

Tillamook County  
Community Health Council  
Meeting Minutes  
July 20, 2011

**Present:** Harry Coffman, Sigrun Dickman, Nancy Emerson, Karen Keltz, Donna Parks, Cynthia Putt, Caroline Roth,

**Excused:** Carol Fitzgerald, Carmen Rost, Tim Josi

**Staff:** Marlene Putman, Blain West, Donna Gigoux

**Guests:** Lola Martindale, Dr. John Zimmerman; Autumn Bruce

**1. Call to Order:** Chair Harry Coffman called the meeting to order at 12:25 PM. Harry welcomed Rex Parsons and mentioned that he would not serve as a member due to his schedule being so hectic, but will attend when he is available.

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

Consumer Concerns:

1. None reported.

**3. Consent Calendar:**

**a. Approval of minutes:** Nancy moved to approve the June minutes. Donna seconded. Motion carried.

**4. Training:**

**a. Community Health Center Leadership Class:** Marlene provided an overview of the training she is attending in Seattle.

**5. Administrator's Report:**

**a. General Update and Report:**

**A. Productivity of Providers and Staff**

1. **Providers** – Dr. Zimmerman's open charts stands at 240, down from last month; Marty Caudle has 154; and FNP Johns has 2 open files. All other providers are current. Open Charts are monitored daily. Dr. Z is committed to getting all new/current charts closed on the same day. Marty will be caught-up by end of the week on all charts. Still reviewing options for changes in exam rooms to be conducive to timely reporting.
  - **Provider Training on EMR** - Provider training continues on-site with Ronda as needed.
  - **Personnel/Staff Changes** –
    - **FNP Frank Hrabetin** was let go on July 18<sup>th</sup>. A new temporary schedule includes Donna Jose working an additional one day per week. Marlene is adding a 150 day provider at \$70 per hour to work about 2 days a week and is not rushing to fill this position to see impact on services. An agreement was made for supervision of the 150 day Dr. with Dr. B will include as part of current duties and contract. Marlene to provide supervision on non-medical. HR approves
    - **Nurse Manager** (Megan Swenson). Resigned and will left effective May 26. Her position was internally be posted. Interviews held and person selected. We selected Autumn Bruce. She started in July 1,

2011. This left a vacancy for a nurse position. This will be posted. In meantime have a trained nurse that is working under a 150 day - Erin Oldenkamp.

- **Nurse** (vacated due to Autumn's promotion). Erin Oldenkamp was hired as a 150 employee. A nurse position was posted internally. Erin applied and was hired effective July 18, 2011. PNP also so she will start training with Dr. Smith over 6 months and then shift to PNP as caseload builds. Have to clear to divide duties and pay for professional/licensing reasons and county HR.
- **Acct. Clerk II** (vacancy) – vacancy will be filled and will work part-time CCF and part-time Health Department. Position will be posted next week.
- **RN (Misty Blalock). Resigned effective July 15.** We will not be filling this position. Misty was offered a 150 arrangement with conditions in order to continue to provide foot care and to provide 1-2 days a week back-up support. This was done effective April 18. We do have an MA that is currently on a 150 day agreement to serve as back up that was designed to fill this position. MA (Carissa) does not want to work full and still needs to complete certification. We had intended to open up the MA for recruitment but will wait on this and keep the 150 day in place.
- **OSII (Carolyn)** Left in June. The position was posted. Interviews held and a candidate was selected – Robin Pearsall. She started work two weeks ago. Medical Records leaving in June. Still considering options. Position is currently in budget and will be posted this week. Welcome Robin!
- **Accounting Tech II (Barb Francisco).** Barb left end of June. The position was posted prior to her leaving and a candidate selected – Irene Fitzgerald. She has week to train with Barb. Welcome Irene!
- **Environmental Health II.** Leaving end of June. Position posted. Were tried to work an agreement Community Development but they are experiencing many changes and not possible at this time. We are posting for both the 1 and 2 level positions to see what applicant pool we receive. We will be working with Alex Manderson under a 150 arrangement to fill in and support during summer months as he has in the past. Interviews are on Friday.
- **Grants Compliance Assist.** Shane Grandlund, with the CCF, resigned effective June 30, 2011. She was working for both CCF and Health Department on grants and contracts. Donna Gigoux will move into this position. We will not fill the OSII position but fill the Accounting Clerk and share position with HD. Training on contracting and grants compliance is underway. Administrator sharing these duties.

**Grants** - (1) Coordinated Home Visiting Grant –Contract to be received by August 15. Nurse Home Visiting position will be posted next week. (2). Meyer Memorial Trust for Supplemental Funding for Coordinated Home Visiting – Working with TFCC, CARE and WRC to submit proposal to OCF August 1.

(3) Post Partum Depression Grant – Grant awarded - Awaiting Contract. **NEW – (1)** Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC) announced the release of the Affordable Care Act supplemental grant awards for existing section 330 funded health centers to improve the quality of care, access to services and reimbursement opportunities for health centers by supporting the cost associated with enhancing quality improvement systems and become patient centered medical homes (PCMH) for \$35,000.00. The due date is August 22, 2011. Marlene requested approval from the Council to apply and provided related materials. **(2)** NEW – Traffic Safety Proposals – up to \$5000. Staff is seeking funding to support staff time to hold the clinics at the Health Department, child car facilities, and the hospital as needed. CARE administers this program currently but has limited capacity and would like to have more people trained. Two HD staff interested and could offer in Spanish. Due August 15. **(3)** NEW - Dental Care - First Tooth training for providers on how to do a basic dental exam on babies in order to provide preventative care. Robin Watts can provide more information at a later date. **(4)** Dental Care - Healthy Smiles, Healthy Children HSHC Access to Care Grants are matching/challenge grants of up to \$20,000 per year supporting local service initiatives that provide dental care to under served/ limited access children. Special consideration will be given to programs that have demonstrated success and/or have potential for replication in other communities. Initiatives demonstrating collaboration with other institutions and organizations will be given priority consideration. HSHC funds may be applied to cover costs of clinic supplies and instruments, patient/ parent education materials, take-home supplies (toothbrushes, toothpaste, etc.), education and/or outreach to recruit dentist participation in program activities, or other activity with clear, direct impact on child oral care. Access to Care Grants must be expended within 12 months of award and recipients may reapply in subsequent years. Funding is awarded July 1, 2012. See Attached documents.

**Contracts:**

**NEW- (1) Intergovernmental Agreement with Justice Facility to provide medical services at jail.** Staff from HD and Jail meet to discuss terms and agreed to develop an agreement targeting September 1 as the start date. Terms expected to be similar to OYA contract at \$150 an hour for on site services 3-4 hours a week; on-call consultation; provision of services at clinic as needed; limited on-site/jail services on non-scheduled days to address higher risk inmates.

**NEW – (2) Veteran’s Medical Services at Clinic.** (Currently in developmental stages.) Marlene met with a small group of people that are interested in pursuing this with us and has gathered information from Lincoln County including the contract that they currently have. Further work is required but we do have support of veteran’s locally. Development will continue over the next couple of months.

**NEW – (3) OCHIN Billing Services.** Contract signed today. Anticipate beginning services August 1, 2011. The process will require a number of

changes with policy and procedure. They will begin the “ramp up” which can take a couple of months without charge and then proceed with actual billing.

**Other Business:** The Cloverdale clinic is seeing very few patients during the nursing schedule. Marlene suggested that the nursing schedule be closed for one day and accommodate patients on the other two days that the clinic is open. Marlene will check with the federal guidelines to see that this is acceptable to eliminate one day of services as it may change the scope of practice.

- ACTION: Donna moved to apply for the new grants; Sig seconded. Motion carried.
- ACTION: Sig moved to close the Cloverdale clinic on Fridays on the provision that it is acceptable to do so; Nancy seconded.
- ACTION: Sig moved to accept the Administrators report. Nancy seconded Motion carried.

**b. Financial report** - Treasurer’s report: ending balance as of June 2011 was (\$430,355.73). Total revenue is \$380,511 and total expenditures were \$373,302, which resulted in a positive ending balance of \$7209 for the month. June medical and dental encounters totaled 1624 with the average daily encounters per provider of 11.44. This figure is on par with the encounters the year prior. The month end accounts receivable totaled \$680,811.81. With the contract with OCHIN Billing Services (OBS) after the initial policy and procedure process, this figure should decrease substantially based on services to other counties data.

- ACTION: Cindy moved to adopt the financial report; Donna seconded. Motion carried.

#### **6. Old Business:**

- a) FPL Update – Blain reported that the form now being utilized presents some struggle for front desk staff. With the implementation of OBS this form will be looked at further.
- b) Strategic Planning - Marlene spoke with Sharon Black, who is a facilitator, with a goal of September for Strategic Planning. Marlene is hoping to get funding from OPCA for the planning.
- c) OPCA Marketing Plan – an initial meeting took place with Beth and a follow-up meeting will be scheduled to finalize the marketing plan. A list of possible dates will be sent out for members to choose a date for the final meeting.
- d) Accountable Care Organization – Jennifer Pratt will be meeting with Marlene tomorrow and will give dates that she is available. It was suggested that other FQHC’s in the area should be invited to the discussion.
- e) OCHIN Billing Services – Already covered in financial report.

- ACTION: NO FORMAL ACTION TAKEN.

#### **7. New Business:**

- Council Roster – Harry noted that the members whose terms were expiring were renewed and are now reflected on the new roster.
- OPCA Marketing Meeting – already discussed.
- Nancy suggested that members who are interested attend a training tomorrow sponsored by the postal service entitled Every Door Direct Mailing at the Library. She suggested that this service could be utilized to let the community know about the changes in Cloverdale Clinic schedule. Donna G. will attend.

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

- **Quality Assurance:** Lola presented the Credentialing and Privileging for Dr. Anne Zimmerman to be signed by the Health Council Chair, Harry Coffman.
  - **ACTION:** Nancy will review the existing policy and make suggestions on revisions and send to Marlene. The QA committee needs a more integrated role with the FQHC.
  - **Finance Committee:** No Report.
  - **Fundraising Committee:** Cynthia and Donna reported on the community events that they attended promoting the Health Clinics in Rockaway and Cloverdale.
9. The meeting was adjourned the meeting at 2:07 PM.