

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
September 6<sup>th</sup>, 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

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

**II. CONSENT AGENDA**

A. Agenda approval.

Linda Crandell commented that we move QAPI until October since Megan Lampson is excused from tonight's meeting.

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
September 2022

Paul Radu made a motion to approve with agenda with the correction of QAPI being moved to the October agenda. Melissa Watson seconded. All said aye.

B. Approval of regular meeting minutes.

Linda Crandell commented that there is to be an amendment to page 5, she would like it to state *"Board members are mandated reporters. They can discharge that responsibility by reporting any incidents to staff for investigation. If the staff doesn't follow through, Board members should report incident to Adult Protective Services (APS)."*

Mary Nauha made a motion to approve the amended minutes. Paul Radu seconded the motion. 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. A plan of correction was submitted and accepted for the survey. The Fire Marshall came today (9/6) for the walk through. Pending one final document from Fire Systems West we will be back in compliance with the Fire Marshall. We are still waiting to be back in compliance with our health survey but overall, everything looks good.

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

Lauren Beard commented. Currently we have two residents and one staff member positive with Covid-19. All other staff members and residents have tested negative and there will be another round of testing this week.

Linda Crandell asked if there were any updates on the elevators. Lauren Beard commented that the one elevator is still working for the building.

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

Hannah Olson commented. The census will be at 25 tomorrow (9/7). The front lobby now has four finches that the residents are enjoying. There is not any Covid-19 positivity in the facility. We are looking to get the new heaters put in soon. There was a test heater put into one bathroom to see how it functioned, which it functioned very well.

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
September 2022

Linda Crandell asked if there had been any more communication with Steve regarding the heaters. Kim Sornson commented that the heater was put in while Hannah Olson was gone. There was a walk through around 5 weeks ago with myself, Steve, Inland Electric, and Hannah. Steve at that time stated that he would get with Mark Remley about the financial part of the heaters. Mark Remley commented to get the project scheduled with Inland Electric now and the remainder will be taken care of later.

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

Debi Martin commented. Introduced Jessica Fike, who is in training to be the In-Home Care Assistant, so she is learning all the state regulations for policies and procedures. Jessica is also a recent graduate of the CNA class. The other two CNA graduates took their tests today and will find out their results soon.

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

Mark Remley commented. The worker's compensation has been renewed and there will be a savings of around \$21,000 for the next year.

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

Mark Remley commented. Leslie Cairns will be staying with us as CFO which we are very happy about. Regarding the July financials, on page 2 of the balance sheet you will see under 'Other Payroll Liability' the Employee Retention Tax Credit is there.

On the Month to Date, under the LLC, the transfer in of \$82,188 is for the elevators at CRV. The Car Center made a drastic change from June to July and once we can get the staffing situated, we will see the other facilities follow suit.

At the Care Center, the hood does not need to be replaced in the kitchen as we had thought it would need to because the new Fire Marshall said that it is okay.

Lastly, the Levy is in it's final year, if we want to reup it would need to be on the May ballot. We need to look at what we want to do with that as far as reupping the Levy.

Linda Crandell commented that because we get the Levy our timber dollars are higher and if we don't reup the Levy then the timber dollars will also be less.

Mark Remley commented that we have the 5-year history with the current Levy so we can show what we have done with that money. This will help when asking to extend the current Levy.



## V. BOARD OF DIRECTORS - ACTION ITEMS

### A. Finalize Website

Michael Martin provided a packet handout; this will be attached at the end of the minutes.

Michael Martin commented. All the content has been uploaded onto the website. Each administrator along with others have looked it over and provided feedback and it is completely ready to go.

Paul Radu commented that if it's ready to go than we should finalize it. Mark Remley asked who content changes would go through? Michael Martin commented that they would go through him as of right now, that may be something other people will be able to change but for right now all changes will be going through him.

Linda Crandell asked for a motion to approve the website and make it go live. Paul made a motion to approve the website to go live and Melissa Watson seconded the motion. All said aye.

## VI. GENERAL DISCUSSION

### A. Clatsop Care Center Priority List

Mark Remley commented that he got ahold of a waterproofing company, to see if they can come out to assess the facility. The windows are still needing to be fixed, we have looked at a few different ideas to help fix the windows, without having to spend a ton of money on the building since we are planning to move out of that building.

Linda Crandell commented that we don't want to spend a lot fixing the windows, but we also want this building to be safe for the residents that are living in the building.

Mary Nauha commented that she likes the idea of applying for historic restoration grants that would help in redoing the windows. There have been people in downtown that have also used these grants to help with fixing the historic buildings. Mark Remley commented that Mike Aho has been looking into this as well.

### B. Property Update

Mark Remley commented that we are still working with CV2 on two of the properties. They are putting what they call a test site diagram for a skilled nursing facility, to see if those properties would work. While we were at the CMH board meeting (9/1), we did put out to everyone there that we were looking for property, if anyone knew of any.

C. Foundation

Michael Martin commented. The meeting with the Auxiliary went well, everyone that agreed to come was there. Jade Rainaud who is the Activities Director at the Care Center was there as well and had joined to help facilitate the meeting. They are looking for new members to, at least 5-6, to join. They want to elect members, then they want to move forward and start planning events. They want to have a rummage sale in November, but it will not be held in the care center. Chuck Meyer has offered to help find a place to have the rummage sale in town. The next meeting for the Auxiliary will be September 13<sup>th</sup> and start on the marketing for that.

Linda Crandell asked if they will be looking for donations for the rummage sale? Michael Martin commented that they did not get that far in the meeting but would assume that they would need them. Linda asked that if they are looking for donations to let the board know.

Clarissa Barrick commented that in years prior they have used the care center as a staging area for the donations and there was always a lot of items throughout. This is also for the Auxiliary and not the Foundation.

Debi Martin asked if they discussed a site and Michael Martin commented that they have discussed several and Chuck Meyer is going to help facilitate that part.

Linda Crandell asked if the Auxiliary and Foundation will be together or two separate entities? Michael Martin commented that they will be two separate entities. Linda Crandell commented that the Foundation is the entity that has the 501(c)(3). Clarissa Barrick commented that the Auxiliary is their own group, but they do not have a 501(c)(3) because they don't necessarily earn enough money to warrant one.

Mark Remley commented that now the conversation will switch to, this is what the Auxiliary does, and this is what the Foundation does. This was the goal of getting the Auxiliary back together is finding out the distinction between them.

Linda Crandell asked do we have any Foundation members currently? Clarissa Barrick commented that there is one foundation member for the purpose of being on the bank account and that is Sara Meyer.

Mary Nauha asked if there is any reason why these two groups couldn't converge and become one? Linda Crandell commented that the groups have different mission statements. Michael Martin commented that the Auxiliary's mission was to serve the employees and residents at Clatsop Care Center, they were open to expanding that to include the other district entities. Mary Nauha asked what is the Foundations mission? Clarissa Barrick commented their mission is to support the mission of the Clatsop Care District. The Auxiliary money went directly to staff appreciation and resident activities.

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
September 2022

Linda Crandell commented that the next step for Michael Martin and Chuck Meyer is to start the conversation now about the Foundation, so we will leave this on the agenda for an update next month.

D. Employee Benefits Meeting

Mark Remley commented that there was a meeting this month with Mark, Melissa Watson, Jeremy Parker and Mike. We looked at the affect that having employees pay for health insurance had on participation in the district. We looked at what else could be offered, talked a lot about PTO. We are going to meet again on October 18<sup>th</sup> and have things cost out. Look at what starting a 403 would look like and create a plan.

Linda Crandell commented that we will put this off until the November 2022 agenda.

Melissa Watson commented that it went well, and we talked about what else we could offer the employees like retirement. Linda Crandell commented that she is happy to see this happening because it is so important for the employees. The employees don't do this job because of the salary but for the love of the people we are serving, and it helps to have a good benefits package for them.

E. Funding for Elevator at CRV

Mark Remley commented that the money will come from the CRV replacement reserve because there is still money coming in and then the remainder will be used from the Levy.

Linda Crandell commented that the reason for this is because the replacement reserve can only be used for CRV, so the only way the money can be taken out is if we need to fix something at CRV, so this will help pay for the repair of the elevators.

F. Medical Director/ CMH Meeting Updates

Mark Remley commented. Clarissa, Kim and I want to get together with Dr. Kayes and Nicole Williams to put a plan together on what the Medical Director will look like for Dr. Kayes and the care center.

Clarissa Barrick commented that Dr. Duncan will continue to follow his patients that he currently has until the end of the year, but he does not want to take on new ones after September 30<sup>th</sup>.

Linda Crandell commented last month we talked about looking at the benefits of having a physician's group instead of one doctor as our Medical Director. Kim Sornson commented that herself and Clarissa made a pros and cons list between both (please see the list attached at the back of the minutes). Clarissa Barrick commented that there are many benefits with having a physician's group, with having a variety of services to offer but for the role of Medical Director Dr. Kayes would also do well in that role.

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
September 2022

Linda Crandell asked which one is more expensive? Clarissa Barrick commented that it would probably be the physician's group. Mark Remley commented that we have not received the cost of Dr. Kayes yet, so until that is received, we can't be for certain, but both will cost more than Dr. Duncan's services.

Linda Crandell asked what is the recommendation after looking at the pros and cons? Clarissa Barrick commented that what might be appropriate is to pursue Dr. Kayes since she is the only one that has shown interest in the Medical Director position. We can set a timeline to make sure that it is working for the facility and her. Then if we find that this isn't working, we can switch to using one of these groups.

Mary Nauha asked where the physician's group is located? Clarissa Barrick commented that they are headquartered outside of the Seattle. They have a Medical Director located there and then they work with physicians local to our area who can come out to the facility, mostly from the Longview or Portland area. They also offer mental health services and other additional supports.

Linda Crandell asked since they are out of state, would that be an issue for our requirements? Kim Sornson commented that they know the requirements and they serve nursing facilities across multiple states, so that would not be an issue.

G. District Float Pool

Kim Sornson commented. We started advertising for the float pool last week and received our first application today (9/6). All the positions are posted now on Applicant Pro and in The Astoria, those positions are Team Lead, Medication Aid, CNA and caregiver. Clarissa Barrick, Debi Martin and I will be handling the float pool. We will be doing the interviews and once they are brought on, we will work with Jeremy Parker, Lauren Beard and Hannah Olson to fill the schedules for the facilities.

Linda Crandell asked there is an anticipation date to start utilizing the float pool. Kim Sornson commented that if we hire someone from the interview, they can be used immediately. They can be added to the schedule and start working quickly to fill staffing gaps.

H. CRV Refresh

Kim Sornson commented that there is call happening tomorrow (9/7) with Lauren Beard and Shawna from Flatland Interiors. We would like to look at getting a new quote from Shawna because the quote from 2020 was only cosmetic, it didn't address paint or refreshing other pieces that we want to upgrade. The original quote was \$275,000 and we are going to have Shawna do a walkthrough and get an entire updated quote so that we can do all of it at once.

Linda Crandell asked if we would need an RFP for that? Mark Remley commented that for a quote update you would not need an RFP.



CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
September 2022

Linda Crandell commented that we will put this item on the November 2022 agenda for discussion.

I. Future Meeting Dates

Linda Crandell commented that she would like to go over the future meeting dates. The October meeting will be the 10/04 and the November meeting will be 11/01. The financials for November will be provided at the meeting. There will be a work session budget meeting on 2/16/2023.

**VII. BOARD NOTATIONS CLOSING COMMENTS**

Paul Radu commented that he would like to thank everyone for the reports and all the work you do beforehand, it makes the meeting easier.


Mary Nauha commented that she is excited for the float pool and Dr. Kayes.

Melissa Watson commented a big thank you to everyone for the tremendous work that goes into all that you do.

Linda Crandell agreed with the other board members.

**VIII. ADJOURNMENT**

Paul Radu made a motion to adjourn. The meeting was adjourned at 5:58pm.

  
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Signature

10/4/2022  
Date

*Minutes recorded by Danielle Sampson*