

Tillamook County
Community Health Council
Meeting Minutes
December 18, 2013

<p>Present: Susie Johnson, Donna Parks, Clayton Rees, Carmen Rost, John Sandusky, Dave Walker Excused: Harry Coffman, Amy Griggs, Carol Fitzgerald, Rex Parsons, David Waud, Tim Josi Absent: Staff: Marlene Putman, Donna Gigoux, Irene Fitzgerald Guests:</p>
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1. Call to Order: In the absence of Chair and Vice-Chair, Donna Parks called the meeting to order at 12:25 PM, introducing the new member, Susie Johnson. All present did self-introductions.

2. Consumer/Community Needs, Concerns, Issues:

- a) Donna reported that a satisfied clinic patient has referred their family members to the clinic and they are receiving health care.

3. Consent Calendar:

- a) **Approval of November 20, 2013 Meeting minutes:** Clayton moved to approve the minutes as written; Carmen seconded. Motion carried.

4. Training & Presentations:

- a) Marlene provided a training on the Community Advisory Council (CAC) survey process for determining priorities and next steps in the planning process, which included a powerpoint outlining the changes in health care.

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:*
 - Marlene reported on the Community Health Improvement Policy and the Community Health Assessment needed for Public Health accreditation that the CAC is working on. Survey responses continue to be collected from the community. She reported that the Hospital has conducted a Triennial Review.
 - B. *Increasing Productivity of Providers and Staff to Increase Revenue:*
 - Recruitment is ongoing, Marlene reported that she is working on recruiting a new physician, who would begin in June or July of 2014; a Locum Tenens physician and nurse practitioner are beginning in January for 3 months; an interview has been set up for a nurse practitioner the second week in January as a result of our contract with UHC Solutions; and an ongoing search for a medical director by Merritt Hawkins.

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

- Continuing to contract with Community Link Consulting to assist with various reporting required for Federal and State funding. Due to the shortage of providers and resulting drop in revenue, Marlene and Irene met with the commissioners and treasury department to discuss a plan for both short term and long term financial planning. A follow-up meeting has been scheduled.

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

- Over \$8,000 was received from a grant for Public Health Emergency Preparedness;
- Two new grants are being made available through our CCO for Community Prevention programs, each about \$7,500;
- Coordinated Home Visiting funding for is forthcoming expansion and enhancement of coordination, systems, and subsequent births;
- A new opportunity for a March of Dimes grant has come up. Last year we were not awarded the grant and Marlene will look into re-writing the grant for behavioral health intervention for preventing smoking during pregnancy;
- We received an additional \$25,000 for Outreach and Enrollment from HRSA which will pay for an additional Case Manager.

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

No report.

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

- The Early Learning Hub (ELC) development is ongoing as the initial application was not selected for first round. Efforts are underway to resubmit the application for NWRESD to be the Hub. Cover Oregon and Outreach and Enrollment grants are supporting the efforts to enroll community members into the Health Insurance Exchange via paper applications, as the portal is not yet functioning.

Action: John moved to approve the administrative report. Clayton seconded. Motion carried.

Financial Report: October 2013

Irene provided a Financial Report for October.

- Total revenue for OCTOBER (December report) was \$417,796; total expenditures were \$464,704, with a month end cash balance of **-\$198,183**. Irene stated that items affecting the report are the cost of new phones, part time salaries and retirement pay outs, lower productivity due to lack of sufficient providers, and open charts.

- Total Monthly Encounters slightly up, 1,284. Average daily encounters per provider was 28 with monthly average encounters for the year at 1,288 and average daily encounters per provider at 11.3;
- Accounts Receivable was \$220,320.

Action: John moved to approve the financial report, Clayton seconded. Motion carried.

6. Old Business:

a) Cover Oregon – Clayton reported that there is some confusion with people over 65 thinking they need to sign up for Cover Oregon. Ruby from Cover Oregon was asked contact Cover Oregon to provide clarification to the public and to Assisters, along with correct numbers of those enrolled and those waiting to be enrolled. Also, an update of when the web site will be available for individuals to sign up for coverage. The next training for Assisters is January 14th. Susie also reported that OSU extension service is providing assistance for those who wish to sign up as well.

b) Provider Recruitment - (see Administrator's report)

c) 2014 Meeting Schedule – The meeting schedule was presented and Donna noted the dates that were different from the usual second Tuesday and third Wednesday.

Action: Carmen moved to approve the schedule; John seconded. Motion carried.

Board Development – Harry reported that he will follow up with Bill Hatton; and Susie Johnson has stated that she will be applying to the council as a member, which was approved by the Executive Committee in November. There is still a vacancy for the Executive Committee member at large position.

d) Executive Committee – Vacancy – Donna mentioned again that there is a vacancy on the executive committee for a member at large and asked those present to consider joining in on the executive committee meetings.

e) Board Development – Harry will follow up with Bill Hatton; Clayton will contact Sandy Abbot to see if they would like to join the board.

7. New Business:

None reported.

8. Unscheduled: Credentialing and Privileging for Dr. Betlinski, Dr. Whitehorn and Christopher Craft was presented to the acting chair, Donna Parks, for signature. Majority of board members voted to approve via email vote after the meeting adjourned. Motion carried.

9. Report of Committees:

a) Quality Assurance Committee – Donna Parks wanted to let Ronda Wagner know how much she appreciated the presentation on measures, especially the graphics. **Action:** Minutes: Carmen moved to approve the minutes; John seconded. Motion carried.

The meeting was adjourned at 2:25 PM.