

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
October 4, 2022
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 05:00 pm inside of Patriot Hall located at Clatsop Community College.

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

Board Members		Management	
Linda Crandell	P	Mark Remley, Aidan Health Services (via phone)	P
Mike Aho (via phone)	P	Kimberly Sornson, Aidan Health Services	P
Paul Radu	P	Clarissa Barrick, Administrator CCHR	P
Mary Nauha	P	Lauren Beard, Administrator CRV	P
Melissa Watson	E	Hannah Olson, Administrator CCMC	P
Chuck Meyer	P	Debi Martin, IHC Director	P
Megan Lampson	P	Michael Martin, Marketing Director	P
		Danielle Sampson, Front Office Coordinator	P
		Other staff	
		Jessica Fike, IHC	
		Members of the public	

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell commented that Resolution No. 2023-04 (Resolution for check signatures at Columbia Bank) need to be added to the agenda under Action Items. Paul Radu moved to approve the agenda with the changes and Chuck Meyer seconded. All said aye.

B. Approval of regular meeting minutes.

Paul Radu moved to approve the September 2022 minutes and 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 commented that there will staff and resident flu vaccine booster shots available this month. This is also offered to the resident and staff families that want to get the vaccine.

Chuck Meyer asked if there would be flu and covid boosters given at the same time. Clarissa Barrick commented that they will be spaced out with the flu vaccine given first.

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

Lauren Beard commented that earlier today (10/4) herself and Kim Sornson did a walk through with Shawna from Platinum Interior Design to see what is needed for the interior upgrade. Shawna will take the ideas from today and put together an updated estimate. Rob Grassmeyer from KONE said that we are very close to starting the elevator replacement, about 2 weeks for the start of the project once the final parts are received.

Chuck Meyer asked if the broken elevator will be fixed first. Lauren Beard commented yes the broken elevator will be fixed first.

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

Hannah Ross commented that they have hired three more care staff. The covid booster will be offered this month and the flu vaccine will be offered in November.

Linda Crandell asked if there is forward movement with the heaters being installed. Hannah Ross commented that the heaters are being installed right now and that project should be completed by next week. Linda Crandell asked if we have heard anything from Steve (the landlord)? Kim Sornson commented that Mark Remley was going to reach out to him today (10/4) to find out how much Steve is going to contribute.

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Chuck Meyer asked if it has been decided who will be paying for the heaters in the bathrooms. Hannah Ross commented that as of right now, it has not been decided. Chuck Meyer asked if there was a total price for the project and Hannah Ross stated it was just under \$40,000. Mark Remley commented that Steve talked to his partners, and they were looking at contributing \$7,500 towards the total cost of the project.

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

Debi Martin commented that the census changed from 49 to 53.

Linda Crandell asked if the loss of staff is going to be manageable. Debi Martin commented yes it will be okay.

Chuck Meyer asked if there is an average cost per hour. Debi Martin commented that there are set rates depending on what is needed (caregiver or companion). Chuck requested a copy of those rates and Debi commented she would send the disclosure statement that has all the rate breakdowns.

Mike Aho asked what the hours were for the month. Mark Remley commented that the hours were 1,367 hours.

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

Michael Martin commented there was nothing else to add to the report.

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

Kim Sornson commented that there was an Administrator alert that come through regarding masks and testing for healthcare. There have not been updates for Oregon yet but there will be changes coming within the next few weeks. As of right now we are following the same guidelines until a change comes through.

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

Kim Sornson commented that the financial reports will be sent out to everyone next week.

V. BOARD OF DIRECTORS - ACTION ITEMS

- A. Holiday Employee Activities (Bonus's)

Kim Sornson commented that last year the district gave two bonuses, each being \$600 for full time and \$400 for part time employees which was a total of \$173,601. There were also Main Street Market gift certificates given for Thanksgiving in the amount of \$35.00. We have 140 employees currently in the district. We are looking to see what the board would like to do for timing of the bonuses and the amount for the bonuses.

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Megan Lampson commented that one of the bonuses given was reimbursed from the government because it was a 'Covid bonus'. Mark Remley commented that recently we have received some state provided relief funds that a certain amount can be ear marked for employee retention. Kim Sornson commented that is the recent funds that CRV and CCMC have received can be used for employee retention but only for those facilities. The facilities received \$350,000 and out of that each facility can use \$50,000 for employee retention.

Linda Crandell asked do we have the money to be able to do bonuses. Mike Aho commented that there is a percentage (10-15%) of the Levy that has been ear marked for employee retention and education.

Linda Crandell asked does the board want to give the gift certificate to the market and a cash bonus or do you want to do just one of those? Mike Aho commented that the board should do both a gift certificate and cash bonus. Mike likes Chuck Meyer's idea from last year about spreading the wealth and doing gift certificates to the Astoria Co+Op this year. Mike also commented that the cash bonus should be either \$1000 for full time and \$650 for part time or \$1500 full time and \$1000 part time.

Linda Crandell asked how much would the board like the Astoria Co+Op gift certificates to be? Chuck Meyer commented \$50.00. The gift certificates will be given on November 11th, the pay period before Thanksgiving.

Linda Crandell asked how much would we like our cash bonuses to be? Mary Nauha commented \$400 for part time and \$800 for full time. Paul Radu confirmed with Mike Aho that he had said \$1000 for part time and \$1500 for full time, which Mike commented another option is \$650 for part time and \$1000 for full time. Paul Radu commented that he would vote for the \$1000/\$650 bonus, which the board members were in agreeance with.

Linda Crandell commented she is looking for a motion for the following, \$50 gift certificate to the Astoria Co+Op to be given on November 11th and a cash bonus of \$650 for part time and \$1,000 for full time employees to be given on December 9th. Paul Radu moved the motion and Chuck Meyer seconded. All said aye. The motion carried.

B. Resolution to Appropriate State Dollars received for CRV (Resolution No. 2023-02)

Linda Crandell commented that there were state funds for \$350,000 received by CRV that will be used for the facility. The funds need to be appropriated.

Paul Radu moved to appropriate the money and Chuck Meyer seconded. All said aye. Motion carried.

C. Resolution to Appropriate State Dollars received for CCMC (Resolution No. 2023-03)

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Linda Crandell commented that there were state funds for \$350,000 received by CRV that will be used for the facility. The funds need to be appropriated.

Paul Radu moved to appropriate the money and Chuck Meyer seconded. All said aye. Motion carried.

D. Resolution for check signatures at Columbia Bank (Resolution No. 2023-04)

Linda Crandell commented that this is due to Columbia Bank changing its internal controls. They must have a written notice of our policy; this is our current policy we have been operating with, but we have to have a resolution for the bank.

Mike Aho moved to approve the resolution and Paul Radu seconded. All said aye. Motion carried.

VI. GENERAL DISCUSSION

A. Audit Update

Linda Crandell commented that Marcy with Moss Adams, who completes our financial audits wants to know if the board has any concerns of fraud or anything else that they should know about. There were no concerns from the board members.

B. Property Update

Kim Sornson commented that Mark Remley is waiting to hear back from CV2, who is still working on the two test sites. There is not a current timeline for that right now.

Chuck Meyer asked where the second site is other than the one by Northwest Ready Mix in Astoria? Kim Sornson commented that it is a site out in Warrenton and Mike Aho stated it is off Ridge Road.

C. Foundation

Michael Martin commented that getting the Foundation figured out is still a work in progress. Now that we know the difference between the Auxiliary and the Foundation, we can move forward on getting the Foundation going.

Kim Sornson commented that Mark Remley is wondering if the Foundation is where the board is wanting to put their focus. The Foundation runs on a separate board consisting of 9 board members maximum, there can be less. Linda Crandell commented that we need the right people for the Foundation that can be on the board to help run it because the Foundation would be a huge help for raising money for the entire district.

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Paul Radu commented that the volunteerism is at a low point in the community currently and getting the Foundation going is something that has been attempted before but due to not finding people to run it, it has not been successful. It can be done but we need to find the people that want to take the leadership role to run the Foundation. The focus right now should be on the building project for the new Care Center.

Mary Nauha commented that the community really does have great volunteers and finding the right people is the key to the success of the Foundation. Both Mary Nauha and Chuck Meyer volunteered to reach out to people and see who would be interested in taking the lead for the Foundation, anyone interested would be directed to Michael Martin.

Mike Aho commented that he agrees with what Paul stated that currently it is hard to find people that are going to help lead the Foundation. At this time, he feels it's just not in the best interest of this board to put the energy into that, when we are looking to build a new building in the next few years.

Linda Crandell commented that right now is the best time to build the Foundation because the District Board is going to need help with the anticipated building project. We need to find someone to take charge who will find other members for the Foundation.

D. Medical Director Update

Clarissa Barrick commented that we have identified someone we would like to be our Medical Director. It is a partnership between a Nurse Practitioner Cara Cooper and a physician Dr. Flores. They have both been working at Nehalem Valley Care Center for the last 7 years. The way it would work is that once a month both would come on two separate days to check in and see all the residents they are following, just as Dr. Duncan comes twice a month to see residents. There are a lot of positives that come with this being that they are working with an entire team that is very responsive, familiar with the coast in terms our needs and they are excited to work with us.

Mary Nauha asked where Cara Cooper and Dr. Flores are located. Kim Sornson commented that Cara Cooper has her office, Senior Care Northwest, in Beaverton and Dr. Flores is out of Portland.

Chuck Meyer asked, there was no one in Clatsop County that wanted to take the Medical Director position. Kim Sornson commented that there was not anyone else that wanted to take the position. There is a summary of all the options that we looked at included in the packet, but this option was the only one that came together. Clarissa Barrick commented that we spoke to CMH, and they said none of their physicians had the capacity to take on our residents. Kim Sornson commented that we had been looking at Dr. Kayes, but she has taken a 4-month medical leave and won't be back until after January 31st. This new option is a great solution because they are available 24/7 for us through fax, phone and telehealth.

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Chuck Meyer asked what function the Medical Director serves for us. Megan Lampson commented that there cannot be a nursing facility without a Medical Director. Clarissa Barrick commented that the role of the Medical Director is very important because any resident that comes in must be followed by a physician, so if a resident's PCP is a PA or Nurse Practitioner, our Medical Director can follow them through their stay at the Care Center.

Linda Crandell asked if they can take over immediately. Kim Sornson commented that Cara Cooper and Dr. Flores will be taking over January 1, 2023, with a one year contract. Clarissa Barrick commented that this is a very good solution, and they are very excited to be in our facility.

E. QAPI

Megan Lampson commented that the last QAPI meeting was about April, May, and June so we are due for another one soon. When we met at the beginning of July, we focused on the Pinnacle review and our response to problems in the facility. In response to that Jade Rainaud, the Activities Director put together a family council that meets once a month for all resident family members. Michele Coon the Social Services Director created a new communication form sheet that are available in the hallways. Those forms are directed back to her, and she directs them to the departments that they concern. The surveys that are coming back are great and we are operating above the national average.

F. District Float Pool

Kim Sornson commented in the last four weeks we have had 13 applicants and we have hired 4 of those applicants. Currently 2 have relocation challenges and one is a nursing student with scheduling issues. It is a learning experience and there have been a few bumps but Clarissa, Debi and myself are all coming together to get it all worked out. We are moving forward and the response for these positions is a great start.

G. Levy Update

Linda Crandell commented that the middle of February is the deadline for when the application needs to be submitted for the local option renewal which means that Mark Remley wants to present to the board in January. We will discuss and vote on the application in January.

VII. BOARD NOTATIONS CLOSING COMMENTS

Megan Lampson asked how everyone likes the 5:00pm meeting time? Paul Radu commented that it could be done at noon instead. Linda Crandell asked if the meetings must be on Tuesday. The group discussed and decided on moving the meetings to the first Thursdays of the month at noon. Paul Radu asked where we would have it and Mark Remley said that is to be determined.


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Paul Radu commented thank you for all the great efforts from everyone in the district.

Mary Nauha commented that while we are working on getting a new building, we may want to look at keeping the Care Center building to use as housing for staff that have trouble finding housing.

VIII. ADJOURNMENT

Linda Crandell made a motion to adjourn. The meeting was adjourned at 6:01pm.



Signature



Date

Minutes recorded by Danielle Sampson