

Tillamook County
Community Health Council
Meeting Minutes
September 22, 2021

Present via Telephone: Bill Baertlein, Brooke Bennett, Tim Borman, Harry Coffman, Carol Fitzgerald, Sharon Kaszycki, Kimber Lundy, Carmen Rost, John Sandusky, Erin Skaar, Kim Smith-Borman

Excused: Amy Griggs, Donna Parks,

Absent/Unexcused:

Staff Present: Marlene Putman, Donna Gigoux, Irene Fitzgerald

Guests:

1. Call to Order: Chair Harry Coffman called the meeting to order at 12:32 pm.

2. Consumer/Community/Partner's Needs, Concerns, Issues (based on Health Council Strategic Plan Goal 2 & 3):

A. Community/Patient Concerns

1. A member asked when flu shots would be available. Donna G. said they would be given in October. Evidently, patients are getting notices stating they are overdue for their flu shots. Marlene will ask Ronda to look into this with OCHIN.

B. Ambassador/Advocate encounters with Community Members

1. No report.

C. Community Partners – partner dialogues, invitations to meetings, etc.

1. No report.

3. Consent Calendar:

A. Approval of August 18, 2021 Meeting minutes:

Action: Sharon moved to approve as written; Carol seconded. Motion carried.

4. Board Development:

A. Health Council Member Contact & Areas of Expertise:

1. No updates.

B. Member Recruitment

1. No report.

C. Board Membership Updates:

1. No report.

C. Common goals – shared resources between agencies:

1. No report.

D. Underrepresented & Youth potential members:

1. Marlene will contact Brooke again regarding any students who may want to become youth members.
2. Harry will contact the instructor at the high school once school begins.

5. Administrator's Report:

General Update and Report provided by Marlene Putman, Administrator –

A. Tillamook County COVID-19 Case Summary

1. Positive cases

- a) We have had 19 cases over the weekend, seven-day case count was 90, between Sept 12 - 18. We have 326 cases between September 1 – 19. 211 unvaccinated; 64 vaccinated; 51 unknown (vaccination record is not in Oregon's registry, and they may have been vaccinated outside of Oregon).
- b) Total of cases between March 2020 and September 19th is 1,815.
- c) The breakthrough rate is September so far is 18.7%; unvaccinated 81.3%.

2. Severity

- a) Tillamook County confirmed deaths are at 23. 20 confirmed not vaccinated; 1 no vaccine record; and 2 fully vaccinated. The death toll for the county was at 5 deaths up until July. Since August, we have had 18 deaths in 28 days, which is nearly 5 times our pandemic total deaths in 4 weeks.
- a) 77 hospitalizations; with 76 last week, so just on recorded that occurred during the last 7 days.
- b) Test positivity rate is 11.2% between September 12 – 18, which has decreased.
- c) There are 11 active outbreaks with public health investigating 16 pending investigation, which totals 26 under monitoring.
- d) There are 333 occupied ICU beds out of 364 in the region; 91.48% occupied. Non-ICU beds total 1,833 occupied out of 1,898 total; 96.57% occupied.
- e) Public Health strongly urges individuals to continue to follow all mask requirements.

3. Testing/Vaccine Events & Locations

- a) 190 individuals were tested throughout the week last week at the drive-up testing clinic at the fairgrounds.
- b) Testing Sites –
 - i. Fairgrounds – Mondays, Wednesdays and Fridays from 9am to 3pm.
 - No appointments required – drive up.
 - Testing only those who are currently with symptoms (fever, dry cough, fatigue, muscle aches, sore throat, or congestion) and those who have been directly exposed to someone who tested positive (close contact) at no charge.
 - Testing not available for surgery, travel, work, school. Sports, etc.
 - ii. 8th Street Acute Care Clinic (sick visits & testing) – Tues & Thurs 8am – 4:30pm, appointments are required.
 - iii. Adventist Urgent Care – Tillamook
 - iv. Rinehart Clinic
- c) Booster doses will be offered at the end of September 8 months after the second shot. Boosters are given right now to those who are immune compromised, such as cancer treatments, organ transplant recipients, HIV, etc. Call for an appointment or look at the link on our website.
- d) Vaccines are available at the Fairgrounds Tuesdays and Thursdays 9-3. Call for appointment at 503-842-3914 or call 503-842-3900 to schedule a vaccine at the clinic either at an appointment with your PCP or schedule with a nurse.
- e) Reminder that healthcare workers, school educators and staff and state employees must be fully vaccinated by October 18th unless there is an exemption granted.

B. Medical

1. Wellness exams through the end of the year
2. Patients with COVID symptoms are not seen in the clinic, only patients who are vaccinated, non-symptomatic are seen in person or virtual.
3. Integrating COVID-19 testing into clinic schedule – at 8th Street Annex (Hooley)
4. Vaccines integrated into clinic schedule

C. Dental

1. Clinic up and running since March, we've exceeded targets for first 6 months of 90%
2. The CCO is impressed with our work for Medicaid patients
3. Working with schools to implement school-based screening and sealant program
4. Dental manager and Dental director making sure contracted dentists and staff are complying with the vaccine mandate

D. Behavioral Health

1. New provider started
2. Working on bi-directional integration
3. Continued integration of psych and psych consultation model
4. Increasing the number of MAT patients
5. Article going out on suicide and community response

E. Community Events/Partners

1. Drug Take Back taking place in October
2. CHNA – County and Region (Columbia, Clatsop and Tillamook)
3. TBCC – MA Externship Program

F. HRSA News

1. Service Area Competition (SAC) grant, with a Site Visit next August.
2. Process to apply is two-fold; Grants.gov due October 4th, HRSA November 3rd.
3. Staff is asking the Health Council for their blessing to apply for the grant. The amount is approximately 2 million.

Action: Kimber moved to approve application to participate in the Community Health Needs Assessment; Brooke seconded. Motion carried.

Action: Sharon moved to approve the Administrative Report; Brooke seconded. Motion carried.

6. Finance Report

A. Page 1: July's month end cash balance was \$3,291,528.44 ending with \$297,534.17 more in expense than revenue.

1. **Page 6: Revenue:** Irene reported that all revenue was within normal range.
2. **Page 6: Expense:** There was no Medicaid Wrap Revenue received in July. All other expenses were within normal range.

3. **Page 7: Materials & Services:** Irene reported that we had \$26,887.86 in annual IT software expense.
4. **Pages 9-11: HRSA Budget Revenue and Expense:** Irene reported that we had more expenditures than revenue in June. Revenue was \$212,109.48 and expense was \$323,095.10. All other revenue/expense was within normal range.
5. **Page 12: Encounters:** Total encounters went from 2,135 in June to 2,533 in July. Tillamook clinic had 1,672 encounters; dental had 785 encounters; and Rockaway had 25. Average Provider Encounters per FTE went from 9.90 in June to 12.10 in July. Provider FTE was 3.92 in June to 4.23 in July.
6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 13.50 and the lowest at 10.36.
7. **Page 16: Monthly Generated Revenue:** Provider revenue in May was a total of \$195,624.98. The number of days open in was 22, giving the average revenue for the workday at \$8,892.
8. **Page 17: Available vs Completed Schedule:** Irene reported that the schedule for providers shows improvement ranging between high 60 – 100%, with one provider at 100.7%. Behavioral Health is doing well with warm handoffs, MAT, etc.
9. **Page 18 & 19: Accounts Receivable:** Total Accounts Receivable was \$483,186.61. The majority in the 0-30 bucket at 78.43%. The average for our 0-30-day bucket is 35.60 days; and gross charges were \$670,460.69. Payer mix shows Self Pay at 17%; and the percentage for Medicaid is 53%. Privately insured is at 16% and Medicare is at 13%. Oregon Contraceptive Care A/R is at 0%.
10. **OCHIN Top 10:** We were number 30 in the top 10 out of 127 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 62. This was due to days in AR rising above 30 days. Metrics are used to determine the success of an entity based on the following:
 - a) Days in Accounts Receivable (average length of time that an account balance is active)
 - b) Days Undistributed (refers to payments and adjustments that have been posted to the system but have not been distributed)
 - c) Percentage of AR over 90 days (the percentage of the total AR that is over 90 days old)
 - d) Charge Lag (average length of time between the date of service and the date that the charge for that service is posted to the AR)
 - e) Claim Acceptance Rate (percentage of claims that when submitted to clearinghouse make it successfully to the insurance payor)
 - f) Days of Open Encounters (patient encounters that have yet to be “closed”)

- g) Charge Review and Claim Edit Days (two work queues within EPIC that hold charges and claims that contain errors)

Action: Carol moved to approve the Financial Report; Kimber seconded. Motion carried.

B. Appendix A: Fiscal Policies & Procedures

1. OCHIN 2021 Fee Schedule Update

- a) Annually we need to update our fee schedule. Irene reported that some fees went up while others went down.

Action: Kimber moved to approve the OCHIN Fee Schedule to move on to the full council; Carmen seconded. Motion carried.

2. Policy & Procedure – Financial Management & Control

- a) Irene presented the updated policy for review and approval.

Action: Kimber moved to approve the policy and move on to the full council; Carmen seconded. Motion carried.

7. Report of Committees:

A. Quality Assurance Committee

1. August QA minutes

- a) Carmen provided a recap of the measures for the month.
- b) Depression is up and under the benchmark as well as Tobacco use and counseling.
- c) MAT has 55 participants.
- d) We show a high level of cancer screening which is great during a pandemic.
- e) She referred to the Dashboard which has shown several measures trending up.
- f) A recap is included in the packet showing the measures and goals.

Action: Kimber moved to approve the report; Carol seconded. Motion carried.

8. Old Business:

A. Grants:

1. Coronavirus Relief Fund – Equity Grant

- a) Marlene reported that TCHD was the lead on writing the Equity Plan and submitting to Oregon Health Authority.
- b) Once submitted, the county received one-half of the total allocated grant funding of \$233,340.
- c) Funding is available for outreach and events to encourage vaccination for hard to reach groups.
- d) Events include Juntos Family Night and Day of the Dead by OSU; possible Homeless Connect, vaccine clinics, reimbursing costs already spent that are not budgeted for COVID related expenditures, etc.
- e) Expenses are from March 2020 to December 31, 2021

B. Other:

1. Staffing

- a. Office Specialist 2 – 1 open position
- b. Public Health Nurse (RN3) – 2 positions open
- c. Nutritionist – posted for part time (19 hours per week)
- d. Public Health Program Rep – Clinic/PH – in process
- e. Public Health Program Rep (Spanish required) – in process
- f. Public Health Program Rep – Dental – in process
- g. Accounting Clerk – in process
- h. Medical Assistant – in process
- i. Building and Grounds – struggling with getting applicants
- j. Key position: Lola, Clinic Manager, Facilities is retiring in January
- k. Key position: Ronda Wagner, Site Specialist, is retiring in January

9. **New Business:**

A. **Grants:**

- 1. HRSA Service Area Competition (SAC) grant
 - a) The abstract is due in Grants.gov by October 4th; then due in HRSA November 3rd.
 - b) The grant is 2.2 million.
 - c) The grant application will be presented to the Health Council at the October's meeting.

Action: John moved to approve the grant application; Bill seconded. Motion carried.

B. **Other:**

- 1. Breakfast for Staff September 8th
 - a) Staff were extremely pleased with the breakfast from the Health Council members.

C. **Policy & Procedure:**

- 1. None.

D. **Credentialing & Privileging:**

- 1. Esther Bradeen, LPCI
- 2. Dr. Benjamin Zike, DDS

Action: Tim moved to approve the credentialing and privileging of Esther Bradeen and Dr. Zike; Bill seconded. Motion carried.

10. **Training:**

A. 2018 – 2021 CAHPS Survey Results

- 1. Donna G. provided a presentation regarding the annual survey conducted with our patients, adults and children, as a requirement from HRSA.
- 2. Presentation is included in the packet.

11. **Upcoming Events:**

12. **Unscheduled:**

13. **Adjourn:** The meeting was adjourned at 1:56 PM