

**TILLAMOOK COUNTY HEALTH DEPARTMENT  
HEALTH COUNCIL MEETING MINUTES  
JUNE 10, 2010**

**Present:** Dr. Rex Parsons, Harry Coffman, Cynthia Putt, Donna Parks, Karen Keltz, Carmen Rost, Nancy Emerson

**Excused:** Fr Ray Ferguson, Carol Fitzgerald, Sig Dickman,

**Staff:** Curtis Hesse, Sharon Williams, Gayle Ramirez, Vicki Jackman, Autumn Bruce

**Guest:** Tim Josi

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

**Introductions:**

Curtis introduced new staff members Vicki Jackman RN and Autumn Bruce RN to the Health Council.

**2. Consumer/Community Needs, Concerns Issues:**

- Dr. Shiroma will be retiring and there were questions about the dental program. C. Hesse will deal with this during his Administrator's Report.
- D. Parks noted that she had a friend who was looking for a provider here in Tillamook. She suggested the Health Department but the friend ended up going to Tillamook Medical Group. She then decided to try the Health Department and was very pleased with how well she was treated.
- J. Vanderende gave notice at the Health Council's Executive Committee that she needs to resign from the Health Council effective immediately.

**3. Consent Calendar:**

a. Minutes-May 13, 2010 - On page 2 section 5, D. Parks requested clarification as to whether the travel coupons were available to access dental services. C. Hesse confirmed their availability. There were no Minutes corrections noted.

b. April Financial Report-Sharon Williams: - March's revenue had been increased due to flu shot billings but in April a revenue decrease was experienced. This along with increased expenditures resulted in a \$28,018.54 loss. Average daily encounters have gone down. It is now 9.57 versus 15.59 in February. Year to date we are positive by only \$2,507.51 though last year at this time we were negative by \$161,484.44. Looking to year end on June 30 we should be positive as the IDS and CIP grants have not yet been drawn down though expensed and our new providers on board will start having a positive impact.

**R. PARSONS MOVED TO ACCEPT THE MAY MEETING MINUTES AND FINANCIAL REPORT FOR APRIL 2010. IT WAS SECONDED BY H. COFFMAN. MOTION PASSED UNANIMOUSLY.**

**4. Training:**

a. NWRPCA Spring Meeting Report: The Northwest Regional Primary Care Association has Spring and Fall Conferences that rotate around the Northwest in support of the FQHC of this region. HRSA and National Association of Community Health Centers (NACHC) use these meeting to inform and update the operations of FQHCs. A series of handouts were provided from the meeting held in

Portland May 22-25. These included information from NACHC on the challenges and opportunities for CHCs with the passage of the comprehensive Health Care Reform bill; on the patient-centered medical home – universal access to whole-person care; health reform; and website links to the handouts and presentations given at the NWRPCA Conference.

R. Parsons went over some of the facts about the potential impacts of health reform as we currently know it and as it develops in the coming months. The monitoring of these developments and their impact upon us is critical and it was suggested by C. Hesse that we add this issue to our strategic plan as a strategic goal and place it on the table we use to monitor the Plan. D. Parks suggested that a draft be prepared of this new goal for the Health Council’s review. There was discussion that a strategic planning session be scheduled first internally within the County structure to raise our knowledge and then later with other local health care stakeholders.

Due to limited funding resources C. Hesse has been attending just those conferences in close proximity for cost-savings. T. Josi suggested that the NWRPCA is such an important meeting for the Health Department and that there should be a representative at each meeting. S. Williams mentioned that it could be very expensive to do this, especially when the meeting rotated through Anchorage, Alaska. C. Hesse will make it a point of attending as many of the periodic conferences as possible.

**REX PARSONS MADE A MOTION THAT THERE BE A STRATEGIC PLANNING MEETING HELD. IT WAS SECONDED BY C PUTT. MOTION PASSES UNANIMOUSLY.**

#### **5. Administrator’s Report:**

**a. Staffing and Recruitment** – Both of our recent locum tenens providers, Dr. West and Dr. Wendy Warren, have emphasized that working in our health centers and with our staff has been a very pleasant experience for them. They noted what a positive, cheerful and hardworking environment it was. Dr. Zimmerman’s start date is August 2 and he and his family are well into the process of being here and ready to start as of that day. With a full complement of nursing staff a new nursing schedule day will be added to South County’s schedule as of July 2. A new part-time accounting clerk 2, Lyla Irvine, is now working. An addition to our HRSA grant of \$28,350 more than covered this cost. One of her key responsibilities is handling the dental program eligibility and scheduling.

**b. Grant Management** - Kathy Cummings, the HRSA Project Office assigned to Tillamook, was onsite on June 8. She comes from a finance/business background and has been with HRSA for 9 years. Her visit was very short spending just one day in Tillamook before moving on to the Wheeler and Astoria FQHCs. She was very complimentary of our program in her exit interview. She also had noted that our HRSA SAC Application submission was one of the best scored applications submitted to HRSA. This played a role in our grant being provided a 5-year cycle rather than a 3-year one. Kathy stated that that it was clear to her that TCHD was very careful in implementing HRSA’s program and following proper policy and procedure. Cummings emphasized that her key responsibility was to make sure that the money provided is used for what it is intended.

With the CIP construction the administration department will be moving to the Health Center building. It is becoming obvious that this will be a tight fit. It has also become possible to significantly increase the size of the “multi-purpose” room so it can accommodate full department staff meeting and possibly the Health Council meetings. It will have a moveable divider wall should there be need for multiple meetings.

**At 1:25 Commissioner Josi excused himself from the Health Council Meeting.**

c. Service Issues - Dr. Shiroma will be retiring and is in the process of selling his practice to a Dr. Chris Opdahl. The new name will be Tillamook Bay Dental. He will be continuing the same services. Our promotional flyer is being updated and Dr. Zimmerman will be added to it. With our full complement of nurses we are finally ready to open up a nursing schedule day in South County. As noted previously this will start on July 2 and continue on Fridays thereafter. This moves us up to three full open days. C. Hesse has an appointment with the Cloverdale Chamber of Commerce on June 15<sup>th</sup> at 7 AM. to discuss our services for South County and hear their input and perspectives.

DHS-PHD's current budget has a short-fall of \$577 million for this current biennium budget and it is in the process of cutting 9%. There will be up to 150 layoffs in the Public Health Division and some of our Public Health programs and services may be impacted. At this time our 2010-2011 Public Health budget is holding at the same basic levels of the past year but this situation needs to be monitored.

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

**6. Old business:**

a. CIP Construction Update – There is an issue with the air conditioning and heat system at the main Health Center. There is not adequate CIP funding to upgrade the current system in addition to the system for the new construction. Likewise the County's Information Services department wants to place TCHD on their phone system as the current building phone system is at full capacity. This is an added unanticipated cost for us to buy all the necessary equipment. C. Putt suggested that if they want us on it the County should have to pay for it. Randy Saunders, the architect has stated that he will have the construction plans, drawings and specifications ready by the end of the June. The bidding process for the building contractor should be start by the end of July. The actual construction could begin in September/October time period and be completed by the end of December.

**7. New Business:**

a. Health Council Officer Election Results- Results are as follows: Harry Coffman will be Chairman, Sig Dickman will be Vice Chairman, Carol Fitzgerald, secretary.

**DR. R. PARSONS MOVED TO ACCEPT THE RESULTS OF THE ELECTION OF OFFICERS. IT WAS SECONDED BY H. COFFMAN. MOTION PASSED UNANIMOUSLY.**

b. Healthy Communities Grant Reapplication - The purpose of this grant is participation in a series training institutes targeting the chronic diseases associated with tobacco use. TCHD staff and community partner(s) will be trained in preparation for completing a community-wide health need assessment; developing a three-year implementation plan; and preparing a LPHA work plan for implementation. Tillamook County General Hospital is partnering with TCHD and their health educator, Ginny Gable, will be participating. The Commissioners have reviewed and approved this application. This grant totals \$32,500.

**C. PUTT MOVED TO ACCEPT THE GRANT REAPPLICATION. IT WAS SECONDED BY C. ROST. MOTION PASSED UNANIMOUSLY.**

c. Patient Satisfaction Survey - The provided survey was incorrect. This item is deferred to next month's meeting.

## **8. Reports of Committee:**

a. Quality Assurance Committee-Review of Performances Measures - N. Emerson described the need for the Quality Assurance Committee being involved in the monitoring of the FQHC Health Plan performance measures. N. Emerson mentioned that a meeting had taken place with C. Hesse to plan how best this can be done. First a matrix or table will be prepared that will list the FQHC performance measures; their baselines; and their goals/objectives; timelines; how measured; etc. in hopefully a single page format. The high importance of these measures would be emphasized to the medical providers and support staff to assure their focus. Then each quarter they can be reviewed to assure that they are being properly implemented as well as adequately captured. D. Parks stated that she thought it would be a good idea if the Health Council was informed of the grant as well, so copies of the FQHC Health and Business Plans will be provide all members.

b. Endowment Fund committee - Dr. Jon Carnihan from TBCC will be working with a community committee along with the Betlinski family on this endowment. Dr. Betlinski was approached with the idea and was very pleased and delighted with the idea of such a program. The initial forms and paperwork to start the process of setting up the endowment has been completed. Further details still need to review with Dr. B when he returns from his vacation. It was suggested by C. Putt that there should be a stipulation in this endowment that if the student quits or drops out, they should have to pay back the endowment. H. Coffman provided the opinion that this money would probably be lost as the student would not have the capacity to repay it. This program is not an official activity of the Health Council but has been taken place under the auspices of Tillamook Bay Community College.

**MEETING ADJOURNED AT 2:10 PM BY D. PARKS**