

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
June 8th, 2023
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00pm at Clatsop Memory Care in Warrenton Oregon.

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

Board Members		Management	
Linda Crandell	P	Mark Remley Aidan Health Services	P
Mike Aho (via phone)	P		
Paul Radu	P	Kendra Webb, Administrator CCHR	P
Mary Nauha	E	Lauren Beard Administrator CRV	P
Melissa Watson (via phone)	P	Hannah Ross Administrator CCMC	P
Chuck Meyer	P	Debi Martin IHC Director	E
Megan Lampson	P	Danielle Sampson	E
		Michael Martin, Marketing	P
		Members of the public	
		Juanita Price	P
		Tom Karakalos	P
		Joyce Bondietti	P

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell asked for a motion to approve the updated agenda. Paul Radu made a motion to approve the updated agenda and Chuck Meyer seconded. All said aye.

B. Approval of regular meeting minutes. Paul Radu made a motion to approve the minutes from the May meeting 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 3 members of the public present and 2 of them made statements to the board.
Please read the following statements:

Juanita Price stated that she is a resident from the Clatsop Retirement Village. Several months ago, she slipped off of her bed on different occasions. When you have multiple falls, the facility helps get you set up with a chair. Juanita received a chair but at first it was too big and they were able to get her on that fit better. After receiving that chair, the brakes on the chair were not working properly. There was a technician called out 4 different times to work on the chair to fix the brake issue. During the final visit, a technician aided in fixing the chair brakes. It is a waste of time for the technicians to keep coming out and she would like the board to look into what could be done to aide in the service from the company.

Tom Karakalos stated that he is a resident at the Clatsop Retirement Village and has a few things to ask for himself and other residents at CRV. The first thing, do we know when we will have a full-time nurse?

Linda Crandell commented that we do not usually have questions during public statement, but the facility is currently hiring for a nurse and will fill it as soon as they can.

Tom Karakalos stated that it seems the quality of the meals is going down recently, and he wanted to know if there was a reason for that.

Linda Crandell commented that we will ask Lauren Beard to make a report about this for the board to review.

Tom Karakalos stated that lastly there is a resident in the facility that owns a dog that is not leashed while in the facility. This is scary to myself and other residents because if someone trips over the dog there will be a terrible fall. No one minds that there is a dog, it's a problem because it is not leashed.

Linda Crandell commented that it sounds like the pet policy needs to be given to residents that the dogs must stay on a leash when out in the facility.

IV. CLATSOP BOARD EDUCATION PRESENTATION

A. Electronic Medical Records

Mark Remley commented that Point Click Care (PCC) is our electronic medical records system. We have been switching over to this on the health services side and the billing side as well. We are currently starting the transformation within In Home Care through a program called SmartCare that is going to be a very big change because currently everything is on paper. PCC tracks all aspects of the resident's care. It allows access to review residents quickly and

efficiently. There are alerts for items that need to be reviewed and when they need to be reviewed from new admits to changes in care. The billing side tracks the care through PCC and once In Home Care is fully with SmartCare the complete integration will take place. PCC allows for integration with other companies that we use, like Pinnacle for the reviews and DSSI. This allows these companies to pull needed reports and provide tracking that we can utilize. This has been a big project and we are almost completely integrated.

Chuck Meyer asked how the security is with protecting the sensitive information? Mark Remley commented that everything is encrypted, and PCC is a market leader in long term healthcare.

Linda Crandell asked what firewalls are in place? Mark Remley commented that this would be a good board education for next month, where Mike Kerwin can come and speak more on the security of this.

Mike Aho asked what the length of retention is on the records? Mark Remley commented that the retention is 7 years.

Megan Lampson asked if we are still paying Matrix Care monthly? Mark Remley commented that we are and they have dropped it down to a maintenance level fee.

V. ADMINISTRATION REPORTS

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

Kendra Webb commented there are no changes to the report and the census is at 35 currently. We are continuing to work on getting agency out of the building by hiring our own staff.

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

Lauren Bread commented that there are no changes to her report.

Linda Crandell asked what is happening with the fire doors? Mark Remley commented that there will be a meeting with Lauren, Jennifer and himself to put together a comprehensive list of overall renovation stand point. Once we have the list, we will bring those back to the board with the Cap X levy request.

Linda Crandell commented that she wants to applaud Lauren Beard on going from 19 vacancies to 13, we can tell that you are working hard to fill the rooms.

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

Hannah Ross commented there are no changes in the report. The census is at 28 and we are working on building the census back up.

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

Mark Remley commented that there was a letter received from the VA that increased the rate to \$42.00 per hour which is reflective now and in the new budget.

Linda Crandell asked how many hours per month do the "on call" clients use? Mark Remley commented that they use 2-3 hours per month because it is utilized mainly when a client's family is out of town and needs the extra help.

Mike Aho asked what the old VA rate was? Mark Remley commented that it is \$38, so a 10% increase.

Mike Aho asked how many employee hours there were in April, since there were 1446 client hours. Mark Remley commented that he did not have that right now. Mike Aho commented that he would like to see this in the report moving forward.

Mike Aho asked why there was full time employee hired when there is not currently a waiting list? Mark Remley commented that there were 2 evaluations done this week and there is a client moving here from the East coast that will require 24-hour care.

Chuck Meyer asked from that \$42 per hours rate, how much is going to the caregiver per hour? Mark Remley commented \$18-\$20.

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

Michael Martin commented that there are no changes to his report.

Linda Crandell commented a big thank you for all of the hard work on the levy.

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

Mark Remley commented that there are no changes to his report.

Mike Aho asked if either Nicole or Jennifer are Licensed Administrators? Mark Remley commented that they both are and Nicole has experience with In Home Care, so she will be working with the care center and In Home.

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

Mark Remley commented that everyone is doing a good job managing costs and expenses. Agency elimination at CRV and CCMC have aided in costs. There is headway being made at the care center with the census at 35. Across the board we seeing more applicants showing up for interviews and being hired. The occupancy levels growing is going great at all of the facilities. HUD is fixing the evaluation that they did on CRV because they accidentally took the entire district liability amount, not just CRV. They will fix this and are not charging us the higher rate.

VI. BOARD OF DIRECTORS - ACTION ITEMS

A. Tax Levy Request Care Center

Linda Crandell commented that this a levy request for a bladder scanner from the care center.

Mark Remley commented that this request was submitted with 3 different bids: one for \$5595, the second for \$7754 and the last one for \$12836. The facility believes that the lowest cost bladder scanner will what the facility needs it to. This will assist in not having to send out residents to the hospital or having to straight catheter residents, which can be uncomfortable and poses the risk for infection for the residents. This would be a very positive item to have at the care center.

Mike Aho moved to approve the purchase of the bladder scanner and Paul seconded. All said aye.

Chuck Meyer asked if the bids were for the same piece of equipment with different upgrades? Kendra Webb commented that it is the same piece of equipment, there are just different models with more bells and whistles.

Paul Radu asked how you would record the information, if the model bought does not have a printer? Kendra Webb commented that it would be documented in PCC as a progress note.

Linda Crandell called for a roll call vote. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & Linda Crandell, the chair voted aye. Motion passes.

B. Clatsop Care Center Health District Budget Resolutions

Linda Crandell commented that Oregon state law requires that we have the budget in place before June 30th and that is what we will be voting on in the next few resolutions.

1. Resolution 2023-11 Resolution Adopting the Budget

Linda Crandell asked for a motion to approve the budget that totals \$21,562,998.00. Chuck Meyer moved to approve the budget and Paul Radu seconded the motion.

Mark Remley commented that In Home Care used the prior Medicaid rates in the budget because the new ones have not been published. OPI is a new contract so we budgeted low on that and the VA hours were increased to the new \$42 per hour rate. The hours were budgeted at 1400 per month with a 25 hour increase each month.

Linda Crandell asked if a 25 hour increase per month is a reasonable amount to increase? Mark Remley commented that in his opinion it is a reasonable goal.

Mark Remley commented that for Clatsop Care Health & Rehabilitation they budgeted for a census of 31, which is an increase of 5 in the census from last years budget. This will raise the expenses but it will also increase the revenue for the care center. The Medicaid rate for

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the care center went from \$458 to \$485 (a 6% increase) which is a rate that is set in statute. Overall we took a conservative approach by budgeting low for private pay because the historic numbers for private pay have always been low. There are a number of agency staff in the facility right now but we put that in as a line item to be prepared for that agency cost and we budgeted high on this item. If we can retain CNA's from the classes this will aide in lowering our agency costs. The current need right now is 2 nurses (LPN or RN) and 4 CNA's (2 day and 2 evening). We are right on track with how we are budgeting for the new financial year.

Mark Remley commented that for Clatsop Memory Care it was a straightforward budget with a private pay increase of 8.5% with a budgeted census of 31 for the year. There was no agency budgeted into this year's budget.

Mark Remley commented that for Clatsop Retirement Village they are a 3.5 on the Medicaid level with a budgeted census of 59, with an increase to 65, which would be one new admit every other month. There is an agency budget for a low level, just in case of an emergency. Currently the census is 60, so increasing to 65 will be an attainable number. The private pay increase was put into place of 5%.

Linda Crandell asked if Mark Remley had talked to the case worker about making a truer case level of care for the facility? Mark Remley commented that the next step is a meeting with the case manager to make sure that Medicaid is seeing the same information that is being recorded by the facility. Currently the level is 3.5, if it was to move up higher than there would be a revenue increase from Medicaid.

Mark Remley commented that for the district budget, the board has been gracious with giving multiple bonuses the past few years and we budgeted for \$150,000 for a total reflective in December.

Linda Crandell called for a roll call vote on Resolution 2023-11 Adopting the Budget. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed unanimously.

2. Resolution 2023-12 Appropriating the Budget

Linda Crandell asked for a motion to appropriate the budget. Chuck Meyer made a motion to appropriate the budget and Paul Radu seconded. Linda Crandell called for a roll call vote on the motion. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed unanimously.

3. Resolution 2023-13 Resolution Categorizing the Budget

Linda Crandell asked for a motion to categorize the budget. Paul Radu made a motion to categorize the budget and Chuck Meyer seconded the motion. Linda Crandell called for a roll call vote on the motion. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson

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voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed unanimously.

4. Resolution 2023-14 Imposing the Tax

Linda Crandell asked for a motion to impose the tax for the tax levy. Megan Lampson made a motion to impose the tax and Paul Radu seconded the motion. Linda Crandell called for a roll call vote on the motion. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed unanimously.

5. Resolution 2023-15 Adoption of Private Pay Rates for CCMC & CRV

Linda Crandell commented that the private pay rates will go up 5% at Clatsop Retirement Village and 8.5% at Clatsop Memory Care.

Linda Crandell asked for a motion on adopting the private pay rates at CRV and CCMC. Chuck Meyer made a motion to adopt the private pay rate increases and Mike Aho seconded. Linda Crandell called for a roll call vote to adopt the private pay rate increase. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed unanimously.

C. Appointment of New Board Member

Linda Crandell commented that Paul Radu has filled an application to be appointed to the open seat on the board.

Mike Aho moved to appoint Paul Radu to the open board seat and Chuck Meyer seconded. Linda Crandell called for a roll call vote to appoint Paul Radu to the open board seat. Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed.

D. Resolution 2023-16 Approval of Vista Pointe to continue Phase 2

Linda Crandell commented that Phase 1 cost \$6500.00 and that has brought us to Phase 2 which includes finding land, they will tell us how much it will cost to improve the land and it will also include 75% completed architectural drawings that will show the layout of the new facility. Phase 2 will cost an estimated \$480,000 - \$580,000. This is a discussion that can be tabled until next month when Vista Pointe can come and make a presentation to the board. If the board wants to be on the fast track to get this project on the bond in May 2024, we have to have all of this information by December of this year.

Chuck Meyer moved to approve Phase 2 with Vista Pointe and Paul Radu seconded.

Mark Remley commented that the drawings would be 75% of the plans, then at that point if we wanted to go with another architect, we would own those architectural drawings. Vista Pointe wants to move quickly and plan to have talks about property by the end of this month. They are quick movers which is great.

Mike Aho asked have they begun the site selection? Mark Remley commented that they talking to multiple brokers in the area to get as many options as possible.

Mike Aho asked if the site selection would be brought back to the board to vote on, it is not on the timeline that Vista Pointe provided. Mark Remley commented that first there would be another meeting with the board sub committee and Vista Pointe, at that point the sub committee can drive what they want Vista Pointe to do and can have that decision come back to the board.

Linda Crandell commented that we need to involve the community in on the meetings about the new facility. Chuck Meyer agreed that we need to make it clear to the public why we are needing a new facility.

Mark Remley commented that he will be meeting with Vista Pointe on June 19th to work on the Performa for how big of a facility we will need.

Linda Crandell called for a roll call vote on the motion to proceed to Phase 2. Paul Radu voted aye, Chuck Meyer voted aye, Megan Lampson voted aye, Melissa Watson voted aye, Mike Aho voted aye & the chair, Linda Crandell, voted aye. The motion passed unanimously.

VII. GENERAL DISCUSSION

A. Care Center Development Update

Mark Remley commented that he had a conversation with Kendra Webb and Shane Watson about moving the generator. There is a bid for \$20,000 to move but no bid on the electrical side. Should have a bid by the next meeting. Even though it is a big expense, it is the best thing to do in the safety of staff and residents in the care center.

B. Foundation

Michael Martin commented that they have finalized all of the documents, created notebooks and will have another meeting on June 21st, 2023 with Mark Remley, Chuck Meyer, Mary Nauha and himself. The Foundation meetings will be held on the 3rd Thursday of each month, that way they can meet before this boards meeting dates to present at each board meeting. Currently the focus is on marketing to get more board members. So far there have been three fabulous applicants who have applied to be on the Foundation board. The next step is getting board members appointed and then choosing where the Foundation will focus its attention. Oregon Community Foundation had an event recently and through that we connected with donors and other people form the community to get the word about the foundation out. There has been a lot of good forward progress. The Astoria Co+Op is currently gathering donations that will go to the Foundation in their round up event for the month of June.

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Mike Aho asked where we are with the bylaws for the Foundation? Michael Martin commented that they are complete, and he will send an electronic version to everyone so that they can look them over.

VIII. BOARD NOTATIONS CLOSING COMMENTS


Chuck Meyer asked Kendra Webb to look into the water bill for the facility ahead of the Auxiliary car wash because he doesn't want the building to have to pay for all of the water. Kendra Webb commented that she will look into it.

Megan Lampson commented that the website is so easy to use, and it is so helpful. In one of her patients' charts, it had a note from a Portland hospital that was trying to get ahold of the care center to inquire about a skilled stay but was having trouble getting through to people. Michael Martin commented that he will work with Mike Kerwin on the phones to make sure that admissions is the first option.

Linda Crandell asked if our pet policy states that pets need to be on leashes? It was confirmed that it does state that, and this should solve our problem at CRV.

IX. ADJOURNMENT

Linda Crandell made a motion to adjourn the meeting. The meeting was adjourned at 1:34PM.



Signature

7/6/2023

Date

Minutes recorded by Danielle Sampson