

Tillamook County
Community Health Council
Meeting Minutes
December 19, 2012

<p>Present: Harry Coffman, Donna Parks, Corin Barnes, Rex Parsons, Cynthia Putt, Carmen Rost, Dave Walker Excused: Carol Fitzgerald, Elise Englert, Amy Griggs, Absent: Martha Beckum, Staff: Marlene Putman, Donna Gigoux, Tammy Hickman Guests: Lola Martindale</p>
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1. Call to Order: Harry Coffman called the meeting to order at 12:16 PM.

2. Consumer/Community Needs, Concerns, Issues:

- a) Cindy asked if there was a policy in place at the schools due to the shooting incident in Connecticut. Marlene indicated that there is a policy but that question would be better posed to the school staff.
- b) Dave asked if there was a process in place for patients post-hospitalization to track or to know that TCHD patients are admitted. Both Marlene and Rex indicated that there is a process whereas the hospital contacts the TCHD when they are admitted, and Rex indicated that there should be a better process in place for when patients are being discharged, in order to facilitate making a follow-up appointment with the patient prior to being discharged.

3. Consent Calendar:

- a) **Approval of November Meeting minutes:** Donna P. moved to approve the minutes; Cindy Putt seconded. Motion carried.

4. Training & Presentations:

- a) Kat Latet will provide the board training from OPCA in January instead of this month. The meeting will begin at 10:30 AM with the training portion prior to the business portion of the meeting.

5. Administrator's Report:

- a) **General Update and Report:** Marlene reported on the following:
 - A. *Implement Well Planned Actions/Methods to Improve Productivity and Positive Outcomes for our Clients, Our CHC and the Community:*
 - Strategic Planning – on target with draft for final revisions.
 - PCPCH – working with the consultant on the PCMH grant federal criteria.
 - Public Health Accreditation – Nothing new to report; still working with CCO on planning.

- NEW: Triennial Review for Public Health – appointments are scheduled to review all aspects of Public Health with Exit Interviews taking place after the reviews are complete.
- 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.
- C. *Improve Financial Practices and Systems in order to Improve Efficiency and Effectiveness:***
- The consultant is currently reviewing dental, home visiting, sliding scale fee and the PPS rate along with the new practices with the Treasurer’s office.
 - County budget process begins in February or March.
- 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 – Marlene met with state staff to discuss grant progress, address communication, outcomes, training and sustainability.
- 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 will begin January 2nd. Working on developing policy, procedure, training, etc. Motivational interviewing training will be given to all staff.
- G. *Local, State and Federal Government Funding & Support Services:***
- No update.

Financial Report:

OCTOBER, NOVEMBER, and DECEMBER, 2012 Financial Reports were provided and Tammy outlined the following:

- Total revenue for AUGUST (October report) was \$393,974; total expenditures were \$425,298, with a month end cash balance of \$128,358;
- Total Monthly Average Encounters for August were 1037 with average daily encounters per provider at 12.8;
- Accounts Receivable was \$265,920.
- Total revenue for SEPTEMBER (November report) was \$395,228; total expenditures were \$383,667, with a month end cash balance of \$162,413;
- Total Monthly Average Encounters for August were 1150 with average daily encounters per provider at 15;
- Accounts Receivable was \$200,174.
- Total revenue for OCTOBER (December report) was \$354,283; total expenditures were \$403,617, with a month end cash balance of \$85,684 (monthly draw-down not reflected; will show in November report submitted in January);

- Total Monthly Average Encounters for August were 1037 with average daily encounters per provider at 12.8;
- Accounts Receivable was \$233,791.

Action: Donna P. moved to accept the administrator's report; Carmen seconded. Motion carried.

Action: Cindy Put moved to accept the financial report; Carmen seconded. Motion carried.

6. Old Business:

- a) Accountable Care & CCO – Marlene will be attending a retreat that will be looking at data and will focus on the Tri-County issues.
- b) Vice-Chair – Harry nominated Donna Parks to serve as Vice-Chair. Cindy Putt moved to accept Donna in that role; Rex Parsons seconded. Motion carried.
- c) Bylaws have been revised to include youth member term limits. Carmen moved to accept the bylaws as revised; Dave seconded. Motion carried.
- d) PCPCH Learning Collaborative – submitted on November 30.
- e) PHAB LPHA Accreditation Readiness grant – was not submitted due to the lack of funding and the competitiveness of the grant.

7. New Business:

- a) March of Dimes Community Grant program – this grant focuses on pregnant women's participation in state or local maternal child health programs, like the Coordinated Home Visiting and Healthy Start/Healthy Families and WIC programs locally. The letter of intent is due January 18th.
- b) Small Health Care Provider QI Grant – is for rural counties working to improve strategies with a focus on quality improvement for chronic disease using Chronic Care Model and electronic patient registries. Clatsop County and Rinehart Clinic are interested in working together on this grant. It is due January 30th. **Action:** Cindy Putt moved to apply for these grants; Carmen seconded. Motion carried.
- c) South County Feasibility Study - Marlene discussed the past process involving the USDA criteria. She was informed that the USDA is a funder of last resort, that the County needs to seek other resources first. This can involve the County cash reserves, Siletz grant, a "cash match" capital campaign, or a Ford Family Community grant. Capital Link is a non-profit organization that assists community health centers in accessing capital for building projects. They will conduct a feasibility study to ascertain the possibility of a new building placed on County-owned property in South County. Executive Committee approved by consensus.
- d) 2013 Meeting Schedule – Donna G. presented the schedule for meetings in 2013. Donna P. moved to approve the schedule without changes; Rex seconded. Motion carried.

8. Committee Reports:

- a) **Quality Assurance:** Cindy moved to approve the report; Rex seconded. Motion carried.

9. Community Events: -

- a) **Adjourn:** The meeting was adjourned by Donna P. at 2:04 PM.