

**CLATSOP CARE HEALTH DISTRICT  
BOARD OF DIRECTOR'S MEETING  
January 4<sup>th</sup>, 2024  
Regular Meeting Minutes**

**I. CALL TO ORDER**

Linda Crandell called the meeting to order at 12:00pm at Clatsop Care Health & Rehabilitation in Astoria Oregon.

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

<b>Board Members</b>		<b>Management</b>	
Linda Crandell (via Zoom)	P	Mark Remley Aidan Health Services (via phone)	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu (via Zoom)	P	Lauren Beard Administrator CRV	P
Mary Nauha	P	Hannah Ross Administrator CCMC	P
Melissa Watson (via Zoom)	P	Debi Martin IHC Director	EP
Chuck Meyer	P	Danielle Sampson	P
Megan Lampson	P	<b>Other staff</b>	
		Michael Martin, Marketing	P
		Melissa Schacher, Billing Specialist	P
<b>Members of the Public via Zoom</b>		<b>Members of the public</b>	
Michael Zingg	P	Dr. Roy Little	P
Jacob Anderson (Architect)	P	Dr. Kayes (CMH)	P
		Don Harris	P

**II. CONSENT AGENDA**

A. Agenda approval.

Chuck Meyer moved to approve the agenda and Mike Aho seconded. All said aye. The motion carried.

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B. Approval of the November 2023 regular meeting minutes.

Linda Crandell commented that there is a change that needed to be made per Mary Nauha, the minutes approval will be tabled until the February meeting so that Mary Nauha can submit the change request to Danielle Sampson

**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.

Dr. Roy Little provided public comment. Dr. Roy Little commented that he has been involved in the Clatsop Care Health District for 25 years and there has always been a roadblock due to not being able to find buildable land which stops the development of a new care center. If the board is going to put off the November 2024 election, then the board should push the City of Warrenton to rezone the property from industrial use to C-1 on the original Nygaard property by Costco that the district was prepared to purchase. We are a health district and a resource, so why not go the City Council meetings and ask for them to rezone that property. Mike Aho commented that the next city council meeting is January 9<sup>th</sup>, 2024 at 6:00pm. Supporters of the health district and board members can show up to speak or support.

Dr. Kayes provided public comment. Dr. Kayes commented that she is a PCP at CMH who sees patients in their facilities and homes. She has worked with CMH to be able to do this because it is an important service. This summer she will be retiring and moving to England. She is looking to gain support to have CMH keep this going and have a provider continue to visit patients in the facilities. CMH needs to hear from the community how important this service is. Megan Lampson asked if there is a doctor interested in stepping into this role? Dr. Kayes commented that if they were given the time to do the job, there are doctors interested. Maru Nauha asked how the services are billed, Dr. Kayes commented that it is billed the same as a regular doctor visit, so if on Medicare then it is processed the same for billing purposes, the only difference is that the patient does not have to leave their home. Linda Crandell asked that Mark Remley follow up on this.

**IV. CLATSOP BOARD EDUCATION PRESENTATION**

Clatsop Care Center Re-Development: Don Harris & Michael Zingg

Don Harris commented that it has been a difficult task trying to find a property for development of the new care center. The developers have gone through 20 to 25 sites and have narrowed it down to 7 sites to look at.

The first two sites (Site 1 and Site 2) is 11 acres North of Costco that is owned by NW Industrial, who is a partner with Nygaard to develop the industrial area on Ensign. This property is already zoned C-1. There are two potential locations for the facility to sit, one near the North end closer to Costco and one at the South end sitting closer to 101. A big issue with this property is that 50% of the property is wetlands (right through the middle of the property), which will result in a large amount of money to mitigate the



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wetlands. A small part of the property is in the Tsunami zone (Site 2 is partially in the tsunami zone but Site 1 is completely out of it). Wetlands mitigation is costly, for every acre of wetlands you need 10 acres to land swap, and it costs around \$180,000 per acre. It is also a 6-9 month process to mitigate the wetlands. Aside from the wetlands part of the property, this would be decent land to purchase and build on.

The 3<sup>rd</sup> site is a piece behind Walmart that is land locked but the building would fit and it is 8 acres. This is also owned by NW Industrial. There are some wetlands and would also need owner approval for purchase. Chuck Meyer asked how many acres do we need for the facility to be built on? Don Harris commented that we would need minimum of 4-5 acres. Jacob Anderson commented that with it being land locked, we would look to gain approval for road access from the Walmart side.

The 4th site is a site behind Harbor Freight that is owned by Nygaard but it is very tight to fit the current building design on there and would require a building design change. There is a piece across from this property that is owned by Home Depot that has a higher piece of property that would be good to build on. The Nygaard property is zoned A-3 and would need a zone change, while the Home Depot property is zoned C-1. The wetlands map shows the area as significant for both sites but it would be easier to mitigate than other sites we have looked at.

The 5th site is next to Tractor Supply and is a total of 12 acres. This property is already zoned C-1 and is fully mitigated already. There are a few downsides, the first is that the property is in the Tsunami zone though and classified as distant for evacuation. The soils are not the greatest as Big River had to put a lot of gravel and rock down when preparing the land. Another reason is that it does not offer the most attractive view with the other businesses around there like Les Schwab, Tractor Supply and Roby's Furniture.

Site 6 is a group of 3 properties owned by the Goldbergs in Warrenton. The lots are narrow and long, making it a more rectangular site but a redesign of the building could be done to fit the facility on these lots. There are 5 acres with all the lots together. This property has not wetlands, is out of the Tsunami zone and is zoned C-1. This site checks a lot of the boxes that we have been looking for. Chuck Meyer asked where this property is located at? Don Harris commented that it is located South of Tractor Supply on SE Jetty Ave.

Site 7 is the property adjacent to Clatsop Retirement Village. The district already owns this property but there are wetland issues but it is zoned C-3 already. The down sides are that it would be a tight fit, wetlands, parking would be an issue and it is in the Tsunami zone as well.

Don Harris commented that no property is going to be perfect and we have exhausted all available options that are in the area currently. Astoria does not have a lot of options that are zoned allowed or conditional.

Mary Nauha asked if we have spoken to the Road Department about their relocation. Mike Aho commented that about a year and a half ago we spoke with the Road Department and they expected 5 years before relocating but it is going to most likely take longer than that due to push back from the community where they want to relocate to.

Mike Aho asked do we keep looking or when do we decide to stop the search? Don Harris commented that the board could narrow it down to a few sites that they want to move forward with and continue looking as well in case something better comes up.

Linda Crandell asked if the board would like to downsize on the potential properties? Mike Aho commented that if the owner of sites 1-3 are not willing to sell then they are off the table.

Don Harris commented that the only property out of the 7 presented that would be ready for the November 2024 election would be the Tractor Supply because you have to have the numbers and information into them by May to be on the November ballot.

Mary Nauha commented that we should bump out to the May 2025 election instead while we work deciding which property will be best.

Megan Lampson commented that tax payers may not support building in a Tsunami zone and it is important to find a property out of the Tsunami zone.

Don Harris commented that he will continue working on the current sites and would like to come back in a month with more information for the board and see if the sites can be narrowed down to a few for the developers to focus on.

#### V. ADMINISTRATION REPORTS

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

Kendra Webb commented that the census is 31, still working to eliminate agency usage and working to get the census up. January 16<sup>th</sup> the temporary generator is supposed to be put in and the generator move will happen.

Linda Crandell asked what IDT means? Kendra Webb commented that it stands for Interdisciplinary Team, which is all of our department managers.

Mike Aho asked how many skilled residents there are? Kendra Webb commented that there are currently 11 skilled residents.

Linda Crandell asked if the CNA class is at CRV currently? Kendra Webb commented that it is being held at CRV right now.

Mike Aho asked when the CNA class ends. Kendra Webb commented that it will end on January 12<sup>th</sup>, 2024 and all new CNA's will start training in the care center.

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

Lauren Bread commented that they were able to hire a nurse and she will be starting on January 8<sup>th</sup>, 2024.

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Mike Aho asked how many open rooms are there? Lauren Beard commented that there five 1-bedrooms, one studio and one 2-bedroom currently available.

Mike Aho asked if there was a bid for the roof? Lauren Beard commented that the company came out but they have not submitted a bid yet.

Chuck Meyer asked if it is legal to use open rooms for visiting families to stay in? Lauren Beard commented that we allow overnight visitors to stay with their families but we do not have a separate room for them to stay in. Mark Remley commented that it is legal to do and we can look at renting out a room for visiting families. Mike Aho commented that a room could be taken off to utilize until we need it for a resident but we would want to make sure we cover our costs when renting it out. Mark Remley asked if CRV gets a lot of requests for overnight stays and Lauren Beard commented that it happens very rarely. Megan Lampson commented that the rooms could be used for respite care as well, while they are open. Mark Remley commented that we will look into the options.

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

Hannah Ross commented that the census is 31 and there is nothing else to add to the report.

Mike Aho asked if there is any news on the bus? Mark Remley commented that the last we were told was January 21<sup>st</sup>.

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

Debi Martin commented that there are no changes to the report but that December hours were 1334, which is down due to the holidays.

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

Michael Martin commented that there is nothing to add other than the district party on January 26<sup>th</sup> and to make sure to RSVP.

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

Mark Remley commented that the only change is that the bank changed their process of wires, so I went in today and changed that at the bank. This will change again with Concur, when that goes live.

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

Mark Remley commented that the financials came out last night. It was held up due to a billing issue in SmartCare. Paylocity also double billed on Paid Leave Oregon for August, this is an issue that we have worked on fixing multiple times and that is why we are looking to start the process



of getting a new payroll vendor. Pre Covid the district had narrowed it down to Paycom but currently there are three vendors that work well and they are Paycom, ADP and Paychex.

Mike Aho commented to bring recommendations to the board once you know which ones you would like to go forward with.

Linda Crandell asked what the timeline for the tax levy is. Mark Remley commented that it will be ready by the end of the week.

Mike Aho commented that it is interesting to look back at the financials from a year ago. Revenue up at Memory Care \$286,000 due to agency elimination and district wide the revenue is up \$800,000.

## VI. BOARD OF DIRECTORS - ACTION ITEMS

### A. Resolution #2024-08 – ERTC Agreement

Linda Crandell commented that the amount of \$146,000 needs to be added to the resolution. Mike Aho moved to approve the agreement and Mary Nauha seconded the motion.

Mark Remley commented that Nicole Easley looked for the best fit on who to submit the ERTC money to. Strategic Tax Planning looks to be the best option. We are looking at receiving 1.46 million and Strategic Tax Planning will receive 10% of what we receive, once we are paid. They have also agreed to defend against any audit that may come from the IRS. This is the best option to move forward with for the district.

Mike Aho asked what the timeline is for receiving the money? Mark Remley commented that it would most likely be around 8 months due to the IRS freeze on ERTC money.

Linda Crandell called for a roll call vote. Chuck Meyer voted aye, Mary Nauha voted aye, Mike Aho voted aye, Megan Lampson voted aye, Paul Radu voted aye, and Linda Crandell voted aye. The motion carried and is approved.

## VII. GENERAL DISCUSSION

### A. Foundation

Michael Martin commented that there are 12 new candidates that the Foundation will start interviewing and meeting with. We are working now to set up a date for a meeting with all of them to meet in a group setting and then will continue with the screening process. Currently working to reach out to Chamber members and find more people interested in being on the Foundation board. We are going to set up times to talk with the ELKS, Moose and Senior Center as well to recruit more people.

### B. Levy Funds

Mark Remley commented that we are getting bids and continuing to work with the sub committee for how to utilize the levy funds.

C. CRV Follow Up

Linda Crandell commented that last month Linda Martin from CRV came to the board meeting to talk about an incident with a CRV resident acting inappropriately and spoke on behalf of the residents at CRV.

Lauren Beard commented that an move out notice was issued, he did appeal and there was a hearing on December 19<sup>th</sup>, 2023. The resident did not want to move back to CRV but did not want an eviction on his record, so he signed paperwork for a voluntary move out. The judge ordered that he have 30 days to move out all of his items, he is not allowed on the property though and his family have been moving his belongings out of the facility.

Linda Crandell commented that the board would like to have Mark Remley write a letter put into Lauren's personnel file to recognize how well she handled this situation and was able to get it resolved.

**VIII. BOARD NOTATIONS CLOSING COMMENTS**

Chuck Meyer commented that the Oregonian is full- and half-page ads for assisted living facilities, so I called a few of them and compared their prices. There is a handout with the prices and information that were put together if anyone would like to take a look.

Mary Nauha commented that she is pleased with the new speaker for the Zoom calls and that Lauren Beard handled the situation very well from last month.

Mike Aho asked what the status of the PR for the audit is? Mark Remley commented that it is on the website and going out to the public today. Mike Aho commented that he would also like to see annual or bi-annual building tours of the facilities – how they look, meet staff members and residents. This will get our eyes on the building, and it can happen before the board meetings when we switch facilities.

Megan Lampson commented a big thank you to everyone in the district for all of their hard work.

Linda Crandell commented that the holidays are hard for people, both residents and staff but we have a great staff that put in extra time to make sure that all of our residents were taken care of.

Mike Aho commented that January 9<sup>th</sup>, 2024 is the Warrenton City Council at 6:00pm for anyone that is able to come and support the push to rezone the Nygaard property by Costco.

**IX. ADJOURNMENT**

Resolution No. 2024-9

**January 4, 2024 Resolution to approve Strategic Tax Planning to file the ERTC for Quarters 1 and 2 for the year 2021**

**Whereas,** The Board of Directors would like to approve a contract with Strategic Tax Planning for both filing the ERTC credits for Quarter 1 and 2 of 2021, as well as approve a contract that stipulates they will defend Clatsop Care Center Health District if they be audited;

**Whereas,** the Board of Directors would like to acknowledge the ERTC was a program through the IRS during COVID;

**Whereas,** there was the unknown of qualification to this program being a Health District;

**Whereas,** Strategic Tax Planning believes we do qualify for this credit.

**Whereas,** the amount of the contract is 10% of the total possible refund of \$1,475,366.69.

Be it therefore resolved that the Clatsop Care Center Health District Board approves the contract for Strategic Tax Planning to file and defend the ERTC filing.

Linda Crandell  
Printed Name

Chair  
Title

Linda Crandell  
Signature

1/4/24  
Date



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Linda Crandell made a motion to adjourn the meeting. The meeting was adjourned at 1:52PM.

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Signature

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Date

*Minutes recorded by Danielle Sampson*