

**TILLAMOOK COUNTY HEALTH DEPARTMENT
HEALTH COUNCIL MEETING MINUTES
JANUARY 14, 2010**

Present: Sig Dickman, Carol Fitzgerald, Cynthia Putt, J. Vanderende, Karen Keltz, Carmen Rost, Donna Parks, Harry Coffman, Nancy Emerson, Ray Ferguson

Excused: Rex Parsons, Tim Josi

Guest: Frank Hrabetin

Staff: Lola Martindale, Curtis Hesse, Sharon Williams

1. Call to Order: Donna Parks called the meeting to order at 12:15 PM.

2. Consumer/Community Needs, Concerns Issues:

- C. Fitzgerald inquired whether the dental van from OHSU could be brought back to the Tillamook area. Harry Coffman said he would check into this as he would be at a meeting at the OHSU's Office of Rural Health.
- S. Dickman noted that she had experienced some negativity about the Health Department at Tillamook Pharmacy and at Tillamook Medical Group laboratory. She was concerned with the Health Department and its services' image. There was discussion by the Council members about conducting a survey to the various health care establishments that TCHD interacts with. D. Parks had expressed that this was been done before and it was called the "Bridge Building" Group. S. Dickman and D. Parks will meet to explore this issue further.

3. Consent Calendar:

a. Minutes - December 10, 2009 -

b. November's Financial Report - S. Williams handed out the financial report for the month of November. She pointed out that revenues for this fiscal year are down. This is due to provider shortage and low provider productivity. November had a loss of about \$19,000 bringing YTD to a loss of about \$16,000 (see page 3).

The Statement of Revenues and Expenditures shows that expenses are up (see page 5). Sharon did say there are some positives for the month. Daily average encounters are up to about 15 and even though we had less workdays in November, client generated revenue was average (see page 8). This is an increase from the previous months and previous years. It was noted that Urgent Care and the timely posting of encounters has a lot to do with this increase.

HARRY COFFMAN MOVED TO ACCEPT THE CONSENT CALENDER INCLUDING THE DECEMBER'S MEETING MINUTES AND NOVEMBER'S FINANCIAL REPORTS. IT WAS SECONDED BY CYNTHIA PUTT. MOTION PASSED UNANIMOUSLY.

4. Administrator's Report:

a. Staffing and Recruitment – The Health Council guest today, Frank Hrabetin, F.N.P, is working as a locum tenens during the month of January. He is interested in becoming a full-time County employee hopefully at the beginning of February. Lori Johns, FNP, who was hired in December has

turned in all of her paperwork to the Oregon Board and waiting for them to act on her license. That should come by the end of February. There is another candidate who is a PA at OHSU whose wife has a job offer from TCGH as a physiotherapist. He has submitted an application and will be interviewed. The recruiting firm is willing to make a substantial discount to their fee to be paid over three months. C. Hesse approached Rob Soans with the new compensation plan in an attempt to rehire him. Soans chose to stay with Bay Ocean which is now under Tillamook Medical Group. Donna Jose may be interested in increasing her number of work days. Lexie Hardy's last day will be February 12. Sandy Kosik will be covering North County for the near future. Starting on the 25th of January there will have a physician coming in as a locum tenens for two weeks and again in February for another week. This physician is not interested in permanent position here at the Health Department. There was a reminder that as of July 1, 2010, Dr. Betlinski will be retiring. He will remain as a 150 day employee with about 2 days per week. We have two well experienced candidates that will be interviewed tomorrow for the open nursing positions.

C. Hesse provided a copy of the new Medical Provider Compensation Plan Health Council members. He also read a letter from Oregon State DHS – Public Health Division regarding the outstanding work of Cerisa Niskanen, one of our Public Health nurses.

b. Grant Management -

- All requirements for the ARRA construction grant (CIP) have been completed and there is HRSA approval to proceed. The final architectural design and oversight Request for Proposals is being completed and submitted for publication and awarding.
- C. Hesse handed out a quarterly report for the ARRA Increased Demand for Services (IDS) grant. Total patient visits since the beginning of this program is 2,476 including 306 new patients; and of total patients served, 758 were uninsured.

c. Service Issues -

- In a discussion with TCGH's Larry Davy C. Hesse noted that among a number of patients being referred from the TCGH's Emergency Room two of the patients were inappropriate with fractures. They had to return to the Hospital ER. C. Hesse requested a meeting with Larry Davy and his ER Director to clarify this.
- An inquiry was made as to whether once there were adequate providers was there going to be any expansion in the walk-in urgent care services, perhaps to all-day. C. Hesse said that this was the plan at Central as well as doing a trial at North County, perhaps during Spring Break.
- N. Emerson asked if we were going to try and build the days up in South County. C. Hesse stated that once we had a fuller team of providers we would need to promote our services there to start rebuilding our patient load.
- HRSA has informed that they will be requiring community health centers to be accredited by one of two national accreditation services. This is a very laborious and costly process but one that will raise the level of our services. There is no deadline yet for us to go through this process.
- A nation-wide report on all County Health Rankings will be published and released February 17, 2010.

d. Marketing - There is a new advertisement in the Headlight Herald with our urgent care and pediatrics featured. In the coming months, we will also be featuring our new providers as they come on board.

C. ROST MOVED TO ACCEPT THE ADMINISTRATOR'S REPORT. IT WAS SECONDED BY C. FITZGERALD. MOTION PASSED UNANIMOUSLY.

5. Training:

a. Eligibility 101 - S. Williams did an exercise using the new sliding fee application. There was a sample scenario that Sharon completed and then another one for the Health Council members to complete. There were concerns expressed over completing the forms in the open front desk area.

6. Old business:

a. North County Dental Services - Dr. Gilbert has not yet provided all of the necessary accreditation paperwork so we can complete his contract. There has been some difficulty in reaching him.

b. Bylaws-Executive/Finance Committee Reporting - N. Emerson expressed concern over provision of the Executive and Finance Committee's Meeting Minutes to the full Council. It was noted that hand written meeting minutes are maintained. N. Emerson noted that it clearly states this in the bylaws and that we should be doing this. There was some discussion about the function of then Executive/Finance Committees versus the Health Council.

7. New Business:

a. Public Health Triennial Review – TCHD is undergoing its most recent Triennial Review by the State of Oregon's DHS – Division of Public Health from February 2 – 26. This is very labor intensive especially for Robin Watts and her staff along with L. Martindale and S. Williams. Lola is leading out in a complete review of Public Health Policy and Procedure Manuals.

- N. Emerson, wants to know why we are not posting Health Council meeting minutes on the bulletin board in the break room. C. Hesse stated that this would be done.

b. Performance Management Processes and Tools - C. Hesse noted that D. Park's sister who is a health care productivity and efficiency specialist expert with the Veteran's Administration may be able to spend some time to review our program at some future time. Meanwhile she has provided some survey materials that are being reviewed by L. Martindale.

8. Reports of Committee:

None this month.

Meeting Adjourned at 2:40 PM by Donna Parks.