

Tillamook County
Community Health Council
Meeting Minutes
November 18, 2015

Present: Harry Coffman, Carol Fitzgerald, Jessica Galicia, Amy Griggs, Donna Parks, Rex Parsons, Clayton Rees, Carmen Rost, John Sandusky, Tim Josi (liaison)
Excused: Michelle Hunter
Absent/Unexcused:
Staff: Marlene Putman, Connor Dixson, Donna Gigoux, Irene Fitzgerald
Guests: Adrianna Prado

1. Call to Order: Chair Harry Coffman called the meeting to order at 10:52 AM. Introductions were made. Harry introduced Adrianna Prado as the new youth member. Members and staff introduced themselves to her.

2. Consumer/Community Needs, Concerns, Issues:

Health Care Issues presented by Council Members:

- a) **Community/Patient Concerns:** None.
- b) **Ambassador/Advocate encounters with Community:** No report.
- c) **Community Partners (boards, agencies) Encounters/Projects:** None at this time.
- d) **Health Center Patient Comments:** No report.

3. Consent Calendar:

A. Approval of October 21, 2015 Meeting minutes: It was noted that the Administrator's report was given via a written report with verbal backup by Donna G. and Irene. Donna G. will modify the minutes to reflect that.

Action: Carmen moved to approve the minutes as amended; Clayton seconded. Motion carried.

4. Board Development:

- a) **Member recruitment** – Donna G. reported that Victoria Mata reported to Lola that she cannot serve as a member.
- b) **Health Council Member Contact & Areas of Expertise** – No changes.
- c) **Common goals – shared resources between agencies:** No update.
- d) **Underrepresented & Youth potential members:** Harry again introduced Adrianna and asked for a motion and second to appoint her as a youth member.

Action: Donna P. moved to approve Adrianna as a youth member; Carmen seconded. Motion carried.

5. Administrator's Report:

General Update and Report: Marlene reported on the following based on previous Strategic Plan Goals, priorities and strategies (2013-15):

A. GOAL: Implement Well Planned Actions/Methods to Improve Productivity and Positive Outcomes for our Clients, Our CHC and the Community

1. Action Planning in Priority Areas - in order to improve quality and increase patient access, encounters, and outcomes (based on the Strategic Plan and ongoing efforts), planning and work plans are under development in the following areas. These priorities will also be used to assist/guide Department budget development for the County and Health Council for 2015/16. Brief updates on current activities are provided with individual action plans for each area available for members upon request to staff.

a) Behavioral Health:

Marlene stated that she is working with TFCC to recruit another provider. Interviews are ongoing.

b) Dental Health:

- School Based Dental – A site visit is scheduled in December with the funder Oregon Community Foundation and Tillamook Education Foundation. We should hear about the implementation grant in January.
- Dental Contracting – We are contracting with Dr. Cyrus Javadi for dental services. Currently there is a great need for dental services in North County through Rinehart Clinic’s patients. Marlene may contact Gina or David to inquire about space in Manzanita for a dental clinic. Dental encounters have tripled.

c) Sexual Health and Adolescent Health Services:

No update.

d) Maternal and Child Health - No update.

e) The Early Learning Hub – No update.

f) Correctional Facility Medical Services (see also partners, below)

No update.

g) Medical Director Recruitment – We are still waiting to hear from Dr. Devlin whether or not he is interested in being our Medical Director.

h) Tillamook County Year of Wellness (YOW) – A webpage is being developed through Tillamook Design and Connor, the Americorp Vista, will present the YOW to BOCC in December.

i) Staff – we have a few new people who have started in the clinic. The Union has voted to strike, having rejected the latest offer from the County. Union will give County 10 days prior to strike. A strike would affect nurses, medical

assistants and OS2 staff, as well as other various support staff. We will keep the clinic open and my hire through temporary agencies if needed.

- j) **Strategic Planning** – the final document from the planning retreat will be in preparation of the upcoming Triennial Review in February.
- k) **HRSA Findings** – we will receive an official notice in the form of a condition on our grant. Once we receive the notice we have 120 days to respond. Health Council will be notified when that has been received. The largest finding was for our financial accounting system, where we need to develop an accrual system, whereas the County operates on a cash basis. This will involve working with the Treasurer’s office to develop systems.

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

- a) Hiring of staff
 - Medical Director – See above.

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

- a) No update.

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

- (1) **EPA Brownfields Grant:** No update.

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

- a) No report.

F. Goal: 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: John moved to approve the administrative report. Rex seconded. Motion carried.

7. Financial Report:

Financial Report was provided and Irene outlined the following:

- A. Total revenue for SEPTEMBER (November report) was \$786,643; total expenditures were \$581,297, with a month end cash balance of \$790,581. Month-end cash balance (treasurers) is \$790,581.14. Irene reported the following:

- **Revenue:** We received \$125K from the CCO to hire a nursing manager. There is an issue with interest revenue not posting; Irene is in contact with the Treasurer's Office about this.
 - **Expense:** We had expenses under Leave Buy Out (5897), which is an employee option to request payment for accrued vacation; Non-Capital Equipment (6004) for new computers for staff; and Drugs & Vaccines (6110) for flu season stock.
- B.** Encounter trends shows an increase for September, from 1,170 in August to 1,577 in September, resulting in an average provider FTE of 3.68; average daily encounters per provider FTE were up from 8.20 in August to 11.10 in September.
- C.** Total Accounts Receivable was \$273,996, and shows 78.48% in the 0-30 bucket, the highest so far.

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

8. Reports of Committees:

A. Quality Assurance/Quality Improvement Committee:

- August QA/QI minutes –

Action: Donna moved to approve the August minutes; Carol seconded. Motion carried.

9. Old Business:

- **GRANTS & Resource Development –**
 - Not discussed due to Strategic Planning time constraints.

10. New Business:

- Credentialing & Privileging – Dr. Cyrus Javadi and Chris Craft

Action: John moved to approve for both; Rex seconded. Motion carried.

11. Unscheduled: None.

12. Adjourn - The meeting was adjourned at 11.15 AM.