

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
January 5<sup>th</sup>, 2023  
Regular Meeting Minutes**

**I. CALL TO ORDER**

Linda Crandell called the meeting to order at 12:00pm at Clatsop Care Center.

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	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 Ross, 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
		<b>Other staff</b>	
		<b>Members of the public</b>	

**II. CONSENT AGENDA**

A. Agenda approval.

Linda Crandell asked for a motion to approve the January agenda. Chuck Meyer moved to approve the agenda and Megan Lampson seconded. All said aye.

B. Approval of regular meeting minutes.

Linda Crandell asked for a motion to approve the December 8<sup>th</sup> minutes. Megan Lampson moved to approve the minutes and Mary Nauha 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 was no public present and no public comments submitted.

**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 the way the employee holiday bonuses were processed, they hit the November budget because of how the pay dates fell. That is why the financials look to be off.

Megan Lampson asked what the plan is to replace Clarissa Barrick when she leaves the care center on January 12<sup>th</sup>. Kimberly Sornson commented that there are multiple interviews set up with candidates. Until there is a replacement administrator Kimberly Sornson will be the one running the facility.

Mark Remley commented that Clarissa Barrick has done a great job running the care center especially when she became the administrator during Covid, and she will be missed by many.

Mike Aho asked what the census of the facility is as of today (1/5). Clarissa Barrick commented that currently the facility is at 29.

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

Lauren Beard commented that the last two weeks of Covid testing have all come back negative. There are three scheduled admits for this month. The second elevator should be done within the next few weeks.

Chuck Meyer asked how the elevator repair is going. Lauren Beard commented that the repair is going well, there was a small issue recently with the other elevator that had already been fixed but they repaired it quickly.

Linda Crandell commented that it is clear that Lauren Beard is working hard to get the census up and that it is a hard job, but it doesn't go unnoticed. Kimberly Sornson commented that Michael Martin has helped immensely to increase referrals for the facility.

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
December 2022

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

Hannah Ross commented that the census is at 28, Covid has come back into the building and the facility is almost fully staffed. There are four private rooms available, and the new nurse is doing great.

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

Debi Martin commented that the December hours were higher because of the ice storm and two clients having Covid.

Linda Crandell asked is there is a waiting list. Debi Martin commented that there is not.

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

Michael Martin commented that he has the calendar set with the events that he will be participating in during 2023.

Linda Crandell asked what is taken to the events for the table. Michael Martin commented that there are always brochures, a whiteboard with job openings, swag items and other goodies. When being placed at the events we try to be by non-profit and not for profit groups. There is also videos of each facility being put together for virtual tours, that will be on the health district website and YouTube channel.

Mike Aho asked is the events that are planned for this year have already been budgeted for. Michael Martin commented that all of the events were planned based off of the last fiscal year budget and are in line with that.

Linda Crandell commented that having magnets made to have on the tables, so that way it can be handed out during the events. Michael Martin commented that is a great idea and something that can be looked into.

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

Mark Remley commented that Marcy from Moss Adams will be presenting at the February meeting via Zoom. Regarding the interior designer that was working at Clatsop Retirement Village, we are on hold with that project currently. There will be language added to the Employee Handbook regarding the new Oregon paid leave.

Linda Crandell, Mary Nauha, Paul Radu and Chuck Meyer are all up for the May 2023 election. Each person has until March to get paperwork in to be able to run for reelection.

Linda Crandell asked if those up for election are planning to run and all stated that they are considering it.

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
December 2022

Mark Remley commented that Kara Cooper, our new Medical Director, will be on the agenda next month to introduce herself to the board. Kimberly Sornson commented that Kara was in the facility, seeing residents yesterday (1/4) and it has been a seamless transition from Dr. Duncan to Kara Cooper.

Linda Crandell asked if QAPI needs to be on the agenda for next month. Megan Lampson commented that it will be the end of January and will need to be on the agenda.

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

Mark Remley commented that Steve, the landlord for the Memory Care property, said to send the invoice for the \$7500.00 over and it will be paid. This payment was for the heaters in the bathrooms at Memory Care that were added. The lease for Memory Care also went up 1% (another \$440.00 extra for this year) January 1<sup>st</sup>. The total for bonuses in the whole district was \$151,360.00. Approximately \$90,800 hit the November budget and the remaining \$60,560 will hit the December budget. February 16<sup>th</sup> is the financial work session, where we will look at what may need to be adjusted for the remainder of the fiscal year. Linda Crandell asked if we can look at budget modifications and Mark Remley commented that the work session is where we can look at where we are and where we need to be based on the budget. We are seeing the revenues go in the right direction but if there is attrition, it can cause issues with the financials.

Mark Remley commented that currently we are working with Tiffany on the process and timeline of financials. We are looking to streamline items to her that will make the turnaround easier.

**V. BOARD OF DIRECTORS - ACTION ITEMS**

A. Approve Bylaws

Mary Nauha commented that there were a few Articles in the Bylaws that needed to be changed.

- Article 2 changed to include 'hereinafter called the district'.
- Article 3.2 put into effect the same standard that was passed in a measure recently that states if elected officials miss 6 meetings or 4 meetings in a row they are allowed to be removed from the board. Linda Crandell commented that with the ability to call into meetings, there is no reason to miss a meeting.
- Article 3.9 changed to defer to Robert's Rules of Order, there is a copy of this in the meeting manual.
- Article 5.6 changed to use Chairman and Vice Chairman, instead of using Secretary/Treasurer.

Mike Aho asked where do the bylaws state minimum and maximum number of board members. Linda Crandell commented that it is not in the bylaws because it is set in the state statute but that can be added to the bylaws.



Linda Crandell asked that a Resolution be made to adopt the new bylaws. Chuck Meyer moved to approve the Resolution for the new bylaws and Megan Lampson seconded the motion. Linda Crandell called for a roll call vote. Chuck Meyer voted aye, Mary Nauha voted aye, Paul Radu voted aye, Mike Aho voted aye, Megan Lampson voted aye, and Linda Crandell voted aye. The motion carried.

## VI. GENERAL DISCUSSION

### A. Property Update

Mark Remley commented that there have been discussions of a land lease for property in Warrenton, one by the Memory Care and one behind the Ford dealership. Currently working on an RFP for a developer and that will be sent out by the end of the month.

Chuck Meyer asked about the property by CRV that had been looked it that was from the county surplus land. Mark Remley commented that the cost to get the land prepped for building a facility would far exceed costs.

Mary Nauha asked if the hiring of a developer will happen now. Mark Remley commented that it will be around a 60-day turnaround once the RFP goes out, so looking around April or May to get a developer. Once you get the developer, they can help with finding other properties that would work, finding a contractor and helping to take us through all the pieces of building a new facility.

### B. Foundation

Chuck Meyer commented that he talked to Sara Meyer about the original intent of the Foundation. The Foundation was originally started to provide scholarships and aid the facilities, it was not started to help with infrastructure.

Mary Nauha commented that the mission statement will be provided by Michael Martin and the reason that we are looking to use the Foundation to help with infrastructure is so that we are able to receive donations and other items that may be left to the district. There will be a meeting with Michael Martin next week to go over more of this. The mission statement will be brought to the next meeting.

Michael Martin spoke with Anita Schacher about the original purpose of the Foundation, and it was created to accept donations and different types of donations that may come into the district. There is a program through the Chamber of Commerce that aids in starting a board and helps you with recruiting members, this is something that will aid in building the Foundation board.

### C. Employee Benefits

Mike Aho commented that there was a Zoom call with Nationwide yesterday (1/4) where we were given information on the expenses and paperwork to start the process of building our retirement package. It is looking really good and the next step is to put it all together, then bring it to the board with all of the updates. The March meeting is the timeline for presenting the information to the board.

D. Care Center Priority List

Clarissa Barrick commented that they have found a General Contractor that is starting to work on the windows. They started on the lower windows and found that when the windows were replaced last that the framework was not replaced, new windows were just placed back in, which is why the window frames are all rotting and loose. They will be back out next week to start on the other windows. As for the back parking lot Clean Sweep Parking Lot Maintenance is coming to look at it and see what needs to be done. Linda Crandell commented that it is wonderful that these priorities are being worked on.

E. Levy Renewal

Mark Remley commented that the levy renewal will be finalized and turned in at the end of the month. Michael Martin has a list of projects that have been funded by the levy that will be put up on the website so the public can see where the levy money has been used throughout the district.

Mike Aho asked if we can spend advertising money for promoting the levy renewal. Linda Crandell commented that yes it can be used for that, and we can look at putting funds towards advertising.

F. Market Study

Mark Remley commented that the Market Study was a lengthy report that showed us the market is saturated for Assisted Livings both private and Medicaid rooms. When looking at the financial side of it, assisted livings have different levels of care, varying from 1-5, where memory care is a higher flat rate. The next step is to have a Performa completed, where a section of Clatsop Retirement Village is delicensed as assisted living beds and relicensed as Resident Care Facility (RCF) beds. The RCF beds are paid at a different flat rate and are operated under different rules (i.e., no kitchenettes, lighting rules, etc.).

Paul Radu commented that doing this seems to be adding extra overhead and duplicating items. Mark Remley commented that when looking at the difference in revenue, it outweighs the costs associated with that.

Mark Remley commented that he reached out to the company that performed the market study to see if they can complete one for the skilled nursing facility and long-term care. When

CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
December 2022

planning to build a new facility, we need to see what the market looks like for that, that way we can build a facility that will meet the needs of the community.

**VII. BOARD NOTATIONS CLOSING COMMENTS**

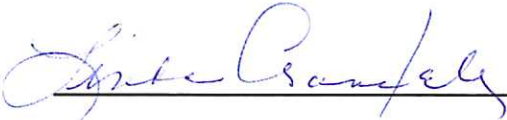
Chuck Meyer commented that he would like a list of district staff (administrators, marketing, front office managers). Mark Remley will send this out to all of the board members.

Mary Nauha commented that she had looked for the Foundation on the website and when you clicked on the 'donate' button it was a dead end. Michael Martin commented that he has fixed that problem on the website.

Paul Radu commented a thank you to Clarissa Barrick for all of her hard work and wished her the best in her future endeavors.

**VIII. ADJOURNMENT**

Linda Crandell entertained a motion to adjourn. The meeting was adjourned at 1:23pm.

  
\_\_\_\_\_  
Signature

2/2/2023  
Date

*Minutes recorded by Danielle Sampson*