

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
November 2nd, 2023
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:01pm at Clatsop Care Health & Rehabilitation in Astoria Oregon.

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

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

II. CONSENT AGENDA

A. Agenda approval.

Linda Crandell asked for a motion to approve the agenda with the addition of Banking to the action items. Megan Lampson made a motion to approve the amended agenda and Chuck Meyer seconded. All said aye.

B. Approval of regular meeting minutes. Mike Aho commented that on page 4 in section E under float pool, the question was asked by Mike Aho, not Megan Lampson and in section F the amount is \$2,200.00 not \$22,000.00. Chuck Meyer made a motion to approve the minutes with the changes 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.

No public comment.

IV. CLATSOP BOARD EDUCATION PRESENTATION

A. Marketing Plan Education

Michael Martin commented that when creating marketing plan, it is best to look at it in pillars, these pillars are Community, Recruitment and Census Development. Outlined in the hand out that Michael Martin created (please see attached at the back of the minutes) it highlights these

pillars. Each month there are one to two meetings with the administrators specifically for marketing. The next goal is to get events planned, like the CRV Trick-or-Treat Street that was a huge success – it was the top shared post that the district Facebook has ever had. Community members from across the county brought their children and grandchildren to CRV. This event brought the residents a lot of joy and there was a good community reaction to it on social media with many stating how much fun their children had. Michael Martin is working with the Chamber and other groups to put together the calendar of events for the next year. The website is being updated to remove the pictures with masks. In the social media side, we went from 67 different accounts that prior employees had started, to one page for each entity. It continues to grow by up to 25% each month, which is a huge turnaround from before. We utilize search engine optimization and are working to get reviews going for the district and facilities.

Linda Crandell asked if there are systems in place to control the media coming in or spam on the posts. Michael Martin commented that anything like that is caught and removed from the posts, currently there isn't an issue with spam but it is always being monitored for that.

Michael Martin commented that there was a press release that was published in The Astorian and The Chamber newsletter that talked about the CNA classes that the district is putting on for the community. The Auxiliary is looking to find new people and someone to take over the President role to run the group. The Foundation is up and running but it does feel like there needs to be more people, as it feels a bit odd having just 5 people.

Megan Lampson commented that she likes the branded apparel website. Michael Martin commented that the branded apparel website is great because we can do single order items instead of having to order the minimum amount available for orders.

Michael Martin commented that the company party for after the new year needs to start being planned because it is coming up. The Lloyd Hotel in Astoria provides meeting space to Chamber members, so if there is ever a time that that type of space is needed, we can utilize their meeting spaces.

Mike Aho commented that it is going to be important to attend events going on in the community with the plan to build a new facility, we need to get our presence and the districts name out into the community by taking part in these events while we are preparing for the bond.

V. ADMINISTRATION REPORTS

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

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Kendra Webb commented that there was a drop in census but we have four pending admissions, which will put the census at 32. We hired an RN today, who will be starting in December and we submitted for two residents to receive the bariatric rate.

Chuck Meyer asked what the staff to resident ratio is upstairs. Kendra Webb commented that the ratio is 7 residents per CNA and the total number of staff of the entire facility is 50.

Linda Crandell asked if the window repairs are completed. Kendra Webb commented that the window repairs are complete and they held up very well to the rain that came in the last week.

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

Lauren Beard commented there is a resident coming back from the care center after a skilled stay and there are two admits planned for the 6th and the 15th of this month. The position for the Resident Care Coordinator was filled and they will be starting the 15th of this month.

Linda Crandell asked how the plan for admitting Medicaid residents to the one bedrooms is going. Lauren Beard commented that one is moving in and two tours were given yesterday.

Mike Aho asked if the flu vaccines have come yet from Consonus. Lauren Beard commented that there is still a shortage of the vaccines right now.

Lauren Beard commented that on the 3rd floor there is a section of the ceiling that is bubbly from water, the patch on the roof is failing.

Mike Aho asked how old the roof is because it might be time to replace. Mark Remley commented that the HUD report will tell us when the roof was last replaced.

Mike Aho asked is the new oven is up and running? Lauren Beard commented that they are waiting for the electrician to come on the 7th and for now the kitchen is using the old oven.

- C.

Mark Remley commented that there are no changes to the report that Hannah Ross submitted. Currently Hannah is receiving bids for the items that she listed at the end of her report.

Linda Crandell asked if there was a flu clinic set up. Mark Remley commented that he was not sure if that had happened or was planned to happen.

Mike Aho asked what is all provided on the bus rides and when they go to different outings. Michael Martin commented that at the other facilities, they will stop for coffee or some type of goodies.

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Mike Aho asked about Montessori and if there was an update. Mark Remley commented that Brush Consultants, which is a new company that Jennifer Woolley has worked with before. We are working with them to see what training they offer and if they provide continuing education for staff.

Megan Lampson commented that she wanted to make sure that Hannah Ross knows how amazing her staff is in the facility. The way that they are able to redirect the residents and are so patient with them, it is a great group of staff.

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

Debi Martin commented SmartCare started on November 1st going full live with staff clocking in and out on the system. There are expected glitches, but they will be worked through as they come up. There are a lot of staff trying to get boosters and flu vaccines right now. There was a full-time caregiver in an accident, so waiting to see what happens with the employee and how they recover. This month we will have two medication classes for the staff, during survey it was learned that there needed to be more training inservices for the staff.

Linda Crandell asked if there was a waitlist? Debi Martin commented that currently there is not a wait list.

Mike Aho asked about the OPI which looks about \$840 per month in services. Debi Martin commented that there aren't a lot of hours, usually about 5 per week and there is not mileage included. Currently we are not losing money on OPI clients and we do not give care on the holidays because they do not pay the holiday rates.

Debi Martin commented that the VA is calling a lot and sending a lot of referrals because we are the only place that will accept the VA for in home care.

Mike Aho commented that the VA is trending down over the last few months, in July there was \$30,000, August \$15,000 and September \$14,000. Are the referrals that you were receiving for October? Debi Martin commented that there were a lot of referrals in October from the VA. Mike Aho asked if we will see an increase in October for VA hours? Debi Martin commented yes.

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

Michael Martin commented that there is not anything to add and that the charts included in the reports show the activity among social media and the website.

Linda Crandell asked in 6 months the health district had 4300 views? Michael Martin commented yes.

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

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Mark Remley commented he is putting together a cell phone reimbursement that will be brought to the next board meeting. Working currently on insurance renewals, aside from health insurance. There is a meeting to go over the final information that they need for the Shetky bus, then in 30-60 days the bus will be delivered.

Mike Aho asked how the Float Pool went from last month, saying that it was going good but there were not many float pool staff due to them transferring to CNA's after the CNA class. How did that change in a month, it seems misleading. Mark Remley commented that at the October Administrators meeting, it was brought up that the staff felt frustrated, and it was creating animosity because the float pool staff was making more than non-float pool staff. Then the float pool staff was calling in and leaving the non-float pool staff to pick up the slack. It started out as a great plan but over time it was not working. The conversation opened up a lot of information that had been received from staff. Ultimately the meeting led to the discussion and decision to stop the float pool. It also opened the conversation up to offer bonuses district wide for shift pickups and standardize that across the district.

Mike Aho asked if the facilities all provide the same shift bonuses now? Mark Remley commented that they do not and that is what is being worked on. Linda Crandell commented that we want to make sure that these are standardized and that the board wants to make sure the decisions made are equitable across the district.

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

Mark Remley commented that at the care center, the bariatric rate will change for the first two residents that qualify for the bariatric rate. There is staffing change once we reach 3 bariatric residents and again when we reach 6 bariatric residents. One of the residents is an Elderplace resident, we need to verify that Elderplace will do this.

Linda Crandell asked if you have 3, do you then have to add the extra staff member. Mark Remley commented that you would at 3 but because we are only at 2, the staffing would not change.

Mike Aho commented, would there be a possibility of push back from the staff if there are equipment and staffing needs that are not properly filled. Mark Remley commented that it could be a possibility and that is why we are only looking at 2 for the bariatric rate right now.

Mark Remley commented that in regard to the audit, Moss Adams has everything that they need and the management analysis was sent last week. We have asked if they will be here in person or if it will be over Zoom like last year. It was requested that they send the binders ahead of time, when there is a response, the board will be notified. The audit meeting will take place at the December 7th meeting. There is a program with FEMA that we are working on regarding Covid testing, where the cost of Covid testing will be paid 100% for an initial length of time and then after it goes down to 90% of the cost, this will be submitted on November 7th.

Linda Crandell asked if there has been an update on the ERTC? Mark Remley commented that there is not an update, but it is being worked on, there is not a timeline currently though.

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Linda Crandell asked about the HUD funding for the replacements reserve and if this had been completed. Mark Remley commented that it has all been taken care of.

Mike Aho commented that the financials for the 1st quarter have taken quite a positive swing in what the facilities are doing. From this time last year CRV, CCMC and IHC are all in a better financial place than they were. CCC is not in a better place, but this is due to the agency staff that they have in there currently.

VI. BOARD OF DIRECTORS - ACTION ITEMS

A. Banking

Mark Remley commented the account labeled 'Clatsop Care Health District' has been stagnant and we do not utilize this account, so we would like to close. There is an account for the Auxiliary as well that is not used but that account could be used by the Foundation when they are ready to have an account.

Linda Crandell called for a vote to close this account. All members voted aye.

Chuck Meyer asked how many active credit cards does the district have open? Melissa Schacher commented that there are anywhere from 15-20 active credit cards at a time.

VII. GENERAL DISCUSSION

A. Care Center Development Update

Mark Remley commented that the purchase and sale agreement was sent out yesterday. Daniel from Consonus was connected with Jacob to talk about the therapy gym for the new facility. We toured a newer SNF facility and in the gym there were rooms off of the gym that could be treatment rooms but they didn't utilize them other than for storage. The property that the hospital had they never got back and that property would require more wetland mitigation. The November ballot is when they are looking to put the bond on the ballot because it is taking

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longer to get the numbers and it is a better turnout when there is a Presidential election. On Monday, there is a meeting to go over the timelines on utilities and other details.

Mike Aho commented that the purchase sale agreement was good with the promissory note and no cash out of hand.

Megan Lampson asked if there is going to be specific wheelchair storage in the new facility. Mark Remley commented that the storage for the entire facility is being looked at.

Mike Aho asked if there could be RV hookups installed at the new facility for agency staff or visiting families. Mark Remley commented that there is one property that is managed by Aidan that has them and they would be something to look at putting in.

B. Levy Meeting

Mark Remley commented that Megan Lampson, Linda Crandell, Mike Aho and himself met to go over the levy funds. They worked through CCMC, and Hannah Ross is getting bids for what she needs done. Lauren Beard is making a list for the committee and setting up a meeting next month. Tiffany Martin is putting together what we spent versus what we brought in. We asked HUD if there is an issue putting money into CRV and they confirmed there is not an issue with them making upgrades.

Lauren Beard commented that there will be a survey put out to residents about what they want. Currently we are not sure if the remodel will go by floor or another way. There was a tour that stated the facility looked "junky" and they only came because a friend whose a hospice nurse said that it is a good place.

Mark Remley commented that he spoke to Nick at Lument and if there was a change to the footprint of the facility, then they would need to let him know.

Mark Remley asked what the max capacity in the dining rooms are. Lauren Beard commented maybe 60% of the residents, not everyone will fit in there at once.

VIII. BOARD NOTATIONS CLOSING COMMENTS

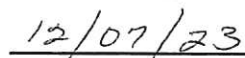
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IX. ADJOURNMENT

Linda Crandell made a motion to adjourn the meeting. The meeting was adjourned at 1:28 PM.



Signature



Date

Minutes recorded by Danielle Sampson