

Tillamook County  
Community Health Council  
Meeting Minutes  
June 19, 2013

**Present:** Harry Coffman, Donna Parks, Carol Fitzgerald, Rex Parsons, Clayton Rees, Carmen Rost,

**Excused:** Martha Beckum, Amy Griggs, Cynthia Putt, David Waud, Dave Walker, Tim Josi

**Absent:**

**Staff:** Marlene Putman, Donna Gigoux, Irene Fitzgerald

**Guests:** Barbara Weathersby, LCSW

**1. Call to Order:** Harry called the meeting to order at 12:17 PM. Barbara Weathersby was introduced by Marlene as the Behavioral Health person for the Community Health Center. She works for Tillamook Family Counseling Center, but works full-time for our clinics doing integrated behavioral health. She provided a brief overview of what that entails to the Board.

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

- a) Donna Parks reported that Deanna Morales decided to not continue to be a Health Council Board member.

**3. Consent Calendar:**

- a) **Approval of April Meeting minutes:** Donna moved to approve the minutes as written; Carol seconded. Motion carried.

**4. Training & Presentations:**

- a) Review of Training Schedule – The board would like to add two items to the training list; Behavioral Health Integration and Dental Contracting.

**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:**

- PCPCH Cervical Cancer – This grant provided funds to improve care coordination for patients for two years, a team was developed and site visits are being scheduled by the State review team.
- An update on Strategic Planning will be provided in August.
- An annual update will be provided to the State regarding our progress for PCPCH internal processes. This is part of the annual accreditation process.

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

- The training provided by Sheila Walty of Create Change is finished. Most of the employees enjoyed it, with a few exceptions.

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

- Our contractor, Joel Hughes, and Accounting staff are currently working on the Cost Report that is needed from the results of the Triennial Review with an anticipated deadline of June 28;
- A new Sliding Scale Fee is being developed to include Medical, Dental and Behavioral Health. This will be presented at the next Board meeting in July.
- Marlene will be rescheduling a meeting with TCGH regarding the Urgent Care strategies they use to deter patients from over-using the emergency room.
- Marlene will provide an overview of the hiring process of primary care providers in July.
- Triennial Review overview and results will be presented to the BOCC on June 26<sup>th</sup> at 9AM. Some of the issues that needed to be addressed were a cost analysis for Public Health to assure that charges did not exceed actual cost of service, lab services with TCGH (our contractor), and ADA/Civil Rights, which needs to be reviewed by BOCC.
- A new Nurse Practitioner will begin in July part-time for the summer.

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

- Small Health Care Provider QI Grant – no word as yet. Marlene will be meeting with Jim Coffee to discuss the progress of the grant.
- South County Building Feasibility Study – a second preliminary report has been provided and Marlene will be following up with the contractor.
- OHA & HRSA Outreach and Enrollment Grants – Applications were submitted in May.

*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 services include a warm hand-off from providers to Barb Weathersby. She meets with the client for about five minutes, and schedules a follow-up appointment. Her target is to have 15 appointments in 15 minute increments. This year she has 10. Billing is an issue as there are limited EMR codes to use. Her services offset emergency room usage by being in the clinic.
- Veteran's Medical Services – Continuing to work with Steering Committee to gather data and increase advocacy efforts for support of a clinic in Tillamook County. This is a political process which includes an RFP. It relies on veterans, their families and advocates to push for a regional Veterans Representative to contact congressional members by documenting numbers, campaigning for the types of services needed, documenting barriers to veteran's traveling to Portland for services in lieu of having local service opportunities, transportation issues, impact financially and physically on the

veteran. Both Donna P. and Carmen would like to be involved in the discussion.

### **Financial Report: April 2013**

Financial Report was provided and Irene outlined the following:

- Total revenue for APRIL (June report) was \$334,125; total expenditures were \$379,252, with a month end cash balance of \$47,665;
- Total Monthly Encounters were 1,384, with average daily encounters per provider at 12.8 with April actual encounters at 1247 and average daily encounters per provider at 9.4;
- Accounts Receivable was \$182,382.66.

**Action:** Carol moved to approve the financial report. Donna P. seconded. Motion carried.

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

- a) Small Health Care Provider QI Grant –no report.
- b) South County Building Feasibility Study – (See Administrator’s Report)
- c) Public Health Accreditation – moving forward to discuss the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP)
- d) Cover Oregon & HRSA Outreach and Enrollment Grants – both state and federal grants to provide financial assistance to hire or use existing staff to act as Assisters to check eligibility for Medicaid and/or to enroll clients through the exchanges.

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

- a) HRSA Outreach & Enrollment Grant – approved by Executive Committee (See item d in Old Business).
- b) Voting for Officers – a ballot was passed out and given back to Donna G. for tally. Results will be reported at the July meeting.
- c) Early Learning Hub discussion June 20<sup>th</sup> at NWRESA – Marlene invited the Health Council members to attend if interested.
- d) Renewal of Health Council Members Donna Parks and David Waud, whose terms end June 30<sup>th</sup> – Carmen moved to renew the members’ terms; Rex seconded. Motion carried. Donna G. will notify the BOCC.

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

- a) **Quality Assurance:** DISCUSSION: Rex mentioned that the benchmarks were low, that the goal on each should be 100%. Marlene pointed out that the benchmarks are set by HRSA criteria and the measures need to line up with the measures in order to measure ‘apples to apples’. Donna P asked if the NCQA survey needs to be used as it is generally felt this is not a good tool. Marlene said we all need to use that survey, but other surveys can be used at different times of the year.

**Action:** Rex moved to approve the minutes; Donna P. seconded. Motion carried.

- a) **9. Adjourn:** The meeting was adjourned at 1:54 PM.