

Tillamook County  
Community Health Council  
Meeting Minutes  
August 17, 2011

**Present:** Harry Coffman, Donna Parks, Cynthia Putt, Caroline Roth, Tim Josi

**Excused:** Nancy Emerson, Carol Fitzgerald, Karen Keltz, Carmen Rost

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

**Guests:** Lola Martindale, Irene Fitzgerald

**1. Call to Order:** Chair Harry Coffman called the meeting to order at 12:20 PM.

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

- a) Donna P. stated that she attended the Huckleberry Health Fair and felt it was a great success. She also wondered about when new brochures would be available.
- b) Cindy suggested that council applications should be available at events for people who might want to join the council.

**3. Consent Calendar:**

- a) **Approval of minutes:** Donna P. moved to approve the July minutes. Caroline seconded. Motion carried.

**4. Training:**

- a) **No Report.**

**5. Administrator's Report:**

a) **General Update and Report:**

**1. Productivity of Providers and Staff**

- **Providers** – Dr. Zimmerman's open charts stands at 300; Marty Caudle has 54; 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** – Nothing new to report.
- **Personnel/Staff Changes** –
  - **Home Visiting Nurse:** Interviews take place August 23<sup>rd</sup>. The position is grant-funded and will be full-time.
  - **Accounting Clerk II:** The position has been posted and closed; interviews will take place in early September.

**2. Funding Grants -**

- **CIP Grant** – The new building is open and started providing services last week. An open house will be scheduled in late September or October.
- **Coordinated Home Visiting Grant** – We are still waiting for the State contract but can begin services.
- **Post Partum Depression Grant** – This grant was awarded and terms will be discussed next week, along with preparing the contract.

- **Traffic Safety Proposals** – Traffic Safety Committee approved the concept and will review the proposal on September 7<sup>th</sup>, with an application to be submitted September 9<sup>th</sup>.
- **Dental Care** – First Tooth trainings scheduled beginning in September through December.
- **Healthy Smiles, Healthy Children** – A letter of intent was submitted August 15<sup>th</sup> and acknowledgement was received. We are now awaiting an invitation, detailed proposal and award announcement.

3. **Contracts** –

- **Agreement with Justice Facility to provide medical services at the jail:** Working to finalize the agreement to begin services September 1, 2011.
- **Veteran’s Medical Services at Clinic:** Nothing new to report.
- **NEW: Medical Reserve Corp:** Seeking volunteer liability coverage for medical doctors assisting during an emergency. Current coverage only extends to a “Governor declared emergency”. County is engaged in conversations on how this could work in partnership with the Health Department.

**ACTION:** Caroline moved to accept the Administrators report. Cindy seconded Motion carried.

4.

**Financial report** - Treasurer’s report: ending balance as of July 2011 was (\$68,606.57). Total revenue is \$278,976.64 and total expenditures were \$346,468.18 which resulted in a negative ending balance. Blain reported that the adjusted cash balance for July was (\$40,254) due to July’s DHS LPHA that should be received sometime in the month for \$28,382. Medical and dental encounters totaled 1016 with the average daily encounters per provider of 12.06, which is down slightly from last year. The month end accounts receivable totaled \$716,622.59. 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. Blain also explained that he looked at the books in the past that were reported to Council and the reports have always been 45 days behind current date.

- **Discussion:** Tim Josi asked Blain what he anticipates next month financials to be. Blain anticipates for the financials to not be worse. He will provide a more comprehensive report for the month end; he will report on closed July financials in September in more detail and will continue that to reflect more accurate figures. Tim also asked Blain and Marlene to write out a strategic plan to present to the Commissioners as to how over time the financial picture will look. Tim stated that based on House Bill 3650; there will be one entity or person with the purse to provide funding to Tillamook County, which includes CARE, Mental Health, TCHD, the Hospital, Rinehart Clinic, etc. Tim stated we will be at their mercy financially. Blain stated that self pay clients are the problem and hopes OCHIN Billing Services will assist greatly with that problem. Cindy stated that with Patient Centered Medical Home we should be ahead of the game when the bill takes affect. She also was concerned that charts not closed are not reflected in the financial report and due to the numbers that could have a huge impact on the bottom line. Blain stated that there is a rolling average shortage for open charts and self pay clients.

*ACTION:* Cindy moved to adopt the financial report; Caroline seconded.  
Motion carried.

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

- a) FPL Update – Processing and procedure is being worked out with OBS Billing services.
- b) Strategic Planning - Marlene reported that Strategic Planning will take place October 12<sup>th</sup>. It will include all staff. She is working on a contract with Mary Murphy to facilitate. This will be an 8 hour session with an online survey.
- c) OPCA Marketing Plan – The final planning meeting will take place on August 24<sup>th</sup>. Location will be determined and Donna G. will send out the information to the council.
- d) Accountable Care Organization – Marlene spoke with Jennifer Pratt of OPCA. Pratt indicated that the requirements and expectations of CCO's are still being developed. Communities need to be involved in the development process. Marlene will arrange a meeting with NW Senior and Disability Services, TFCC, CARE and educational partners in early September. This will be discussed at Strategic Planning to get prepared for 2014 implementation.
- e) OCHIN Billing Services – Policy and procedure is being developed with OBS for implementation to start approximately October 2011.

*ACTION:* NO FORMAL ACTION TAKEN.

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

- Council Roster – Amy Riggs and Rex Parsons have submitted applications to be appointed to the Health Council. By consensus, the council agreed subject to approval by BOCC.
- Resignation of Vice-Chair – Sig Dickman has resigned from the council and a new Vice-Chair needs to be appointed. Donna P. suggested that the Executive committee continue to act as the financial committee and to approach Carol Fitzgerald to be Vice-Chair.

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

- **Quality Assurance:** Nancy sent Marlene suggested changes to the policy. A new or revised policy is due January 2012. Minutes for the July meeting were included in the packet.  
*ACTION:* No action taken.
- **Finance Committee:** No Report.
- **Marketing/Fundraising Committee:** No Report. Donna provided a recap on the community fairs that hosted the clinic banner and council members.

9. The meeting was adjourned the meeting at 2:00 PM.