

Tillamook County
Community Health Council
Meeting Minutes
May 21, 2014

<p>Present: Harry Coffman, Carol Fitzgerald, Amy Griggs, Donna Parks, Clayton Rees, Susie Johnson, Carmen Rost, John Sandusky, Excused: Rex Parsons, Dave Waud Absent: Tim Josi Staff: Marlene Putman, Donna Gigoux, Irene Fitzgerald, Ashley Bowers Guests:</p>

1. Call to Order: Chair Harry Coffman called the meeting to order at 12:24 PM.

2. Consumer/Community Needs, Concerns, Issues:

3. Consent Calendar:

A. Approval of April 16, 2014 Meeting minutes: John moved to approve the minutes as written; Clayton seconded. Motion carried.

4. Board Development:

A. David Waud completed his term on the Health Council and did a presentation for his class about his experience. Harry will recruit a new student member from the Health Occupations Instructor. It was suggested that maybe two students would be more beneficial.

B. Terms expire for Carol Fitzgerald, Amy Griggs, Harry Coffman and Rex Parsons on June 30th. Those present agreed to renew their terms. Carol mentioned that she is no longer a consumer member as she followed Donna Jose to her new job.

Action: Donna P. moved to approve Carol, Amy and Harry's renewal terms. John seconded. Motion carried.

C. Harry will get in touch with Rex to ask if he would like to renew his term as member.

5. Administrator's Report:

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:*

- TCHD once again applied for an Americorp Vista volunteer and the application was accepted. Interviews are set for Friday with a start date in September.
- Ashley Bowers, our current Vista, is leaving the end of May. There is a breakfast at the clinic on May 23rd.

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

- Recruitment is ongoing; Merritt Hawkins is still in the process of finding applicants. Their agreement with us ends June 30th.
- Care Oregon is providing TCHD with technical assistance in clinical operations structure, best use of staff, data and document accountability, change of hours of operation to 5-10 hour days for providers and support staff.

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.

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

- Awaiting word regarding the HRSA Facilities Improvement grant. We should know the outcome by September 1.

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

- (See item B)

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

- A. No report.

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

6. Financial Report:

Financial Report:

Financial Report was provided and Irene outlined the following:

- A. Total revenue for MARCH (May report) was \$403,286; total expenditures were \$424,082, with a month end cash balance of (\$-310,222). Month-end cash balance (treasurer) is (\$-310,221.67).
- B. Total Monthly Encounters were up, 1471 compared to February 2014 of 1355; average daily encounters per provider was 8.9 with monthly average encounters per provider for the year at 10.4;
- C. Accounts Receivable was \$199,324.20.
- D. Additionally, we received a wrap payment of \$291,000, which covered the increase of the PPS rate from June – December, 2013 which will show April’s financial report in the positive; the additional time where providers are working 10 hour days include more administrative time for closing of charts; dental encounters have increased dramatically; and the county did not lower indirect costs. Public Health county’s contribution remained the same.

Action: Clayton moved to approve the financial report; Donna P. seconded. Motion carried.

7. Old Business:

- A. No report.

8. New Business:

- A. **NHSC Site Visit June 17th** – Marlene stated that the National Health Service Corp representatives from both the federal and state will be here June 17th to meet with those providers that are currently participating in loan repayment.
- B. **HRSA Site Visit August 19 – 21st** – Our 330 grant ends April 30, 2015. This site visit from the federal HRSA is a requirement and will involve looking at the clinical,

administrative, financial, metrics, and access issues for our FQHC. The representatives will be meeting with the Health Council at their August meeting. Donna G. will send Harry via email the site visit guide in preparation of the agenda for the meeting.

9. Training: None.

10. Reports of Committees:

A. No report.

11. Unscheduled:

A. Donna G. presented to Harry for signature the Credentialing and Privileging policy. This is an annual renewal and is required for our FTCA redeeming application as well as to be compliant with our 330 grant requirements.

Action: Carol moved to approve Harry signing the policy; Clayton seconded. Motion carried.

The meeting was adjourned at 1:18 PM.