

Tillamook County  
Community Health Council  
Meeting Minutes  
May 18, 2022

**Present via Telephone:** Bill Baertlein, Tim Borman, Kim Smith-Borman, Carol Fitzgerald, Sharon Kaszycki, Donna Parks, Carmen Rost, John Sandusky, Erin Skaar  
**Excused:** Harry Coffman, Dylan Bringuel, Brooke Bennett, Amy Griggs Kimber Lundy,  
**Absent/Unexcused:**  
**Staff Present:** Donna Gigoux, Irene Fitzgerald  
**Guests:**

**1. Call to Order:** Chair John Sandusky called the meeting to order at 12:39 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 wondered since the test kits are due to expire should they be thrown away.
  - 2. Donna G. stated that Dr. Steffey said if the control line is visible, the kit should still be good.
- 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 April 20, 2022 Meeting minutes:**

**Action:** Sharon moved to approve as written; Donna P. seconded. Motion carried.

**4. Board Development:**

- A. **Health Council Member Contact & Areas of Expertise:**
  - 1. See attached, no changes.
- B. **Common goals – shared resources between agencies:**
  - 1. No report.
- C. **Underrepresented & Youth Member**
  - 1. No report.
- D. **TCCHC Committee/Workgroup/Opportunities**
  - 1. No report.
- D. **Health Council Acronyms**
  - 1. See Attached

**5. Administrator's Report:**

**General Update and Report – Donna G.**

A. **COVID 19**

- a) CDC is suggesting that masks be worn indoors due to the rise in cases.
- b) From January 21 – May 16 there have been 49 new cases in the county.

c) 20.81% positivity rate, 64.8% are fully vaccinated, and 71.6% have at least 1 dose.

#### **B. Medical**

1. Staff were trained on the new interpretation service, AMN Language services, where there are over 100 languages available with live interpretation either phone or with a iPad at the front desk and back office.

#### **C. Behavioral Health**

1. Bi-directional integration
  - a) Bi-directional integration continues with TFCC
2. BHRN Grant
  - a) Still waiting for the outcome totals from the state for Tillamook County.
  - b) Adventist received 2.2 million for their projects.
3. Psychiatrist leaving August 1.
  - a) Staff is working on transition plans for 250 patients that see him.
  - b) The plan is to have the patient see their primary care provider for psych medications or refer to a psychiatrist via Tele psych or staff at TFCC.

#### **D. Dental**

1. Dental services and staff are doing very well.
2. The CCO is impressed with our dental clinic and services.

**Action:** Donna P. moved to approve the Administrative Report; Sharon seconded. Motion carried.

### **6. Finance Report**

- A. **Page 1:** March's month end cash balance was \$2,390,002.83 ending with \$73,378.25 more in revenue than expense.
  1. **Page 6: Revenue:** Irene reported that we received the Medicaid Wrap in March with a PPS rate of \$329.25 per encounter state adjustment update with a total of \$214 for March 2021 and \$270 in April for 2021. Irene will be creating reports once a week to catch up with the wrap funds. We are always 90 days behind. It is expected we will receive \$1 million + for the 2021 wrap. Additionally, we had a double draw down of HRSA funding for February and March. All other revenue was within normal range.
  2. **Page 6: Expense:** All expenses were within normal range.
  3. **Page 7: Materials & Services:** All expenses were within normal range for materials and services.
  4. **Pages 9-11: HRSA Budget Revenue and Expense:** Revenue was \$434,501.57 due to 2 months of drawdown in March and expense was \$356,728.64. All other revenue/expense was within normal range.

5. **Page 13: Encounters:** Total encounters for March was 1,917. Tillamook clinic had 1,376 encounters; dental had 509 encounters; and Rockaway had 23. Average Provider Encounters per FTE were 9.20. Provider FTE was 4.44.
6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 13.09 and the lowest at 6.11. The low number does not seem right for this provider; it could be the coding sheet was incorrect. Irene will look into it.
7. **Page 16: Monthly Generated Revenue:**  
Provider revenue in March was a total of \$141,491. The number of days open in was 23, giving the average revenue for the workday at \$6,152.
8. **Page 17: Available vs Completed Schedule:**  
Irene reported that the schedule for providers was not reported in March.
9. **Page 18 & 19: Accounts Receivable:**  
  
Total Accounts Receivable was \$470,793.96. The majority in the 0-30 bucket at 58.39%. The average for our 0-30-day bucket is 28.30 days; and gross charges were \$535,909.10 Payer mix shows Self Pay at 35%; and the percentage for Medicaid is 32%. Privately insured is at 20% and Medicare is at 12%. Oregon Contraceptive Care A/R is at 1%.
10. **OCHIN Top 10:** We were number 25 in the top 50 out of 139 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 67. 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:** Sharon moved to approve the Financial Report; Bill seconded. Motion Carried.

**7. Report of Committees:**

- A. Quality Assurance Committee (QA)
  - a) April Meeting Minutes
  - b) We are still working on getting training for the EHR specialist to get metrics for the minutes. It is anticipated that in the next month or two these will be provided.

**Action:** Bill moved to approve the report; Kim seconded. Motion carried.

8. **Old Business:**

A. **Grants:**

1. Behavioral Health Resource Networks (BHRN) Grant – approval of proposal
  - a) (See Administrators Report)

B. **Other:**

1. None.

9. **New Business:**

A. **Grants:**

1. HRSA American Rescue Plan Uniform Data System (ARP-UDS+) Supplemental Grant
  - a) We received word that we are eligible for an additional \$60,000 from HRSA that provides additional UDS data.
  - b) The funds will be used to offset the Data Analyst Manager position.
  - c) The application is due May 23<sup>rd</sup>.

**Action:** Donna P. moved to apply for the grant; Sharon seconded. Motion carried.

B. **Other:**

1. No report.

C. **Policy & Procedure:**

1. Compliance Plan
  - a) The policy was reviewed by the Health Council members.
  - b) There was a question regarding page 8 concerning the Emergency Treatment section.
  - c) Will review at next meeting for clarity.

**Action:** No action.

D. **Credentialing & Privileging:**

1. Dr. Mark Thomas, DMD
2. Dr. Jin Ahn, DMD

**Action:** Sharon moved to approve both dentists; Carol seconded. Motion carried.

10. **Training:**

1. None

11. **Upcoming Events:**

1. No report.

12. **Unscheduled:**

13: **Adjourn:** The meeting was adjourned at 1:27 PM