

CLATSOP BOARD AGENDA
May 9, 2024
Clatsop Memory Care
Tour of Community to begin 11:00 AM

- I. Call to Order
 - A. Roll Call

- II. Consent Agenda
 - A. Agenda Approval
 - B. Approval of April 4, 2024 Board Meeting minutes.
 - C. Approval of April 4, 2024 Work Session minutes.

- III. Public Comment-

- IV. Education- Providence Elderplace
- V. Clatsop Care Center building update- Don Harris
- VI. Clatsop Care Center Health District Board Applicants/ Interviews
- VII. Administration Reports
 - A. Clatsop Care Center- Kendra Webb
 - B. Clatsop Retirement Village- Jennifer Woolley
 - C. Clatsop Memory Care- Hannah Ross
 - D. Clatsop Care In-Home Services- Debi Martin
 - E. Marketing Report- Mike Martin
 - F. CEO Report— Mark Remley
 - G. Financial Report/ Levy Funds- Mark Remley

- VII. Action Items:
 - A. Resolution 2024-15 Update to Laundry Rooms at CCMC
 - B. Resolution 2024-16 Update signatories at Umpqua Bank
 - C. Resolution 2024-17 Update procedure for check signatures within the District

- IX. Discussion:
 - A. Foundation Update

- X. Board Member Matters-

- Xi. Future Meeting Dates
 - A. June 6, 2024- Regular Board Meeting and Final Budget Presentation
 - B. July 11, 2024- Regular Board Meeting

- Xli. Adjourn

LONG TERM CARE ACRONYMS AND COMMON PHRASES

1. **SNF**- Skilled Nursing Facility (Short Stay Residents)
2. **ICF**- Intermediate Care Facility (Long Term Stay Residents)
3. **MEDICARE**- Federal Payment System for nursing homes that are designated SNF. Benefit Max is 100 days.
4. **MEDICAID**- State payment system for all levels of care we serve. This is for long term stay residents.
5. **PDPM**- Patient Driven Payment Model- Vehicle for rates to nursing facilities through Medicare.
6. **HMO**- Health Maintenance Organization - Individual contracts for short stay residents in nursing homes. Typically these organizations are managing the medicare money.
7. **CBC**- Community Based Care - This broad term encompasses assisted living facilities, memory care, and adult foster homes.
8. **PPD OR PRD**- Per Patient Day or Per Resident Day - This is used in calculating budgets based on census levels.
9. **DSO**- Days Sales Outstanding - Way of tracking the outstanding accounts receivable.
10. **PROVIDER TAX**- Nursing home tax utilized to drive the reimbursement levels for medicaid by receiving matching federal dollars.
11. **MDS**- Minimum Data Set - Document filled out to show the level of care and services being provided to each resident.
12. **QAPI**- Quality Assurance and Performance Improvement - Used to focus on current issues in facilities in order to provide better outcomes.
13. **CBC QUALITY METRICS**- Similar to QAPI, this is a relatively new program to track CBC quality data and provide a vehicle for this information to the public.
14. **DNS**- Director of Nursing Services - Head of the nursing department
15. **RCM**- Resident Care Manager - Works under the direction of the DNS, manages resident care, follows up with families and other concerns, completes the MDS.
16. **OPI**- Oregon Project Independence - Contract with In-Home services
17. **IJ**- Immediate Jeopardy - High scope and severity citation
18. **EMR**- Electronic Medical Record
19. **2567**- Citation report issued by the state from survey
20. **POC**- Plan of Correction - Our report answering how we will fix citations and get back into compliance
21. **PCNA**- Project Capital Needs Assessment- This is a HUD term in which an analysis is done every 10 years on what capital items may need to be addressed over the next ten years.

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
April 4th, 2024
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:02pm at Clatsop Care Health & Rehabilitation in Astoria Oregon.

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

<i>Board Members</i>		<i>Management</i>	
Linda Crandell	P	Mark Remley, Aidan Health Services	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Tammy Jones, Administrator CRV	P
Mary Nauha	E	Hannah Ross Administrator CCMC	P
Melissa Watson (resigned)	A	Debi Martin IHC Director	P
Chuck Meyer	P	Michael Martin, Marketing	P
Megan Lampson	P	Melissa Schacher, Billing	P
		Nicole Easley, Aidan Operations	P
		Jennifer Woolley Aidan Operations	P
		Stacey Dempsey, Payroll/HR	P
		Tami Staley, DON CCC	P
		<i>Members of the public</i>	
		None	

II. CONSENT AGENDA

A. Linda Crandell Call to Order. Linda Crandell brought an addendum to be added. Agenda approval.

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
April 2024

Linda Crandell asked for a motion to approve the agenda with the addition of Budget Work Session added. A motion was made (Megan) to approve the agenda and was seconded. All said aye.

- B. Approval of regular meeting minutes. Motion was made (Chuck) to approve minutes and seconded. All said Aye.
- C. Approval of March 14, 2024 Budget Workshop minutes. Motion was made to approve the minutes and 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 attended.

IV. Education - Postponed

Introduction of Tami Staley the new Director of Nursing at Clatsop Care Health & Rehabilitation Center, Tammy Jones, new Administrator at Clatsop Care Retirement Village and Stacey Dempsey, new Payroll and HR Manager at Clatsop Care Health and Rehabilitation Center.

V. ADMINISTRATION REPORTS

- A. Kendra Webb stated no change to the report. Census is 31 by the end of week. CCC has hired a new Activities Director, Savannah, which starts next Friday. Three people are confirmed for the CNA class. Mike Aho asked how many agency staff we have. Kendra stated three CNA's, no RN. We hope to have zero after this CCNA class.
- B. Tammy Jones stated no changes to report. 62 census with this week's admissions and discharges. Giving a tour today for possible admission. Mark brought up that assessments to be done upon admission, at 30 days, then quarterly thereafter.
- C. Hannah was still in survey but came back later. No changes to report. 32 census. Exit interview for survey saw 13 tags. Resident related, staff training and environmental (furniture and washroom plumbing change- clean side/dirty side). All items are already being worked on prior to survey. Must be fixed in 30 days. Change in furniture chairs bid from \$11,000 to \$15,983. Mike Aho made a motion to approve. Chuck seconded. Linda stated that we can pass today but need it in a resolution. Motion carried all aye. The sign is waiting on city of Warrenton approval.
- D. In-Home Care. Debi had nothing to add to the report.
- E. Mike Martin is working on In-Home care campaign, brochures. Mentioned update on Habitat Conservation Plan, for the timber tax update, which is now in a roll out phase of the new plan.

- F. Mark Remley said that the county has received our request regarding the sliver of land attached to us at CRV. He will check in every couple of weeks. At this time, Mark doesn't feel there will be an issue. Parking is still a concern. Mark brought up the Project Capital Needs Assessment (PCNA) and that he is working with our lender to assure compliance with one area in particular which is the partition from the rooftop units. Is it still a problem. Mark believed the improvement was aesthetic. Mike Aho and Paul Radu stated that it may not be needed.

Mark stated that the focus for financials will be on the hours and CRV revenue. Will discuss in Budget Work Session to push those up. Comment made that it might have been the best month for CMC financially. Mike Aho stated that it was that long ago that \$28,000 loss each month was normal. Mike Aho also asked if a new Proforma had been penciled out for the new CCC building. Mark said, no, but he will by next meeting. Levy Funds spending list has been updated. We have a final bid from Bealer Roofing. Waiting for the Crane which came in on the 2nd. The first bid was \$326,000. Columbia Roofing. Shane is going through the list of wants and needs for CCC. Linda asked how much we had left. Mark will get a solid number. We have 4 years left. Linda wants to know where we will spend the remainder.

VI. Action Items

- A. Melissa Watson resignation. She has moved out of District boundaries. Motion by Mike Aho, seconded by Paul Radu. All ayes and passed. Reviewed application for board member replacement. We need to notify the public. Set up timeframes, post on website.
- B. New signer resolution (2024-13) for approval of new Signatories at Umpqua Bank. Paul moved and Mike seconded. Aye's have it and it passes.
- C. Resolution 2024-14 CRV Levy request for Terracon to proceed with Geotechnical Engineering Services. Soil samples and borings to make sure it will work for design. This is the last thing to get for due diligence. Chuck made a motion not to exceed \$60,000. Motion seconded and passed.

VII. Discussion

- A. Levy Funds already addressed.
- B. Foundation: Mike Martin said we had a couple of new members to review. Linda said to make sure the board gets to meet them as well for approval.
- C. Care Center Building update: Judy Mattson 5-acre allocation being worked on by Mark. Next step is sitting down with her and not giving advice but offering any professional help she may want from a tax attorney or lawyer in building a plan.
- D. QAPI: Megan Lampson feeling good about Kendra, Tammy we used least amount of admission is good for our financials. Nursing, skin more frequently, resident council, cleanliness, food is tough. Sounds like everyone is working well together.

VIII. BOARD Member Matters

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
April 2024

Mary wanted to say when class of 2024 is having their food and beverage at senior ceremony and that we should sponsor a table.

Chuck: CCC resident council meeting was fun and interesting. Staff did a great job; the food was good. I just wanted to go and see.

Mike: Nothing

Paul: welcome to the new people.

Megan: Congratulations to Hannah on the survey finishing.

IX. Future Meeting Dates

- A. May 9, 2024 – Regular Board Meeting – Memory Care; Tour of Memory Care to begin at 11:00am.
- B. June 6th, 2024 – Regular Board Meeting and Final Budget Presentation.

X. ADJOURNMENT

Adjourned at 1:10pm

Signature

Date

Minutes recorded by Mike Martin

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING- Budget Work Session
April 4th, 2024 Budget Work Session Minutes

I. Budget Work Session

Started at 1:19pm. Present: Chuck, Mike A, Paul R, Linda C, Meaghan L, Mark R, Kendra, Nicole, Hannah, Jennifer, Debi M, Tammy J, Mike M.

Mark opened with the order: CCC, IHC, CRV, CMC. District is now in each of the four operations. Mike Aho asked if we were using a rolling 12 or 8/8x12 so that the July rate increases were accounted for.

- A. CCC-
 - a. Break out Agency on the roll up report for the board; increase projection from \$300,000 to \$500,000.
 - b. Property Insurance increase from \$20,000 to \$28,000;
 - c. 31 Average daily census; top out at 38 on projections;
 - d. Aetna Health Insurance budget neutral.
- B. IHC-
 - a. 1600 hour beginning budget;
 - b. Online Training factored in;
 - c. 45 day marketing test to increase hours, if we don't see anything, pull initial hours back;
 - d. 5% Medicaid Increase July 1, 2024;
 - e. Private \$2.00/hr increase July 1, 2024.
- C. CRV-
 - a. Very premature budget because of revenue calculation changing;
 - b. 7.5% increase on Private pay;
 - c. We will see how the ABST plays into staffing over the next year;
 - d. Expenses should be in line moving forward.
- D. CMC-
 - a. 8% increase on private pay; 5% Medicaid increase July 1, 2024;
 - b. Keep an eye on the ABST to see how it plays into staffing;
 - c. Increase Liability insurance;

Linda: Do we need another preliminary meeting?

Mark: We can send updated budgets prior to the next board meeting. We still have too many unknown points. Final should be June 1st.

Signature

Date

Minutes recorded by Mike Martin

Clatsop Care Center May 2024

Census: At the time of this writing our census is currently 32.

Medicare: 8 Medicaid: 19 Private Pay: 5

Average Daily Census continues to slowly climb and our average for April is 31 on a budget of 31.

Staffing: Our current needs are a FT day shift nurse, 4 FT CNA's. We currently have a CNA Class running with 4 students. We continue to shift our needs day to day to get coverage and manage labor. Currently using 1 FT agency nurse, and 3 FT agency CNAs.

Building Updates: No large updates at this time. Working on painting and small things throughout the facility to provide a more home like environment. Taking down old hooks and patching holes. Activities helping update all the boards and postings in the halls.

Other: April was a very busy month with all the transitions. Our new DNS is now fully on board and our last DNS has retired. Our new HR Director is settling in well. Residents have responded well with our new Activity Director as she has been on the team for several years as well as the transition with our DNS. The Residents were very pleased to have her at our Resident Council Meeting this month.

Respectfully,
Kendra Webb

Clatsop Retirement Village May 9th, 2024, Board Report

Current census: 60 residents on a budget of 61. 33 PP and 29 MCD.

Average daily census for March: 61.61

Admissions/Discharges: There were no move-ins the month of April. We currently have a deposit on a couple for the 2 bedroom apartment with view with June move-in date. We have 2 other leads that we will be doing assessments on. There are four residents receiving hospice care. One resident is scheduled to move to Clatsop Memory Care mid-May.

Operations/Staffing: Currently transitioning Administrators and welcome Ann Rubino, who will be supplemented with Laura Larson until Ann can be available full-time. We are currently recruiting for a total of 4 Team Leads and 5 ½ Caregivers. We are recruiting for a part-time diet aide and a full-time housekeeper.

Agency: We will be using Team Lead (Med Tech) and caregiver agency in May while we ramp up on our new hires due to unforeseen staff separation.

Healthcare: There have been no covid or flu cases among staff or residents. Current RCC has been working the floor and we are promoting a Team Lead into the 2nd RCC position once we can get her position on the floor filled. Working on completing functional evals with the new tool the month of May.

Maintenance: Working on bids for roof as well as designated smoking area for residents.

Respectfully,

Jennifer Woolley

Aidan Health Services, Inc.

Clatsop Care Memory Community

Board Report

May 2024

Census 31

- 21 private pay and 10 Medicaid on a budget of 19 PP and 12 Medicaid.
- ADC in April 31.77 on a budget of 31.
- Two on Hospice.

Staffing and Training

- Thirty-five total staff.
- All Staff Meeting last month over Incident Report Policy with APS.
- RELIAS training is being revamped to stay on track with OR direct care staff training requirements at pre-service, 30 days after hire, and continuous training.

State Survey

- The survey ended on April 4th. Total 13 tags, 8 C tags and 5 Z tags. Overall, we did good. Better than two years ago and will keep on track for continued improvement.

Operations/Life Enrichment Programming

- Bus rides are still happening five days a week and remain a favorite activity.
- Seaside Aquarium last month was a big hit, and we will be doing another trip.
- Now that warmer temperatures are here, we will be utilizing the new outdoor furniture and having activities outside. Such as spring planting, bubbles, water games and ice cream socials.
- Afternoon fishing trip is in the works for this month.
- Fire Life Safety annual training for residents will be happening this month.

Covid-19 Update

- Monthly reporting of vaccination status on the second Monday of the month is required.
- CMH vaccines expired last month. Still waiting for Covid Clinic for staff and residents.

Special Projects

- Flooring in lobby being fixed/replaced due to scratches in vinyl and laundry room floors.
- CCMC sign still getting finalized with City of Warrenton.

Respectfully,

Hannah Ross

Board Report
Clatsop Care in Home Services
Report for March/April 2024

Clients: At the time of this report, we have a census of 54 clients. Three of these clients are on an *as needed* basis. We are not providing medication services to any clients at this time.

Twelve of these clients are VA contract. We have three clients through the Providence Elder Place Program, eighteen of our clients are Medicaid, one is OPI, and the remaining 20 clients are private pay. We have no clients on Long Term Care insurance at this time.

Of our current active clients 24 are in Astoria, 14 are in Seaside/Gearhart area, 11 are in Warrenton/Hammond area, 3 clients in Knappa/Svenson area and we have 2 clients in Cannon Beach. Currently we have no clients in Westport.

We currently have 2 of our active clients receiving Hospice Services or End of Life Care. One client is currently in CCC receiving skilled services for recent surgery. We will follow her back home again. There are two residents currently in CCC that have inquired about follow up care from IHC when they return home. We plan on admitting both to the Home Care services.

Employees: We currently have 24 employees, including myself. 11 of these caregivers are full-time. The rest are, by choice, part time with up to 20-25 hours per week.

One full time employee will be going on maternity leave in mid-May. One full-time employee will be going on medical leave the beginning of June for a total knee replacement. Both employees are expected to be gone for several months but will be returning. We have hired replacement staff who will care for their clients while gone.

Accidents/Incidents: We have had no injuries or accidents.

General: Service hours provided for March totaled 1406. Current caregivers have now completed their required training.

Mike Martin and I have been working heavily on marketing. We had ads in the newspaper as well as a radio ad. I have been asking each inquiry how they heard about us. This month 3 have heard about us through the newspaper ad and two have heard about us through the radio ad. They resulted in becoming clients.

I am pleased to share that April's billable hours should be up to just over 1550 and we are focused on maintaining the momentum we've had over the past month.

We are gearing up for the summer traffic issues again. I expect it to impact travel time for the caregivers. In the last few years, summer and tourist traffic has been extremely heavy and difficult to deal with.

Respectfully,
Debi Martin

Clatsop Care Health District Board Report
Marketing and Communications Update
 Mike Martin
 April 29, 2024 (for May 2024 board meeting)

Department of Forestry Habitat Conservation (HCP) Timber Tax Update

They are now moving to a vote. Final revisions can be viewed at www.oregon.gov/ODF/AboutODF/pages/HCP-initiative.aspx . Date for vote not set yet.

Foundation

We are reviewing two new candidates for the board: Kristina Kansteiner and Chinery Lutkin. We were not able to secure a date for an April meeting. Planned date for May is May 17 at Noon at Clatsop Care Center. We need to resolve an issue to order new checks without having the board in place. We need the checks for quarterly and annual filings.

Auxiliary

Auxiliary met in April and worked on two raffle baskets. One is for spring and one for summer. Tickets are \$1 each or you get 7 for \$5. Raffle will be held at the annual Rummage sale to be held Friday June the and Saturday June 8th with set up on the 6th. Next meeting is May 13th at Noon at Clatsop Care Center.

Recruitment

We have 5 students for the new CNA class.

Career Site	Title	Open Date	Close Date	City	Employment Type	Archived	Started	Completed	Met BQ	Interviewed	Hired
Clatsop Care Health District	Occupational Therapist	11-Apr-24	11-May-24	Astoria	Full Time	Active	0	0	0	0	0
Clatsop Care Health District	Physical Therapist	11-Apr-24	11-May-24	Astoria	Full Time	Active	0	0	0	0	0
Clatsop Care Health District	Board of Directors Member	16-Apr-24	30-Apr-24	Astoria	Other	Active	2	2	2	0	0
Clatsop Care Health & Rehabilitation	Certified Nursing Assistant (CNA)	8-Apr-24	8-May-24	Astoria	Full Time	Active	5	5	5	1	0
Clatsop Care Health & Rehabilitation	Housekeeper (full-time)	8-Apr-24	8-May-24	Astoria	Full Time	Active	15	15	15	0	0
Clatsop Care Health & Rehabilitation	Registered Nurse (RN) Skilled Nursing Facility	8-Apr-24	8-May-24	Astoria	Full Time	Active	0	0	0	0	0
Clatsop Care Health & Rehabilitation	Licensed Practical Nurse (LPN)	8-Apr-24	8-May-24	Astoria	Full Time	Active	0	0	0	0	0
Clatsop Care Retirement Village	Dietary Aide (Assisted Living) Part Time	26-Feb-24	30-Apr-24	Astoria	Full Time & Part Time	Active	34	33	33	0	0
Clatsop Care Retirement Village	Medication Tech (non-certified) Assisted Living	29-Mar-24	28-Apr-24	Astoria	Full Time	Active	14	14	14	0	0
Clatsop Care Retirement Village	Caregivers - Assisted Living FT PT Multiple	8-Apr-24	8-May-24	Astoria	Full Time & Part Time	Active	8	8	8	0	0
Clatsop Care Retirement Village	Housekeeper	8-Apr-24	8-May-24	Astoria	Full Time	Active	12	12	12	0	0
Clatsop Care Retirement Village	Health Services Director (RN or LPN) for Assisted Living	18-Apr-24	18-May-24	Astoria	Full Time	Active	1	1	1	0	0
Clatsop Care Memory Community	Activities Aide (part-time)	2-Apr-24	2-May-24	Warrenton	Part Time	Active	16	16	16	0	0
Clatsop Care Memory Community	Caregivers (part & full time)	8-Apr-24	8-May-24	Warrenton	Full Time & Part Time	Active	13	12	12	2	0
Clatsop Care Memory Community	Caregivers/Team Leader (full-time)	11-Apr-24	11-May-24	Warrenton	Full Time	Active	13	13	13	0	1
Clatsop Care Memory Community	Dietary Aide - part time	23-Apr-24	23-May-24	Warrenton	Part Time	Active	4	4	4	0	0
Clatsop Care In Home Services	Caregivers (In-Home Care)	8-Apr-24	8-May-24	Astoria	Full Time & Part Time	Active	31	31	31	1	1

Other Advertising/Events

Key metrics from our current campaigns. In-Home campaign is showing an increase of candidates for Caregivers and inquiries for information regarding in-home care services.



Monthly Social Media Records | Overview

Display Impressions	Video Impressions	Total Reach	Video Played
0	16676	2811	10758

Search Traffic ?

1.38K ▲ 274



Search Impressions ?

11.55K ▲ 2.46K



Total Keywords ?

463 ▲ 74



Avg. Position ?

26.08 ▲ 4.28



In-Home Services
/in-home-services/

72

Article

1 0
1

276 ▲ 83

Working on referral development from Discharge Managers and Directors of health care facilities, clinics, hospitals and agencies within 60 miles and Portland. Focus on in-home care services to drive billable hours.

Marketing Meeting

Working on visiting facilities and getting various managers and directors trained on Applicant Pro and Canva.

Events

Sponsor of the Astoria/Warrenton Crab, Seafood and Wine Festival. Signage at the event.

CLATSOP CARE CENTER HEALTH DISTRICT

CEO BOARD REPORT 5/9/2024

We continue to see a slight rise in the census at Clatsop Care Center, slowly but surely. With transitions occurring in that community, to see the census go up at all is a testament to the staff there. Admissions are a lot of work, and while you're learning a new process it can take a bit longer.

We are continuing to move forward on the implementation of Concur for our accounts payable software. David Larsen, my controller, will provide a training to the staff Wednesday May 8th and will be a contact if there are additional questions as we move forward. This too has been a big undertaking with our hope being to streamline the process and decrease the paper. There is a resolution in your packet that will be towards this process to change how checks are signed moving forward.

We are also looking at the payroll system and feel like the way to move forward will be to stay with Paylocity, but move away from the timekeeping software. This would fully integrate the payroll into one area instead of doubling the entries from one system to the other. We will closely monitor this as we move ahead to assure we don't have any stumbling points. If Paylocity continues to give any issues we will look at moving away from them altogether.

During the last legislative session, there were a couple items to bring to your attention. One was the Nursing Facility Provider Assessment Extension. This was not up for a renewal at this time, however, the strategy was to get it done early with the unknown of how the makeup of the legislators will look in the future. This is now updated through 2032. I will say, we have experienced a significant increase in rates in the recent past, and I wouldn't expect those kind of jumps in the future. This all has to do with the rebasing of the Medicaid rates. The next item addressed was the Acuity Based Staffing Tool (ABST). The revisions to the rule were to provide clarity and reduce unnecessary citations. We will keep an eye on this and how they tackle this moving forward in practice. There was also a long term fix to the criminal background check system. This will be implemented in 2025, but once you are in the system, and everyone fingerprinted (which is the big change), you will always be in the system. It will eliminate rechecking everyone every two years, and all we will need to do is remove and add people when they are hired. If they aren't in the system, we will get them fingerprinted and go through the rest of the regular check for them to be in there long term. There was also a Federal rule that was passed on mandating Registered Nurses (RN's) in nursing facilities 24 hours per day, 7 days per week. At this time the rule is

that we provide an RN 8 hours per day 7 days per week. Lastly, there was a rule that passed that mandates caregivers in In-Home Care that have a Medicaid contract need to have "total pay" of 80% of the Medicaid rate. This does include wages, payroll taxes, and benefits. I will calculate where we are with this.

Lastly, I am working on changing the Admission Agreements for the different levels of care so we can move towards the ability to ACH everyone, and not deal with paper checks anymore. This is something that will streamline the collecting and chasing down payments.

Respectfully,

Mark Remley

Aidan Health Services

Clatsop Care Health District
Statement of Net Position
As of March 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	IIC	ELIMINATIONS
CURRENT ASSETS								
Cash and cash equivalents	\$6,037,179	\$5,496,977	\$144,569	\$102,720	\$19,575	\$75,551	\$197,788	
Restricted funds held in escrow	175,979						175,979	
Receivables:								
Resident receivables,	897,672		607,795	75,386	87,219	127,272		
uncollectible amounts	net							
Tax revenue	201,000	201,000						
Other receivables	507		1,775	(1,268)				
Resident funds held in trust	10,390		884	4,781		4,725	7,588,713	(7,588,713)
Due from other funds	-		4,299,443		54,172			
Prepaid expenses	196,355	169,484				15,955	10,916	(4,353,615)
Total current assets	7,519,083	5,867,461	5,054,467	181,619	160,966	223,502	7,973,396	
LONG TERM ASSETS								
Restricted funds held in escrow	114,176							114,176
CAPITAL ASSETS								
Capital assets not being depreciated:								
Land	259,150		40,150				219,000	
Construction in progress	282,476	14,798	263,403		3,563	713		
Capital assets, net of accumulated depreciation:								
Land improvements	54,530		42,588		72		11,870	
Buildings	3,139,092		380,338				2,758,754	
Building improvements	2,113,040		358,485		104,710	58,518	1,591,327	
Moveable equipment	158,880		45,087		41,542	72,251		
Vehicle	158,858		3,113		155,746			
Total capital assets, net	6,166,027	14,798	1,133,164		305,632	131,482	4,580,952	
Property under capital lease, accumulated amortization	5,982,193	net of				7,262,045		(7,262,045)
Total Assets	\$19,781,479	\$5,882,259	\$6,187,631	\$6,469,444	\$160,966	\$7,617,029	\$12,668,524	

Clatsop Care Health District
Statement of Net Position
As of March 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	GRV	IIC	ELIMINATIONS
CURRENT LIABILITIES								
Accounts payable	\$368,788	\$90,820	\$230,114	\$18,404	\$27	\$29,423	-	(18,106)
Accrued liabilities	252,526	219,938	2,000	26,988	-	21,706	-	-
Accrued salaries and employee benefits	154,196	(733)	153,144	160	27	1,599	-	-
Accrued interest	11,992	-	-	-	-	-	11,992	-
Compensated absences	166,530	13,587	78,747	25,386	14,773	34,037	-	-
Resident funds held in trust	10,390	-	884	4,781	-	4,725	-	-
Due to other funds	-	2,336,424	-	1,310,808	-	462,350	244,033	(4,353,615)
Deferred revenue	-	-	-	-	-	-	7,262,045	(7,262,045)
Current portion of obligations								
leases	221,368	-	-	221,368	-	300,655	-	(300,655)
Current maturities of long-term debt	196,902	-	-	-	-	-	196,902	-
Total current liabilities	1,382,692	2,660,035	464,888	1,607,894	14,828	854,495	7,714,972	-
LONG-TERM DEBT, NET OF CURRENT MATURITIES								
Obligations under capital leases	6,374,550	-	464,888	7,982,444	14,828	8,124,447	4,817,327	(7,269,952)
Long-term debt	4,817,327	-	-	-	-	-	12,532,299	-
Total liabilities	12,574,568	2,660,035	464,888	7,982,444	14,828	8,124,447	12,532,299	-
NET POSITION								
Net investment in capital assets	538,075	14,798	1,133,164	(308,092)	-	(177,081)	(433,277)	308,562
Restricted	651,354	98,742	-	-	-	-	552,612	-
Unrestricted	6,017,483	3,108,683	4,589,579	(1,204,908)	146,138	(330,337)	16,890	(308,562)
Total net position	7,206,911	3,222,224	5,722,743	(1,513,000)	146,138	(507,418)	136,225	-
Total liabilities and net position	\$19,781,479	\$5,882,259	\$6,187,631	\$6,469,444	\$160,966	\$7,617,029	\$12,668,524	-
Fund Balance Reconciliation								
Beg Balance - 06/30/23	\$5,216,541	\$2,702,883	\$4,438,551	(\$1,653,174)	\$124,854	(\$432,010)	\$35,438	-
FY24 Change in Net Position	\$1,990,371	\$519,341	\$1,284,193	\$140,174	\$21,286	(\$75,408)	\$100,786	-
Ending Balance	\$7,206,912	\$3,222,223	\$5,722,744	(\$1,513,000)	\$146,139	(\$507,418)	\$136,224	-
Validation Check	1	(1)	1	0	1	0	(1)	-

Clatsop Care Health District
Statement of Revenues, Expenditures, and Changes in Net Position
For the Month Ended March 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	ILC	ELIMINATIONS
Revenues								
Charges for services								
Medicare A	\$107,827	\$0	\$107,827	\$0	\$0	\$0	\$0	
Medicare B	2,341	-	2,341	-	-	-	-	
Medicare C	13,164	-	13,164	-	-	-	-	
Private	420,078	-	81,527	160,000	17,879	160,672	-	
Medicaid	456,298	-	289,379	56,226	14,350	96,342	-	
Elderplace	40,206	-	-	24,114	1,380	14,713	-	
Veterans Affairs	18,729	-	-	-	18,729	-	-	
Oregon Project Independence	1,091	-	-	-	1,091	-	-	
Taxes								
Property Taxes	18,375	18,375	-	-	-	-	-	
Local Option Taxes	24,450	24,450	-	-	-	-	-	
Timber Taxes	46,000	46,000	-	-	-	-	-	
Community SIP Fund/Other	-	-	-	-	-	-	-	
Rent Revenue	-	-	-	-	-	-	33,198	(33,198)
ERTC/Provider Relief Funds	-	-	-	-	-	-	-	
Investment income	24,094	24,034	3	-	-	1	18,162	(18,106)
Donations	-	-	-	-	-	-	-	
Miscellaneous revenue	8,485	-	7,039	543	30	874	-	
Total Revenues	1,181,140	112,858	501,280	240,883	53,460	272,602	51,360	
Expenditures								
Health services								
Personnel services	408,429	-	194,436	76,351	46,517	91,125	-	
Materials and supplies	99,178	-	94,659	795	4,600	(877)	-	
Therapy								
Materials and supplies	22,211	-	22,211	-	-	-	-	
Administration								
Personnel services	24,013	24,013	-	-	-	-	-	
Materials and supplies	10,394	10,394	-	-	-	-	-	
Facility administration								
Personnel services	63,903	-	23,610	16,655	-	23,639	-	
Materials and supplies	80,320	-	30,239	13,878	303	29,052	8,472	(1,624)
Management Fee	63,584	-	29,654	14,420	3,206	16,304	-	
Management Travel	1,374	108	535	271	-	461	-	
Debt Service	38,981	-	-	26,988	-	18,106	11,992	(18,106)
Capital outlay	-	-	-	-	-	-	-	
Maintenance Services								
Personnel services	29,313	-	8,181	8,038	-	13,095	-	
Materials and supplies	13,419	-	2,860	5,258	-	5,301	-	
Laundry/housekeeping								
Personnel services	14,302	-	14,302	-	-	-	-	
Materials and supplies	1,605	-	1,605	-	-	-	-	
Activities								
Personnel services	15,998	-	5,149	5,279	-	5,571	-	
Materials and supplies	1,828	-	584	615	-	630	-	
Dietary								
Personnel services	87,222	-	25,635	21,513	-	40,073	-	
Materials and supplies	36,296	-	8,462	10,231	-	17,603	-	
Social services								
Personnel services	7,121	-	7,121	-	-	-	-	
Materials and supplies	-	-	-	-	-	-	-	
Depreciation	32,465	-	8,485	1,785	-	1,992	20,203	
Amortization	29,762	-	-	29,762	-	31,574	-	(31,574)
Total Expenditures	1,081,721	34,515	477,729	231,839	54,625	293,649	40,667	
Excess (deficiency) of revenues over expenditures	99,419	78,344	23,551	9,044	(1,166)	(21,047)	10,693	
Other Financing Sources (Uses)								
Transfers in	20,000	-	20,000	-	-	-	-	
Transfers out	(20,000)	(20,000)	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	(20,000)	20,000	-	-	-	-	
Changes in Net Position	\$99,419	\$58,344	\$43,551	\$9,044	(\$1,166)	(\$21,047)	\$10,693	

Clatsop Care Health District
Statement of Revenues, Expenditures, and Changes in Net Position
For the Nine Months Ended March 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS
Revenues								
Charges for services								
Medicare A	\$991,745	\$0	\$991,745	\$0	\$0	\$0	\$0	
Medicare B	11,429	-	11,429	-	-	-	-	
Medicare C	45,306	-	45,306	-	-	-	-	
Private	3,738,994	-	792,636	1,400,440	129,481	1,416,438	-	
Medicaid	3,660,559	-	2,216,971	405,328	161,073	877,186	-	
Elderplace	460,118	-	80,329	235,935	21,219	122,635	-	
Veterans Affairs	155,663	-	-	-	155,663	-	-	
Oregon Project Independence	8,954	-	-	-	8,954	-	-	
Taxes								
Property Taxes	593,428	593,428	-	-	-	-	-	
Local Option Taxes	785,108	785,108	-	-	-	-	-	
Timber Taxes	486,869	486,869	-	-	-	-	-	
Community SIP Fund/Other	6,381	6,381	-	-	-	-	-	
Rent Revenue	-	-	-	-	-	-	298,782	(298,782)
ERTC/Provider Relief Funds	633,421	7,010	467,787	52,011	25,180	81,432	-	
Investment income	184,358	183,695	18	-	-	8	165,706	(165,069)
Donations	-	-	-	-	-	-	-	
Miscellaneous revenue	29,297	-	26,265	665	1,292	1,075	-	
Total Revenues	11,791,631	2,062,492	4,632,486	2,094,378	502,863	2,498,774	464,488	
Expenditures								
Health services								
Personnel services	3,454,797	-	1,502,336	734,233	415,114	803,114	-	
Materials and supplies	1,278,941	-	1,174,219	23,402	45,477	35,843	-	
Therapy								
Materials and supplies	202,746	-	202,746	-	-	-	-	
Administration								
Personnel services	199,702	199,702	-	-	-	-	-	
Materials and supplies	130,350	130,350	-	-	-	-	-	
Facility administration								
Personnel services	446,081	-	204,933	128,429	-	112,719	-	
Materials and supplies	743,819	-	289,277	135,435	760	260,409	72,553	(14,615)
Management Fee	536,009	-	248,305	122,502	20,226	144,976	-	
Management Travel	11,999	886	1,859	1,991	-	7,263	-	
Debt Service	354,787	-	-	245,472	-	165,069	109,315	(165,069)
Capital outlay	-	-	-	-	-	-	-	
Maintenance Services								
Personnel services	244,765	-	67,457	67,490	-	109,818	-	
Materials and supplies	139,587	-	52,473	30,139	-	56,976	-	
Laundry/housekeeping								
Personnel services	133,381	-	133,381	-	-	-	-	
Materials and supplies	20,266	-	20,266	-	-	-	-	
Activities								
Personnel services	151,009	-	57,804	50,122	-	43,082	-	
Materials and supplies	14,994	-	3,458	4,575	-	6,961	-	
Dietary								
Personnel services	811,750	-	241,709	205,232	-	364,809	-	
Materials and supplies	320,995	-	82,711	77,246	-	161,038	-	
Social services								
Personnel services	45,096	-	45,096	-	-	-	-	
Materials and supplies	124	-	124	-	-	-	-	
Depreciation	292,204	-	76,356	16,075	-	17,938	181,835	
Amortization	267,859	-	-	267,859	-	284,167	-	(284,167)
Total Expenditures	9,801,260	330,938	4,404,508	2,110,204	481,578	2,574,182	363,702	
Excess (deficiency) of revenues over expenditures	1,990,371	1,731,554	227,979	(15,826)	21,286	(75,408)	100,786	
Other Financing Sources (Uses)								
Transfers in	1,212,214	-	1,056,214	156,000	-	-	-	
Transfers out	(1,212,214)	(1,212,214)	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	(1,212,214)	1,056,214	156,000	-	-	-	
Changes in Net Position	\$1,990,371	\$519,341	\$1,284,193	\$140,174	\$21,286	(\$75,408)	\$100,786	

RESOLUTION ADOPTING APPROPRIATIONS 2023-2024

March 2024	BUDGET		ACTUAL		VARIANCE - Over (Under)	
	MARCH	YEAR TO DATE	MONTH	YEAR TO DATE	MONTH	YEAR TO DATE
CLATSOP CARE HEALTH DISTRICT GENERAL FUND						
PERSONNEL SERVICES	\$26,406	\$181,551	\$24,013	\$199,702	(\$2,393)	\$18,151
MATERIALS AND SERVICES	\$19,459	\$175,132	\$10,502	\$131,236	(\$8,957)	(\$43,895)
CAPITAL OUTLAY	\$62,500	\$562,500	\$0	\$6,367	(\$62,500)	(\$556,133)
CONTINGENCY	\$31,350	\$282,150	\$0	\$0	(\$31,350)	(\$282,150)
TOTAL	\$139,715	\$1,201,333	\$34,515	\$337,305	(\$105,201)	(\$864,028)
CLATSOP CARE HEALTH AND REHABILITATION CENTER						
PERSONNEL SERVICES	\$228,319	\$2,067,283	\$278,434	\$2,252,715	\$50,116	\$185,432
MATERIALS AND SERVICES	\$229,175	\$2,052,834	\$190,810	\$2,075,437	(\$38,365)	\$22,603
CAPITAL OUTLAY	\$0	\$0	\$29,917	\$263,403	\$29,917	\$263,403
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$457,494	\$4,120,116	\$499,161	\$4,591,555	\$41,667	\$471,439
CLATSOP CARE RETIREMENT VILLAGE, LLC						
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
MATERIALS AND SERVICES	\$7,655	\$68,017	\$8,472	\$72,553	\$818	\$4,536
CAPITAL OUTLAY	\$9,000	\$81,000	\$0	\$0	(\$9,000)	(\$81,000)
DEBT SERVICE	\$28,186	\$253,675	\$28,147	\$237,481	(\$39)	(\$16,194)
TOTAL	\$44,841	\$402,692	\$36,620	\$310,034	(\$8,221)	(\$92,658)
CLATSOP CARE IN-HOME SERVICES						
PERSONNEL SERVICES	\$46,737	\$404,524	\$46,517	\$415,114	(\$220)	\$10,591
MATERIALS AND SERVICES	\$7,561	\$66,165	\$8,109	\$66,464	\$547	\$299
TOTAL	\$54,298	\$470,689	\$54,625	\$481,578	\$327	\$10,889
CLATSOP CARE RETIREMENT VILLAGE						
PERSONNEL SERVICES	\$159,573	\$1,379,286	\$173,502	\$1,433,543	\$13,930	\$54,257
MATERIALS AND SERVICES	\$79,109	\$684,207	\$66,850	\$658,850	(\$12,258)	(\$25,357)
TOTAL	\$238,681	\$2,063,493	\$240,353	\$2,092,393	\$1,672	\$28,900
CLATSOP CARE MEMORY COMMUNITY						
PERSONNEL SERVICES	\$134,298	\$1,222,814	\$127,836	\$1,185,507	(\$6,462)	(\$37,307)
MATERIALS AND SERVICES	\$41,414	\$373,013	\$45,468	\$395,290	\$4,054	\$22,278
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE	\$44,620	\$401,580	\$44,841	\$400,921	\$221	(\$659)
TOTAL	\$220,332	\$1,997,407	\$218,144	\$1,981,718	(\$2,188)	(\$15,689)
GRAND TOTAL YTD	\$1,155,361	\$10,255,728	\$1,083,418	\$9,794,582	(\$71,943)	(\$461,146)
TOTAL UNAPPROPRIATED RESERVE AMOUNTS						
DISTRICT TOTAL						

	BUDGET		ACTUAL		VARIANCE - Over (Under)		TOTAL ANNUAL BUDGET
	#REF!	YEAR TO DATE	MONTH	YEAR TO DATE	MONTH	YEAR TO DATE	
REVENUES							
Charges for Services	\$1,067,096	\$9,370,779	\$1,059,736	\$9,072,768	(\$7,360)	(\$298,011)	\$12,545,060
Taxes	\$169,583	\$1,526,250	\$88,825	\$1,871,787	(\$80,759)	\$345,537	\$2,035,000
Other Funds			\$0	\$633,421	\$0	\$633,421	
Investment	\$10,063	\$90,488	\$24,094	\$184,358	\$14,031	\$93,870	\$120,650
Income							
Miscellaneous	\$1,563	\$13,688	\$8,485	\$29,297	\$6,923	\$15,610	\$18,250
Income							
	\$1,248,305	\$11,001,205	\$1,181,140	\$11,791,631	(\$67,165)	\$790,427	\$14,718,960

CASH SNAPSHOT

4/26/24																				
CRV GENERAL						47,082														
CCC GENERAL						203,851														
PAYROLL MANUAL CHECKS						12,088														
RETIREMENT VILLAGE PROPERTY LLC						197,639														
MEMORY CARE COMMUNITY						62,782														
DISTRICT ADMINISTRATION						34,011														
IN HOME CARE SERVICES						45,038														
LGIP						5,889,649														
TOTAL						6,492,140														

Resolution No. 2024-15

May 9, 2024 Resolution to proceed with P & L Johnson as well as Osburn Plumbing to get the laundry room into compliance.

Whereas, the laundry room does not have separation between a “clean” side and a “dirty” side;

Whereas, P & L Johnson will extend the Dryer Vents for \$3,260;

Whereas, Osburn Plumbing will switch out the sinks, etc for \$7,150.

Now, therefore be it resolved to proceed with the above bids to put our laundry room into compliance with the State.

Printed Name

Title

Signature

Date

May 9, 2024- Approval for new signatories with Umpqua Bank— Resolution No. 2024-16

BE IT RESOLVED, that the Board of Directors of Clatsop Care Health District hereby approves the signatories to change on all accounts at Umpqua Bank listed below to the following people:

Linda Crandell

Mike Aho

Mark Remley

Nicole Easley

Kendra Webb

Velita Ann Rubino

Debi Martin

Hannah Olson

0005327148

0005327202

0005330823

0005330831

0005330858

0005747872

7000641824

7000780887

7000780895

7000780937

7000872536

Printed Name

Chairman

Signature

Date

Printed Name

Secretary/Treasurer

Signature

Date

May 9, 2024- Resolution for check signatures at Umpqua Bank

- All Aidan Health Services checks to be physically signed by one Board of Directors bank authorized signer.
- One Concur-issued check for all other routine payments. Concur requires two approvers prior to payment. OR: The Health District accounts payable software management system will issue checks or process ACH payments for all routine invoices. This software system, currently Concur, requires two electronic approvals prior to payment. For physical checks, Concur will print one authorized bank signer on the appropriate/corresponding check.
- Physical checks may occasionally be issued by District Accounts Payable, after the Concur required electronic approvals; with one physical signature by a bank authorized signer.
- Emergency physical checks may occasionally need to be issued by District Accounts Payable, bypassing Concur, with two physical signatures by bank authorized signers.

Whereas, it is the responsibility of the Board to assure proper signatures are on all checks;

Whereas, the Board has understood that Umpqua needs to update their internal controls on checks written on Health District accounts;

Now, therefore be it resolved that the above rules will be followed on subsequent checks.

Printed Name

Title

Signature

Date