

Tillamook County
Community Health Council
Meeting Minutes
April 20, 2016

<p>Present: Harry Coffman, Carol Fitzgerald, Jessica Galicia, Amy Griggs, Donna Parks, Clayton Rees, Carmen Rost, John Sandusky, Tim Josi (liaison) Excused: Michelle Hunter, Adrianna Prado, Rex Parsons Absent/Unexcused: Staff: Marlene Putman, Donna Gigoux, Irene Fitzgerald Guests: Laura Swanson</p>
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1. Call to Order: Chair Harry Coffman called the meeting to order at 12:25 PM.

2. Consumer/Community Needs, Concerns, Issues:

Health Care Issues presented by Council Members: No report.

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

3. Consent Calendar:

A. Approval of March 16, 2016 Meeting minutes –

Action: Donna P. moved to approve March minutes; Clayton seconded. Motion carried.

4. Board Development:

- a) **Potential New Members –** Harry asked the group if any current officer would like to change places with a non-officer. Carol stated that she would like to give up her Vice Chair role. John Sandusky indicated that he would be willing to take on that role. Harry also indicated that he would be chair again. The item will be on the next Health Council meeting agenda in May.
- b) **Health Council Member Contact & Areas of Expertise –** No update.
- c) **Common goals – shared resources between agencies:** No update.
- d) **Underrepresented & Youth potential members:** Harry let the group know that Adriana has a conflict in her school schedule through the end of the school year. She will begin attending in the summer and will be attending TBCC, so plans on continuing on with the role of a Health Council member.
- e) **5. Training:** Due to time constraints, training was held off until next month.

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:

- A new Behavioral Health provider has been hired by TFCC and has started seeing patients. His name is Clark Miller.

b) Dental Health:

- School Based Dental: The initial event to see children was scheduled to take place April 19-21st at Nestucca Valley Elementary and Middle schools, however, due to the number of students who turned in permission slips, the event only lasted one day. School staff, Barb Sabin, an expanded practice nurse practitioner, and care coordinators were on-site. The Middle and High school staff would like the services to be held there as well. Plans are underway for all school districts.
- Dental Expansion Grant: Still in discussion with Sandcreek dental regarding this prospect. Dr. Javadi located a place for lease in Nehalem and will be looking into the possibilities. The CCO is willing to help with ideas for filling the need for North County dental services. Marlene stated that OHSU will be sending dental vans to the coastal areas this year. Marlene will look into the process.

c) Patient Access & Support – Marlene reported that we have been working with Safina to come up with a new dashboard for patient access and to make the dashboard reporting the same as we do for our UDS report. Implementation discussion will take place next week with an all staff breakfast and Marlene, Irene and Autumn met with providers to discuss. The dashboard will be presented at the May Health Council meeting.

d) Sexual Health and Adolescent Health Services:

No update.

e) Maternal and Child Health - No update.

f) The Early Learning Hub – No update.

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

No update.

h) Medical Director Recruitment – Still no word on Dr. Brackett.

i) South County Services – Patricia Dannen has begun providing services in Cloverdale one day per week on Wednesdays. Currently we are working with a contractor to do a site plan review and are planning a partner discussion with TFCC, TBCC and NVSD for services that are needed.

- **Tillamook County Year of Wellness (YOW) – Year of Wellness**

- a) The second quarter challenges begin in April through June. An internal competition between staff of the Health Department will commence. Admin staff are called “Awesome Admin”.
- b) A task force meeting will be held April 29th to discuss the transitioning of the Year of Wellness to a new phase beginning January 2017. There is \$250,000 budgeted for FY 2016-17. Community Wellness fits nicely within the Public Health plan. The CCO is giving funds to YOW for the high school competition in the fall.

- j) **Staff** – No report.
- k) **Strategic Planning** – a finalized plan is being reviewed and will be presented to the Health Council in May.
- l) **HRSA Findings** – (See Old Business)

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

- a) **EPA Brownfields Grant:** No update.
- b) **Public Health Triennial Review** – review is complete with a date to meet with commissioners in May.
- c) **Public Health Accreditation** – work is underway with consultant and our Vista to get ready for accreditation.
- d) **Public Health Modernization** – The document is complete and has been submitted to OHA.

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

- a) **QA/QI Improvement** – Still considering how to proceed with this project, Marlene is working with CCO staff to discuss what they would like for us to focus on for an improved QA/QI plan and procedures.
- b) We spoke with CaptureRX, an administrator for 340B prescription programs. We have had some issues with our current administrator and provider. We may be switching administrator and pharmacies beginning in July with services starting in October. In the meantime, we will continue using our current providers.

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

- a) CHC will be hosting an event at TBCC to let students and community members know of the services we provide. It will be on April 21st from 9AM to 2PM with staff and partners to provide outreach and screenings, both health and dental. Sandcreek dental will send a couple of staff to the event.

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

6. Marketing/Branding:

- a) Logo Choice – Laura Swanson, our marketing consultant, presented the newly designed logos for the board to vote on their top choices. All members seemed to like the top choice.

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

7. Finance Report:

Financial Report was provided and Irene outlined the following:

- A. Total revenue for FEBRUARY (April report) was \$782,122.92; total expenditures were \$552,17.47, with a month end cash balance of \$1,590,792.19. Irene reported the following:
- **Revenue:** #4269 - Donations to YOW for \$150; \$1,065.87 correction to #4699 Interest. All other revenue remained fairly normal with an increase in #4225, Federal grants and \$22,930 in State grants.
 - **Expense:** #5750 AFSME, \$14,025 for a contractual amount to each represented employee and #5980 for increase in VEBA for represented employees from \$85 per month to \$100 per month per the AFSME contract; #6004 Non-Capital Equipment for round 2 of new computers for all staff; \$1040 for #6011 Computer Supplies for Veridesks for 2 employees and a printer for Public Health; \$975.25 for #7022 Public Relations for YOW gift cards for well child exams; and \$3,119.33 for recruitment of the medical director#7080 Travel & Mileage.
- B. Encounter trends decreased slightly for February, from 1,427 in January to 1,333, resulting in an average provider FTE of 3.84; average daily encounters per provider FTE were higher, from 9.00 in January to 9.30. As stated in the Executive Committee minutes, work is underway with the assistance of the CPCCO to develop a new dashboard and provider schedules to alleviate discrepancies between the UDS reported numbers and the clinic process.
- C. Total Accounts Receivable was \$350,552.87, and shows the majority in the 0-30 bucket at 64.37%.
- D. Budget: Irene discussed the budget that was submitted to the budget committee. We had the presentation earlier in the day with no real issues emerging. Irene stated that the budget is up 1.9 million and that we have increased the “loan repayment” to double payments in order to pay it off in 2-3 years. Staff salaries were included for new staff as well as staff being promoted.

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

Action: Clayton moved to approve the budget; Amy seconded. Motion carried.

8. Reports of Committees:

A. Quality Assurance/Quality Improvement Committee:

- March 2016 minutes were not presented for approval. They will be presented in May.

9. Old Business:

A. GRANTS & Resource Development –

- HRSA Notice of Award – Grant Conditions: Key Management Staff condition was lifted, as HRSA accepted our Recruitment & Retention Plan, however, a new condition was added. We need to provide documentation within 120 days that compliance has been met in accordance with the plan. This will be presented to the Health Council in May. Other conditions that were lifted were Maintaining Accurate Scope of Project, Board Authority, and Conflict of Interest Provisions. Financial conditions were submitted but we haven’t received word on their process.
- Co-Applicant Agreement – was presented and it was noted that a sentence was inadvertently left in the bylaws that was previously removed. This sentence is located on page 5, section VII. Officers. The sentence reads “Officers may serve up to two additional terms.” Donna G. will remove the sentence for the final submission to BOCC for filing.

Action: Donna P. moved to approve the chair to sign the bylaws and conflict of interest; John seconded. Motion carried.

- OCF Tillamook Education Foundation Dental Grant – the implementation grant has been awarded to us and we are awaiting the grant letter.
- Facilities – South County Site plan development is moving forward, with the inclusion of the existing clinic building going up for sale. Marlene asked the contractor to include that site for consideration of options.

10. New Business:

- None.

Policy/Procedure – None at this time.

11. Unscheduled: None.

12. Adjourn - The meeting was adjourned at 2:20 PM.