

Tillamook County  
Community Health Council  
Meeting Minutes  
May 17, 2023

**Present via Telephone:** Sharon Kaszycki, Donna Parks, Carmen Rost, Harry Coffman, Bill Baertlein, Kimber Lundy, Carol Fitzgerald, Tim Borman, Kim Smith-Borman  
**Excused:** John Sandusky, Erin Skaar  
**Absent/Unexcused:** Donna Gigoux, Marlene Putman  
**Staff Present:** Irene Fitzgerald, Maia VanSpeybrock  
**Guests:** Ed Colson, Amy McVeety

**1. Call to Order:** Harry Coffman called the meeting to order at 12:35 pm.

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

**A. Community/Patient Concerns**

1. New patient was wanting to see Dr Brown, but was scheduled to see Chris Craft. Patient doesn't want to see Chris, they want to see Dr Brown and now has had a bad experience at the clinic. Irene speculates that the patient was scheduled with Chris due to Dr Brown's max patient capacity. Irene can look into the notes and provide update to council member.
2. Council member brought up frustration regarding multiple accounts with MyChart between every healthcare facility seen at. Dr Borman has experience with this issue and spoke about how the Dr's can see all the patients accounts across facilities, but the patient cannot.
3. Members husbands heart monitor issue of removing it, they have called the clinic multiple times but hasn't heard back from Dr Brown or any MA, Irene to follow up.

**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 19 Health Council Meeting minutes**

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

**4. Board Development:**

**A. Member Recruitment**

1. Harry spoke with Erin the new Health Occupations teacher at the high school. She will speak with her juniors to recruit someone to start this summer or fall as a senior.
2. Tillamook Bay CC – Health Administrative degree students. Jay Bankhead is new head of overseeing student program. Harry spoke to John about talking with Jay to get one of his students to join the council.

**B. Health Council Member Contact & Areas of Expertise:**

1. No report

**C. Common goals – shared resources between agencies:**

1. No report

**D. Underrepresented & Youth Member**

1. No report

**E. TCCHC Committee/Workgroup/Opportunities**

1. Marlene to review committee list and share opportunities

**F. Health Council Acronyms**

1. Council member suggested only sending out list on a quarterly basis, instead of every time. Council members suggested writing out acronyms the first time used, adding to list as we go and sending out updated lists quarterly or annually. One council member requested the printed list every month in their mailed packet. Approved by consensus for the majority of the council for the initial packet of acronyms and then a new packet annually.

**5. Administrator's Report: General Update and Report – Maia and Irene**

**A. Overall report:**

**New Staff:**

2 new staff joining in June: Michelle Walters, Behavioral Health Clinician 3; Ahndrea Sousa, Public Health Registered Nurse. Both these employees will need to be credentialed.

**Building Construction:**

Still underway. The contractors are working on electrical issues now.

**Strategic Planning:**

Consultants are working on finalizing all their information they have gathered. We will have a draft plan to share at the next council for input and suggestions.

**Space Planning:**

\$180k total price with company the county has contracted with. Health department has a \$30k credit from the county to put towards the total price. This will include the company assisting the health department in creating a working plan for the current space we have and for future years what our space should look like for growth.

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

**6. Finance Report**

A. **Page 1:** March's month end cash balance was \$3,508,888.10 ending with \$69,320.56 more in expense than revenue.

1. **Page 6: Revenue:** Irene reported that we received HRSA drawdowns totaling \$370,752.98. We are now caught up on Medicaid wrap payments. All other revenue is within normal range.
2. **Page 6: Expense:** Reserve build up is nice to have for Public Health building expenses as they start being expensed now. Coding for HRSA grants off, resulting in drawdowns not taken. All other expenses were within normal range.
3. **Page 7: Materials & Services:** All expenses were within normal range for materials and services.

4. **Pages 9-12: HRSA Budget Revenue and Expense:** Revenue was \$270,752.98 for March and expense was \$478,329.48. Quality Improvement grant not received since COVID. ECV grant funding is dependent on hiring the staff that has been budgeted. American Rescue Plan COVID is for personnel; ARP UDS Plus grant is an addition. Fixes on page 12 of financial report are due to coding issues in payroll – which are now fixed. All other revenue/expense was within normal range. HRSA grant money normal.
5. **Page 13: Encounters:** Total encounters for March was 1,720. Tillamook clinic had 1,190 encounters; dental had 454 encounters; and Rockaway had 16. Average Provider Encounters per FTE were 9.40. Provider FTE was 4.26.
6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 13.04 and the lowest at 6.09. Tuesdays for Patricia Dannen are half days.
7. **Page 16: Monthly Generated Revenue:** Provider revenue in March was a total of \$153,881.69. The number of days open in was 23, giving the average revenue for the workday at \$6,691.
8. **Page 17 - 19: Accounts Receivable:**

Total Accounts Receivable was \$555,464.79. The majority in the 0-30 bucket at 54.44%. The average for our 0-30-day bucket is 32.30 days; and gross charges were \$525,322.47. Payer mix shows Self Pay at 43%; and the percentage for Medicaid is 26%. Privately insured is at 18% and Medicare is at 12%. Oregon Contraceptive Care A/R is at 2%.
9. **OCHIN Top 10:** We were number 86 in the top 50 out of 169 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 52. There are multiple issues concerning OCHIN and we have been assigned and working with a new team. 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:** Carmen moved to approve the Financial Report; Sharon seconded. Motion Carried.

**B. Appendix A – Financial Policy Update:** Financial Management and Control Fiscal Policy. See attached for updated policy.

**Action:** Sharon moved to approve the Appendix A; Bill seconded. Motion Carried.

**7. Report of Committees:**

**A. Quality Assurance Committee (QA)**

1. Approve February Minutes – need approval next month
2. Approve March/April – need approval next month
3. March/April/May Report
  - a. QA/QI is still under development as it has transitioned to other staff. Staff is still trying to figure out reports and evolving how the committee functions
  - b. BMI reporting was spoken about

**Action:** Carmen moved to approve the Quality Assurance committee report; Kimber seconded. Motion carried. Minutes were not attached for approval, will be included in next months council.

**8. Old Business:**

**A. Grants:**

- a) OHA Mobile Clinic Grant update: TCCHC did not receive funding for this grant. There is potential for another round of funds for a future application date.

**9. New Business:**

- A. Annual Review of Co-Applicant Agreement between Health Council and Board of County Commissioners – review agreement attached in packet for potential update in June**

**B. Grants: None**

**C. Policy & Procedure:**

- a) In process: Revising HIPAA Policy with Assessment
  - Working with the CCO and legal. Rockie and Marlene have time set aside to work on this

**D. Credentialing & Privileging: None**

**Action:** no action

**10. Training:**

Emergency Preparedness – Amy McVeety, Public Health Program Representative; Ed Colson, Public Health Emergency Preparedness Coordinator

**11. Upcoming Events:**

- 6/1 Strategic Planning Plan Draft Review via Teams 1p-3p

**12. Unscheduled:**

**13: Adjourn: The meeting was adjourned at 2:40 PM**