

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

Present: Harry Coffman, Cynthia Putt, Sig Dickman, Donna Parks, Nancy Emerson, Karen Keltz, Carmen Rost, Carol Fitzgerald, Caroline Roth, Rex Parsons

Excused: Tim Josi

Staff: Curtis Hesse, Blain West, Gayle Pitt, Louise Riehl-Haley

1. Call to Order: Harry Coffman called the meeting to order at 12:14 PM

Introductions:

Blain West was introduced to the Health Council. He is taking over Sharon Williams's position as Accounting Manager.

2. Consumer/Community Needs, Concerns Issues:

Tim Josi's wife passed away. Her services will be held at the Garibaldi Grade School on Sunday, October 24th at 2:00 PM. There were two cards passed around for Health Council to sign. One of them was for Tim Josi and the other is for Fr. Ray Ferguson's spouse. Fr. Ray Ferguson passed away this month.

Flu Clinics have been rescheduled. There was some concern as to when the flu vaccine would be available for us to dispense to the community. The clinic had to cancel some of the flu clinics. We have only received a few doses as of yet. C. Hesse pointed the Tillamook County Health Departments web site is a good place to refer to for any changes in the flu clinic schedule as it is updated constantly. Schedule for the clinics are as follows:

- Tillamook Church of the Nazarene from 2:00 PM to 5:00 PM.
- Friday October 15, at the Rockaway Beach City Hall from 2:00 PM to 5:00 PM
- Tues. October 26th, at the Cape Kiwanda Com. Center. From 8:30 AM to 11:30 AM
- Thursday, October 28, from 9:00 AM to 12:00 PM, at the Tillamook County Library

3. Consent Calendar:

a. Minutes-September 9, 2010- There were a few name changes and spelling that needed to be corrected. C. Hesse has corrected these errors.

C. PUTT MOVED TO ACCEPT THE AUGUST MEETING MINUTES. IT WAS SECOND BY D. PARKS. MOTION PASSES UNANIMOUSLY.

b. August Financial Report-Blain West:

In August we were \$90,000.00 in the red. July revenue was \$30,000.00 in the red. Salaries were at \$160,000 last year at this time. This year it is at \$187,000, up \$27,000 from last year. Total encounters are at 1,427. Last year this was at 1,630. This brings our average daily encounters at 8.89 for July. August is at 10.12.

C. Putt asked if the collections were included in the cash flow. B. West stated that it was. It also included Medicare and Medicaid.

N. Emerson stated that we need to get more people in the door to get back into the black.

C. Hesse stated that a year ago that people were waiting 2 to 3 weeks for appointments. Because of this, patients have gone elsewhere for their care. Dr. Betlinski retired, and medical records reported that we received a lot of medical release forms for transfers of care. C. Hesse did state that our daily encounters are rising. According to last weeks count it is at 12.45. We do have more patients coming in.

Rex Parsons stated that this is happening all over the place. He also pointed out that the hospital had 0 in-patients on one day.

C. Hesse stated that the providers are closing their charts in a timely manner.

B. West-Salaries and wages on page 2, YTD at \$546,000. We are budgeted at \$580,000. C. Hesse pointed out that as of July 1st, 2010; our salary scale went up for some of the management. This was for about 7 or 8 people.

C. Hesse stated that Bob Maxwell will be here for Blain West's orientation. C. Hesse is hoping that Bob Maxwell will be able to look at our fiscal review.

B. West stated that the average daily encounters for our providers are at 12.23. Our goal is 16 although it should be even higher than that. Dr. R. Parsons stated that the average goal is 22 encounters daily for providers.

C. Putt stated that we should use the flu clinics as an opportunity to give out information about our clinics and what we offer to the public. C. Roth stated that she volunteers for these different clinics and often speaks about our different departments and what the health clinic offers. They have provided our brochures to the public as well.

S. Dickman asked if our dental clinic was profitable. C. Hesse stated that we have a grant for the dental clinic and we base our fees on the sliding scale. We are billed at the full price. The grant then is used to make up the difference between the full price and how much the patient is charged. The minimum for the dental appointments are \$40.00.

N. Emerson asked if we had a back up plan if we are not in the black within a few months. She would like to see something on hard copy of a back up plan if this does not happen. C. Hesse did state that he would write something up.

C. PUTT MOVED TO ACCEPT THE FINANCIAL REPORT FOR AUGUST 2010. IT WAS SECOND BY REX PARSONS. MOTION PASSES UNANIMOUSLY.

4. Training:

a. Louise Riehl-Haley-Medical Billing and Coding: L. Riehl-Haley went over OHP and the way we bill them. She also discussed the way they pay us. She referred to the billing as a “wrap.” It was explained that we do eventually get the whole \$157.00 for the entire office visit. They pay us a portion of this and then quarterly, we get the remainder also known as the “wrap”. This is through Care Oregon and IHN. Medicare is doing well and we are getting reimbursed for the visits.

N. Emerson asked if OHP would get this “wrap” taken care of. L. Riehl-Haley stated that this was the way it was going to be from now on. We would get partial payment and then get the remainder quarterly.

C. Putt wanted to know if we billed out for each visit or did we bill OHP as a batch. L. Riehl-Haley stated that we bill out each visit and then we bill out again quarterly in the form of a batch.

b. Environmental Health Training for November: C. Hesse stated that we would do this training at the end of November.

5. Administrator’s Report:

a. Staffing and Recruitment-

b. Grant Management- Tri-annual review-there was an issue that was brought to our attention. There was a hold up on the pricing of the HIV testing. We were not in compliance on this. We are now in compliance. C. Hesse explained that one of the issues is documentation of the HIV testing. This has been taken care of.

C. Hesse stated that Quade Construction, out of Lincoln City, has been awarded the contract for the construction on our building. This has brought up some issues. Our original budget gave us some things that we now have to cut out. We will still have our ceiling tiles and the double entryway in the lobby area. C. Hesse stated that the medical records bid was at \$82,000, we now can not do this. Also we were going to do that provider room, but that bid was at \$17,000. We will end up doing this but not at this time. C. Hesse stated that we need to stay within the budget; this is the reason for the cuts. Plans are to have the ribbon cutting in early March.

c. Service Issues- C. Hesse stated that the landlords for South County Health Clinic have patched up the holes in the clinic. C. Hesse asked G. Pitt if she had seen any signs of rodents. G. Pitt stated that she did not see any signs of rodents.

Jim Becraft and C. Hesse have been working on a “Healthy Community Project-State Grant” that is sponsored by the State of Oregon. This is in an effort to get the local agencies involved. A letter was sent out to the different agencies, and so far there have not been any denials for the meeting. This will be sponsored by TCGH and TCHD. C. Hesse provided a copy of the letter that was sent out to the different facilities

C. Hesse has requested address and contact information from the Health Council members. He passed out the current information that he has. There are a few corrections that have been brought up by the Health Council that need to be fixed. These have been brought up and C. Hesse will make sure they are changed.

On October 29th, the county will be recognizing Red Friday. This is to recognize the National Drug Free week from October 23rd through November 3rd.

N. EMERSON MOVED TO ACCEPT THE ADMINISTRATORS REPORT. IT WAS SECOND BY S. DICKMAN. MOTION PASSES UNANIMOUSLY.

6. Old business:

a. South County Facility Report: C. Hesse handed out the floor plan for the South County facility new building. L. Martindale is in the process of getting an estimate of the new furniture to be purchased for the South County Health Clinic.

N. Emerson wanted to know if the South County Clinics new building was a reality, or was it still in discussion. C. Hesse stated it was only discussion at this time.

N. Emerson also wanted a report made for the Health Council on what the cost of the dental furnishings was going to be and how much it would take to run the dental facility. She has requested that a cost benefit analysis be done. C. Hesse said he would investigate and let them know.

C. Roth asked if there would be an X-Ray machine. C. Hesse stated that there would be, if they proceeded with the dental part of this plan.

C. Putt had stated that there should be another door heading out of the clinic in case someone came in with chicken pox, they could be escorted in a different opening to the clinic as to not affect other patients.

b. Employee Satisfaction Survey Report: This will be moved to executive session at the end of the meeting.

c. Dr. Betlinski Retirement Reception Report: Report is that the retirement reception for Dr. Betlinski went really well. D. Parks let us all know that the \$200.00 fed all the

people that showed up. D. Parks stated that the money that C. Roth donated for the food was not used, so she put the money towards the endowment. It is reported that they now have \$4,500 in the fund. They would need to have a minimum of \$15,000.

It was asked if they have done anything more on the building left on the property in South county where the fire department was. G. Pitt said she saw some people in white outfits in the facility removing some debris.

7. New Business:

a. Full Council Meeting: November 10 (Wednesday) or 18 (Thursday): It was discussed on which day the Health Council meeting would be held. All were in agreement to have it on November 18th.

b. Veteran Services: Veterans will be based out of Portland. The Veterans Association has decided to not proceed with plans to use our facility.

C. Rost stated that they have a facility out of Hillsboro. They have several facilities located out of Portland and Salem.

8. Reports of Committee:

a. Quality Assurance Committee: N. Emerson wants to make sure that Dr. Zimmerman is included in these meetings.

AT THIS TIME, H COFFMAN ASKED THAT THE HEALTH COUNCIL GO INTO EXECUTIVE SESSION. THE RECORDER WAS TURNED OFF AND THOSE WHO WERE NOT PART OF THE HEALTH COUNCIL WERE EXCUSED.