

Tillamook County
Community Health Council
Meeting Minutes
November 15, 2012

<p>Present: Donna Parks, Carol Fitzgerald, Amy Griggs, Cynthia Putt, Carmen Rost, Elise Englert, Dave Walker Excused: Harry Coffman, Corin Barnes, Rex Parsons Absent: Martha Beckum, Staff: Marlene Putman, Donna Gigoux, Shane Grandlund Guests:</p>

1. Call to Order: Donna Parks called the meeting to order at 12:23 PM. NO QUORUM.

2. Consumer/Community Needs, Concerns, Issues: Donna P. brought up the attendance of the Council members and her concern that the lack of involvement by some members affects the ability to have a quorum at meetings and therefore the Council cannot perform at optimal levels. Some members should be approached to verify their continued interest in being on the council and to understand the attendance requirements.

Donna G. reminded those present that it is very important to let her know if a member cannot attend as there are people who need to know if a quorum will be established. Donna G. mentioned that some members are good about emailing or calling if not attending, but she doesn't hear from others and that causes a hardship. Members should let **Donna G.** know via email or phone, as sometimes the message does not get conveyed and an excused member will be listed as absent on the minutes.

A council member brought up comments by a provider at Strategic Planning in October which caused this member some concern regarding the message being conveyed by providers regarding family planning. The member felt that the message focused on using abstinence for family planning. The member wanted to make sure that patients were being fully educated on all forms of family planning.

3. Consent Calendar:

- a) **Approval of September Meeting minutes:** Carmen moved to approve the minutes; Carol Fitzgerald seconded. Motion carried. Donna G. will poll via email absent members for final approval.

4. Training & Presentations:

- a) Kat Latet will provide the board training from OPCA in January instead of this month.
- b) Strategic planning goals and strategies are due by December 1.

5. Administrator's Report:

- a) **General Update and Report:** Marlene reported on the following:
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A. *Implement Well Planned Actions/Methods to Improve Productivity and Positive Outcomes for our Clients, Our CHC and the Community:*

- Strategic Planning – Staff is working on the writing of the work plan. The Council will work on the draft of the Health Council work plan.
- PCPCH – Completion and submission of the application for all three clinics has occurred. We were advised that we will hear within 30 days or less of the approval. Received the Cervical Cancer grant award which will allow us to continue to work to implement the model and to meet the PCMH/federal criteria as we anticipate that this will be a requirement in the future.
- Public Health Accreditation – Did not receive the grant and Marlene will inquire about feedback as to why we may have not received it. The need to complete the pre-requisites as they link to the CCO criteria and the role of the CAC.

B. *Increasing Productivity of Providers and Staff to Increase Revenue:*

- Staff training will commence in January with Sheila Walty of Create Change. The goal is to improve communication between staff and teams through personality profiles.
- Feedback of the Team Peer review will be provided to the council once complete.
- The results of the Staff survey and the CAHPS survey will be provided to council once complete.

C. *Improve Financial Practices and Systems in order to Improve Efficiency and Effectiveness:*

- The consultant has returned to review processes and new practices with the Treasurer's office and federal reporting requirements.
- We will continue to provide monthly updates with the finance report and then will do a year report on activity.

D. *Increasing Revenues for Other Sources in Order to Offset Uncompensated Costs for Public Health Services and/or Operational Changes and Improvements:*

- Coordinated Home Visiting Grant – 18 months left on the current grant, with another 12 months pending after that to focus on sustainability efforts, but those funds are not guaranteed. Met with state staff to discuss grant progress, address communication, outcomes, training and sustainability. Marlene will be attending a mandatory conference in Seattle for Region X November 26-29.

E. *Implement Policy & Procedure that support our Mission and Improve Quality of Service:*

- See Strategic Planning.

F. *Increase Partnerships with Health & Human Service Organization in Order to Leverage Resources, develop shared resources and strengthen relationships for future collaborations:*

- Behavioral Health professional has been interviewed; the position offered and was accepted. The person will begin January 2nd. Working on developing policy, procedure, training, etc. Motivational interviewing training will be given to all staff.

- Veteran's Medical Services at Clinic – Continuing to work with Steering Committee to gather data and increase advocacy efforts for support of a clinic in Tillamook County.
- Continuing to work with WRC to assist in submitting their next grant application.
- Agreement with the Justice facility to provide medical services at the jail will be modified to include Donna Jose to assist the female inmates. This will provide more time for Marty for administrative duties as the assistant Medical Director.

G. Local, State and Federal Government Funding & Support Services:

- No update.

Financial Report:

Marlene provided the Financial Presentation packet for **NOVEMBER, 2012:**

- Total Encounters for September were 914;
- Total revenue was \$395,228; total expenditures were \$383,667, with a month end cash balance of \$162,413;
- Accounts Receivable was \$200,175;

Action: Carmen moved to accept the administrator's and the financial reports; Carol seconded. Donna G. will poll absent members for final vote.

6. Old Business:

- a) Accountable Care & CCO – 19 CCO's in Oregon to "Pilot" implementation of health care delivery, and monitoring outcomes. Included are medical and behavioral health for Medicaid patients. The CAC will be 51% Medicaid recipients. There will be a community health assessment to evolve into a Community Health Improvement Plan (CHIP) by June 30, 2013.
- b) NWHF – Public Health Accreditation Grant – Tillamook did not receive the grant, but Clatsop County did.
- c) Vice-Chair Nominees – Donna P. asked Dave Walker if he'd be willing to serve; Dave is interested but not at this time.

7. New Business:

- a) New meeting room – By consensus, the group wants to make the change to the new location.
- b) PCPCH Learning Collaborative –a grant opportunity is available for technical assistance with PCPCH practices. This grant will provide 20-25 practices across Oregon technical assistance between January and October, 2013. Grants will be given between \$5,000 and \$10,000. The deadline is November 30th.
PHAB LPHA Accreditation Readiness – This grant provides 3 awards between January and June, 2013 to assist practices in Public Health Accreditation. Deadline is November 30th.

Cindy Putt moved to approve applying for this grant; Carol seconded. Donna G. to poll absent members for final approval.

8. Committee Reports:

- a) **Quality Assurance:** Corin was not available to comment on the QA meetings in August, September and October. It was requested that Lola or Ronda attend to discuss the minutes next meeting.

9. Community Events: -

9. Adjourn: The meeting was adjourned by Donna P. at 2:05 PM.