

Tillamook County
Community Health Council
Meeting Minutes
October 19, 2016

Present: Harry Coffman, Carol Fitzgerald, Michelle Hunter, Carmen Rost, Tim Josi
Excused: Jessica Galicia, Amy Griggs, Donna Parks, Clayton Rees, John Sandusky
Absent/Unexcused: Rex Parsons, Adrianna Prado
Staff: Irene Fitzgerald, Donna Gigoux, Marlene Putman
Guests:

1. Call to Order: Chair Harry Coffman called the meeting to order at 12:26 pm

2. Consumer/Community Needs, Concerns, Issues:

A. Health Care Issues presented by Council Members: No report.

- a) **Community/Patient Concerns:** Discussion surrounded having training for Tsunami Infrastructure in light of the recent storm and Tornado. A member attended a training by the Red Cross which had 40-50 people to assemble Emergency Kits.

Action: Marlene will ask Brian Mahoney if he would provide training to the Health Council.

- b) **Ambassador/Advocate encounters with Community:** No report.
c) **Community Partners (boards, agencies) Encounters/Projects:** No report.
d) **Health Center Patient Comments:** No report.

3. Consent Calendar:

A. Approval of September 21, 2016 Meeting minutes: Carol called attention to the training portion of the minutes, and moved to add under Vignette #1, page 6 “Hunger and Depression” to the section of life challenges.

Action: Michelle moved to approve the minutes as amended; Carmen seconded. Members present, Motion carried. (Note: Clayton Rees, John Sandusky, and Jessica Galicia voted via email to constitute quorum)

4. Board Development:

- A. **Potential New Members** – No update.
B. **Health Council Member Contact & Areas of Expertise** – No update.
C. **Common goals – shared resources between agencies:** No update.
D. **Underrepresented & Youth potential members:** No update.
E. **Update Adrianna Prado** – Harry spoke with Adrianna. She will no longer be on the Health Council. Anna at the High School will be looking for an interested student in the second trimester.
F. **2017 Health Council Meeting Schedule:** Presented in the packet was the proposed meeting packet for both the Executive Committee and Health Council meetings, with exceptions to the second Tuesdays and third Wednesdays for the week of the fair and Thanksgiving week.
Action: Carmen moved to approve the meeting schedule; Carol seconded. Members present, Motion carried. (Note: Clayton Rees, John Sandusky, and Jessica Galicia voted via email to constitute quorum)

5. Administrator’s Report:

General Update and Report:

A. *GOAL: Implement Well Planned Actions/Methods to Improve Productivity and Positive Outcomes for our Clients, Our CHC and the Community*

a) Action Planning in Priority Areas -

- **Behavioral Health:** Marlene indicated that the CCO is offering a grant to provide Behavioral Health Integration in a Primary Care setting, to provide an additional Behavioral Health provider on staff. Marlene will provide the grant application at the next full council meeting to approve. This opportunity is from a partnership between the CCO and GOBHI.
- **Dental Health:**
 - **School Based Dental** – We are continuing to work with HR to get the position of Dental Coordinator approved by the Union and the position posted. A job description and pay range was submitted to HR and will be forwarded on to the Union; the Union has 14 days to review and approve. If they want to negotiate, the process will take an additional 90 days; therefore, it is possible we will not get the position filled until the beginning of the new fiscal year, or by July, 2017. Efforts of the grant are still being carried forward by our contractor and our dental hygienist.
 - **Dental Program Manager** – The Dental Manager job description and pay comprehensive has been sent to HR; again, this will take some time to create a new position and we are moving forward in the process.
- **Patient Access & Support:** The Patient Access policy is almost finalized. Marlene and other staff will meet with Lisa Steffey to discuss and get her input as the new Medical Director.
- **Sexual Health and Adolescent Health Services:** Marlene indicated that Wilson school will have services for 2 days per month, with one day clinic.
- **Maternal and Child Health** – No update, home visiting assessment is continuing. A new program called Quick WIC has been implemented. This program allows for a faster voucher/approval process for clients. Oral and dental health exams are also being performed with WIC appointments as well as varnish and assessments for the need of sealants for older children.
- **The Early Learning Hub** – No update.
- **Correctional Facility Medical Services:** No update.
- **Medical Director Recruitment** – Dr. Steffey begins work on October 24th and will be seeing patients.
- **South County Services** – No update.
- **Tillamook County Year of Wellness (YOW)** – Staff is working on committee charters and getting agreements in place with partners, with a Task Force meeting scheduled in November.
- **Staff** – See Above
- **Strategic Planning** – No update.
- **HRSA Findings** – Still awaiting word on our last submission to HRSA on the financial reporting.

B. *Goal: Increasing Productivity of Providers and Staff to Increase Revenue*

- a) Revised clinic schedule template – We are sharing information with all staff with the dashboards and it is somewhat stressful for the providers to transition to more slots. Adrienne is leaving in November and Patricia, Melissa and Lisa will be assigned her patients. Finalized policy and procedure is forthcoming.

C. Goal: Improve Financial Practices and Systems in order to Improve Efficiency and Effectiveness

- a) We are looking into contracting with Michelle Hunter to work with clinic staff on QA/OI metrics and tracking and procedures. This means that Michelle will not be able to serve on the Health Council in the interim.

D. Goal: Increasing Revenues for Other Sources in Order to Offset Uncompensated Costs for Public Health Services and/or Operational Changes and Improvements

- a) No update.

E. Goal: Implement Policy & Procedure that support our Mission and Improve Quality of Service

- a) **Health Resiliency Workers** – Discussions continue on the logistics of a Health Resiliency worker. The worker is funded through the CCO and works with patients who over-use the ER for care, providing follow-up and education to the patient to reduce ER usage and establish a Primary Care Provider for more preventative care.
- b) **School Resource Behavioral Health Provider** – We will be working with the school district to provide support for students. Marlene will be meeting with Randy to discuss details.
- c) **Emergency Preparation** – We are contracting with Brian Mahoney, who has extensive experience with the state as well as being the former director of Clatsop County Public Health. He will be heading the trainings, and staff is in the process of taking ICS training.

F. Goal: Increase Partnerships with Health & Human Service Organizations in Order to Leverage Resources, develop shared resources and strengthen relationships for future collaborations

- a) (See 6.A.a above.)

Action: Carol moved to approve the administrative report. Carmen seconded. Members present, Motion carried. (Note: Clayton Rees, John Sandusky, and Jessica Galacia voted via email to constitute quorum)

6. Finance Report:

A. **General Update and report** - Total revenue for August (October report) was \$566,621.69; total expenditures were \$596,856.31, with a month end cash balance of \$1,572,133.77. Irene reported the following:

- **Revenue:** We had a bigger draw down of Federal funds due to carryover; we were short \$185K from our wrap payment coming in September instead of August; and an incorrect code adjustment between line items 4374: Insurance and 4386: Medical Managed Care Fees;
- **Expense:** We had an annual prepay expense for 5955: Health and Life Insurance, which raised expenses somewhat. Otherwise, expenses were on par. Encounter and productivity:
 - a) Encounter trends were higher; up from 1286 in July to 1475 in August. Average daily encounters went from 8.9 in July up to 9.5 in August. Comparing to the prior year, our encounters in August is up; this may be due to the Adolescent and Well Child exams.
 - b) Encounters/Workday by Provider productivity – Chris Craft is up from 7.29 to 10.47; Patricia Dannen is down from 9.90 to 8.02 (this may be due to a coding sheet error); Adrienne Fisher is up from 8.27 to 9.09; Erin Oldenkamp was out on leave; and Melissa is up from 10.84 to 11.52, bringing the average to 9.50 per provider FTE.

Action: Carmen moved to approve the financial report; Michelle seconded. Members present, Motion carried. (Note: Clayton Rees, John Sandusky, and Jessica Galacia voted via email to constitute quorum)

7. Marketing/Branding: No report.

8. Reports of Committees:

A. Quality Assurance/Quality Improvement Committee: As there was no meeting in October, both September and October minutes will be presented next meeting.

9. Old Business:

A. GRANTS & Resource Development –

- a) OHA Safety Net Capacity Grant – Marlene met with Marge and will be meeting with Jorge at Lower Columbia Hispanic Council to discuss contracting and moving forward with the work plan. There is a revised work plan and budget that needs to be sent to OHA to move on the contract with us.
- b) OCF Tillamook Education Foundation School Based Dental – discussed in Administrative Report
- c) New Building – Tillamook – no report
- d) Health Resiliency Worker – discussed in Administrative Report
- e) PH Emergency Preparedness (PHEP) Coordinator – Discussed in Administrative Report

10. New Business:

A. Clinical Pharmacist – CareOregon is providing a pharmacist one day per week for medication management. They will be working with complex patient lists and opioid use.

B. Policy/Procedure -

- a) Credentialing and Privileging – Adrienne Fisher
- b) Credentialing and Privileging – Christopher Craft

Action: Carmen moved to approve the Credentialing and Privileging of both Adrienne Fisher and Christopher Craft. Carol seconded. Members present, Motion carried. (Note: Clayton Rees, John Sandusky, and Jessica Galacia voted via email to constitute quorum)

11. Training (Strategic Plan Goal 2) – Time Permitting – No training this meeting.

12. Unscheduled: Marlene Putman’s Evaluation – By consensus, it was decided by members present that the Executive Committee members will be invited to attend Marlene’s Evaluation. BOCC will send out an evaluation sheet. Harry indicated that he couldn’t be there but will make sure he submits his evaluation.

13. Adjourn - The meeting was adjourned at 1:54 PM.