

Tillamook County  
Community Health Council  
Meeting Minutes  
October 19, 2011

**Present:** Harry Coffman, Carol Fitzgerald, Karen Keltz, Donna Parks, Cynthia Putt, Carmen Rost, Caroline Roth, Tim Josi

**Excused:** Rex Parsons, Nancy Emerson, Amy Griggs,

**Staff:** Marlene Putman, Blain West, Donna Gigoux, Lola Martindale, John Zimmerman

**Guests:**

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

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

- a) Cindy asked if the flu shot schedule will be published in the newspaper, and reported that very few signs are up publicizing them. Marlene said she will mention this to Robin and reported that Robin sent the schedule to be placed in the newspapers, but the item was overlooked.

**3. Consent Calendar:**

- a) **Approval of minutes:** Minutes were revised to reflect that Carol Fitzgerald was not present at the meeting and to change item 7: New Business to reflect that Caroline seconded the motion, not Carol.

**Action:** Cindy moved to approve minutes as amended; Carmen seconded. Motion carried.

**4. Training:**

- a) Training has been postponed until after the Strategic Planning meeting and update. Marlene proposed that the Providers are willing to come and provide training on how the daily operations are conducted from the provider point of view.

**Action:** None at this time.

**5. Administrator's Report:**

a) **General Update and Report:**

Marlene provided a hard copy of the Administrator's report for the council's review and reported on each item to the board members present. Items Marlene updated the Board were:

- Patient Centered Medical Home (PCMH)
- Post Partum Depression Grant
- Quality Improvement Systems Policies
- Coordinated Case Management/Intake
- Medical Reserve Corp liability coverage
- Timeline and fiscal targets meeting with Human Resources, Treasurer and BOCC
- Upcoming and final CHL training course Marlene is attending in October

**Action:** Donna P. moved to approve the Administrator's report. Karen seconded. Motion carried.

**b) Financial Report:**

Blain provided the Health Council Financial Presentation for the board members to review and provided a verbal report. An online version is available on the County website.

**6. Old Business:**

- a) Strategic Planning – Marlene stated that Mary Murphy will send a report on the Strategic Planning in a few weeks. The council members that attended provided the following comments:
  - a. Great staff input by the groups – excellent and positive
  - b. A couple of the staff were not aware that the ‘house was on fire’ financially
  - c. The provider groups had great ideas for better organization and consistency to improve operations and decrease provider burn-out
  - d. Some members thought an annual Strategic Planning meeting would be good, but cost could be an issue
- b) Accountable Care Organization & Coordinated Care Organization –Tim Josi and Marlene met with The Rinehart Clinic to work together with all county providers. Marlene and Ellen Boggs, Director of the Rinehart Clinic will be developing an agenda with Tim to have an ‘all-hands’ meeting with providers to see how services, budgets and Community Care Organizations (CCO) are impacted by this project.
- c) OCHIN Billing Services – Policy and procedure is being developed with OBS for implementation to start approximately November 1. There has been a delay because of hiring new staff by OCHIN to serve our county.
- d) Quality Assurance Committee Representative – Harry said that Nancy is working on getting more assistance to get away for meetings but at this point is still having difficulty. Caroline offered to attend the meetings and report monthly at the council meetings. Donna P. said there should be two council members on the committee.
- e) Patient Satisfaction Survey Results – Donna didn't have the results available to provide a report.

**7. New Business:**

- a) Change in Sliding Scale Fees – Blain provided a handout on increasing sliding scale fees for self-pay clients. He reported that with a \$5 increase, there would be a potential revenue increase of over \$10,000 per year. Council members discussed the following:
  - a. Should a ‘level of service’ fee be charged instead of a flat fee – members thought a flat fee would be more appealing for clients to pay knowing how much they owe before they walk in the door. Lola also added that the level of service would not be easily known at the time the client checked out and paid the fee. The council will discuss further at the next board meeting.

b) Lola reported that a new newsletter has been developed for the clinic and the first draft was presented to the council members. This issue arose from the Strategic Planning meeting. The newsletter will be issued on a regular basis.

**8. Committee Reports:**

a) **Quality Assurance:** Quality Assurance Committee meeting minutes were provided to the council members for review.

b) **Marketing/Fundraising Committee:** No Report. Comments were made regarding the new location in North County for the Hospital clinic.

**9. Adjourn:** The meeting was adjourned the meeting at 2:20 PM.