMCC Fuel Tank	\$28,158.42	Y	04/30/20
CCC Volaro Lifts	\$24,899.39	Y	04/30/20
CRV/CCC Phone System	\$23,266.50	Y	05/31/20
OneBeat CPR	\$3,349.00	Y	04/30/20
CMCC Fuel for New Tank	\$689.16	Y	04/30/20
CRV Wireless Access Points	\$21,825.00	Y	07/31/20
CMCC Hoyer	\$6,488.95	Y	06/30/20
CRV Porte Cochere-Expense	\$289.80	Y	08/30/20
CCMC Common Area Furniture	\$24,994.30	Y	12/31/20
CCMC Wireless Access Points Upgrade	\$2,002.00	N	Pending
Grand Total	\$1,157,831.85		

*Retro approved by BOD in Feb20 for use of Levy funds.

C HR

Turnover

Month	Job Title	FTE	Hire Date	Term Date	V/I	Department	Reason	Tenure (Years)
August	CNA	1	3/31/21	08/09/21	V	Nursing	Relocating to Portland	5 Mo.
October	Activities Assistant	.5	08/30/20	10/06/21	V	Activities	Retiring	1 year

Clatsop Care Retirement Village

2021- 2022 Turnover Report

Turnover %: October 4%
Annual YTD Turnover%: 27%
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 %	6.38%	11.11%		4%	6%								%
# of Terms	5	3		2	3								
# of Employees	47	45		50	52								

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					

CRV

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

Closed Positions

Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open

CRV

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Turnover

Month	Job Title	FTE	Hire Date	Term Date	V/I	Department	Reason	Tenure (Years)
							I wasn't here in the month of October. The board reports for December will accurately reflect all turnovers, reasons, etc.	

Clatsop Care Memory Community

2021- 2022 Turnover Report

Turnover %: November 21%
 Annual YTD Turnover%: 48%
 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 %	6.2%	8%	9%	4%	21%								%
# of Terms	2	2	2	1	5								
# of Employees		23	22	24	24								

Open Positions

# Open	Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
1	Caregiver	Health Services	1.0 DAY	04-20-2021				
2	Caregiver	Health Services	1.0 Day	3-17-2021				

CCMC

3	Caregiver	Health Services	1.0 NOC	11.7.2021					
4	Caregiver	Health Services	1.0 NOC	5.3.2021					
5	Caregiver	Health Services	1.0 NOC	7.20.2021					
6	Caregiver	Health Services	1.0 DAY	11.30.2021					
7	Cook/ Dietary Aid	Dietary	1.0	11.2021					
8	Part Time Activities	Activities	0.5	11.18.2021					

Closed Positions

Position	Department	FTE	Date Opened	Replaces	Date Filled	Start Date	Days Open
Activities Director	Activities	1.0	5.2021		8.30.2021	9.14.2021	4 months

CCM

RN	Health Services	1.0	10.2020		12.2021	12.1.2021	14 months
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Turnover

Month	Job Title	FTE	Hire Date	Term Date	V/I	Department	Reason	Tenure (Years)
September	Caregiver	1.0	7.12.2021	9.13.2021		Health Services	Accepted job else where.	n/a
September	Caregiver	1.0	4.11.2019	9.16.2021		Health Services	Unhappy with job and schedule	n/a
October	Caregiver/ Activities PT	1.0	9.2021	10.2021/ 11 .18.2021		Health Services	Had to leave town for 1 month. Came back and now is part time activities and Caregiver. Quit again.	n/a
November	Caregiver	1.0	9.2021	11.30.2021		Health Services	Moving.	n/a
November	Caregiver	1.0	8.07.2019	11.7.2021		Health Services	Called out for Grandma dying (second time) and staff found out he lied (both doing well). Called and has been no show for last week.	2yrs 3months

CCMC

November	Caregiver	1.0	9.27.2021	11.29.2021		Health Services	Called out a lot and was a no call no show last shift. Let go.	60 days
November	Cook Dietary	1.0	10.2021	11.8.2021		Dietary	Was talked to about amount of call outs she was doing and turned in her keys to Dietary Manager.	30 days

IN HOME CARE TURNOVER REPORT- October 2021

October 2021 Turnover: 0%
Annual Turnover %: 17.6%
Oregon's Annual Home Care Turnover 24 %

	<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									
	%	%	%	%	%	%	%	%	%	%	%	%	
# of Terms	2	0	3	0									
# of Employees	20	20	17	17									

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

[illegible]

IHC

[illegible]