

Tillamook County  
Community Health Council  
Meeting Minutes  
July 20, 2022

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

**1. Call to Order:** Chair Harry Coffman called the meeting to order at 12:42 pm.

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

- A. Community/Patient Concerns
  - 1. Donna P. is looking for a grant for a bathhouse on the property. She has asked CARE to assist as this will be used by houseless people. She will look into the CCO large grant for funding.
- 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 June 22, 2022 Meeting minutes:**

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

**4. Board Development:**

- A. Member Recruitment
  - 1. No report.
- B. Officer Appointments
  - 1. Slate of Officers:
    - Harry Coffman, Chair
    - John Sandusky, Vice-Chair
    - Carmen Rost, Secretary
    - Carol Fitzgerald, Member-At-Large
  - 2. Carmen has reconsidered and wishes to continue as Secretary.

**Action:** John moved to approve Carmen's appointment; Donna P. seconded. Motion carried.

**C. 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. As Carmen will no longer be available to attend the QA meetings, there is an opportunity for another council member to serve on the committee.
2. No volunteers came forward at this time.

**D. Health Council Acronyms**

1. See Attached

**5. Administrator's Report:**

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

**A. COVID 19**

1. The new variant is a very high transmission and even poses risks of reinfection.
2. It is advised to continue precautions and avoid large gatherings.
3. Pediatric vaccines are available for Pfizer and Moderna; Nova vaccine has been approved by the feds but not the state.
4. Nova vaccine is for people allergic to the RNA messenger vaccine.
5. Testing kits are available for free and can be ordered directly from HRSA.

**B. Public Health**

1. Home Visiting
  - a) Community Health Worker has been trained and will be offered a position for home visiting.
2. Modernization
  - a) Meeting with the state scheduled August 2<sup>nd</sup>.
  - b) State indicated that we are much farther along than other counties.

**B. Medical**

1. Dove Rainbow will be working remotely beginning in late August part time and permanently beginning in October.
2. The new interpreter system is working well and staff and patients are very happy with it.

**C. Behavioral Health**

1. Psychiatrist leaving end of July.
  - a) Plan is in place to seek to fill the vacancy in partnership with TFCC.
  - b) CPCCO will lead for recruitment.
  - c) Also seeking virtual psychiatrist in the interim.
  - d) Reviewed all patient list and transitioned:
    - i. To primary care for stable patients
    - ii. Consultation and assistance to transition with provider continuing to prescribe, and
    - iii. Patients that will need to continue to see a psychiatrist.
      - The 3<sup>rd</sup> category is comprised of about 40 patients. These will be more difficult to address but working with CPCCO and TFCC on the transition plan.
      - Letters are being sent to all patients this week and include outreach to answer questions and to assist with transitions.

**D. Dental**

1. Expanding dental services in north and south county.
  - a) Dental Director will be looking to hire a part-time dentist and assistant.
2. Dental staff are receiving very positive patient feedback.

**D. PCPCH Site Visit**

1. Rockaway Beach is the chosen location for the site visit.
2. Staff are being selected to be on-site during the visit.

**F. Facilities update – Hooley Building**

1. Agreement with St. Johns church to lease the parking lot for \$600 per month.
2. We received one bid on the second try but rejected it due to being too high.

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

**6. Finance Report**

A. **Page 1:** June's month end cash balance was \$2,602,913.98 ending with \$14,419.97 more in revenue than expense.

1. **Page 6: Revenue:** Irene reported that we received the Medicaid Wrap in May with a PPS rate of \$329.25 per encounter state adjustment update. We are always 90 days behind. It is expected we will receive \$1 million + for the 2021 wrap. There was a coding error in state grants and local/community funding of \$100K. This will be fixed.
2. **Page 6: Expense:** We had a procedure chair of \$12,025.79 in capital outlay. 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 \$347,729.91 and expense was \$231,803.28. All other revenue/expense was within normal range.
5. **Page 13: Encounters:** Total encounters for May was 1,701. Tillamook clinic had 1,142 encounters; dental had 506 encounters; and Rockaway had 32. Average Provider Encounters per FTE were 10.90. Provider FTE was 3.75.
6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 13.95 and the lowest at 8.28.
7. **Page 16: Monthly Generated Revenue:**  
Provider revenue in May was a total of \$140,259.28. The number of days open in was 21, giving the average revenue for the workday at \$6,679.
8. **Page 17: Available vs Completed Schedule:**  
Irene reported that the schedule for providers was not reported in May.
9. **Page 18 & 19: Accounts Receivable:**  
Total Accounts Receivable was \$507,534.42. The majority in the 0-30 bucket at 58.60%. The average for our 0-30-day bucket is 29.70 days; and gross charges were \$471,786.96. Payer mix shows Self Pay at 34%; and the percentage for Medicaid is 34%. Privately insured is at 17% and Medicare is at 14%. Oregon Contraceptive Care A/R is at 1%.

10. **OCHIN Top 10:** We were number 43 in the top 50 out of 138 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 61. This may be due to open encounters, and charge review lag. 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:** John moved to approve the Financial Report; Carmen seconded. Motion Carried.

7. **Report of Committees:**

- A. Quality Assurance Committee (QA)
  1. Irene provided April & May HRSA Quality Measures.

**Action:** Carmen moved to approve the report; John seconded. Motion carried.

8. **Old Business:**

A. **Grants:**

1. Behavioral Health Resource Networks (BHRN) Grant – approval of proposal
  - a) Final revisions to the budget was sent to the state.
  - b) The amount is approximately \$400K.
  - c) Funds will be used for staffing, mobile services like harm reduction.
  - d) Duration of the grant is 18 months.
2. SRCH grant
  - a) We were awarded the grant and the funds will be used to hire a CHW for the clinic with the focus on chronic disease.

**Other:**

1. None.

9. **New Business:**

A. **Grants:**

1. Sustainable Relationships for Community Health (SRCH) grant
  - a) This is our third SRCH grant in the amount of \$22,000.
  - b) It was approved by the BOCC this morning.
  - c) The funds will support a portion of the salary for a CHW for the clinical side.

**Action:** Kimber moved to approve the application; Sharon seconded. Motion carried

**B. Other:**

1. Reproductive Health – mifepristone (medication abortion pill)
  - a) Marlene had a discussion with OHA regarding details of FQHC's providing this service.
  - b) Federal says no, but OHA is wanting to implement into CHC's.
  - c) Indigent people cannot afford medical procedure.
  - d) This service is consistent with our mission.
  - e) Needs to be a community effort with the hospital. Would involve Adventist for ultrasound and possible follow-up.

**C. Policy & Procedure:**

1. Clinic Locations and Hours of Operations
2. Access to Service
  - a) Members reviewed the policies that had been updated to include our extended hours.

**Action:** Carmen moved to approve the policies; John seconded. Motion carried.

**D. Credentialing & Privileging:**

1. None.

**Action:** No action.

10. **Training:**

A. Just Culture

1. It was intended to provide results from the survey, however, more review by managers need to be done first.
2. We will provide the results as soon as they are available.

11. **Upcoming Events:**

1. No report.

12. **Unscheduled:**

13. **Adjourn:** The meeting was adjourned at 2:31 PM