

Tillamook County  
Community Health Council  
Meeting Minutes  
July 19, 2023

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

**1. Call to Order:** Harry Coffman 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. No report

**B. Ambassador/Advocate encounters with Community Members**

1. No report

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

1. CPCCO at Adventist Community Services are gathering collective stories regarding health issues, concerns, public safety, health and wellness. Cool experience. They are promoting that the Oregon health plan will pay for mileage to get to doctor's appointments over the hill, which was not common knowledge for patients.

**3. Consent Calendar:**

**A. Approval of June 21 2023 Health Council Meeting minutes**

**Action:** Bill moved to approve council minutes with corrections regarding losing quorum and attendance; Carmen seconded. Motion carried.

**4. Board Development:**

**A. Member Recruitment**

1. Officer Appointments – Per ballot votes: Harry Coffman will remain Chair; John Sandusky will remain Vice-Chair; Carmen Rost will remain Secretary; Carol Fitzgerald will remain Member-at-Large; Tim Borman will become new Member-at-Large
2. Member reappointment – Kimber Lundy wants to be reinstated to the full council since she didn't end up moving away.

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

1. Carol has changed from community member to consumer, as family is patient of Dr Brown now.
2. Updated spreadsheet to show ethnicity and gender, members should review for accuracy.

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

1. No report

**D. Underrepresented & Youth Member**

1. No report

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

1. Facilities committee – outside contractor, McKinstry, working on space planning. More details to come and invites to discussions.

**F. Health Council Acronyms – sent annually**

**5. Administrator's Report: Discussion regarding CHIP/CHNA – Marlene**

**A. Community Health Improvement Plan/Community Health Needs Assessment Presentation**

1. 2022 Priority Ares:

- Access to Care: Language, Culture; Health Literacy; Social Determinants
- Housing: Cost Burden; Navigation; Home Repairs
- Economic Stability: Employment; Childcare

2. Collaborative Partners:

- Adventist Health
- Tillamook County Community Health Center
- Nehalem Bay Health Center & Pharmacy
- Tillamook Family Counseling Center
- Columbia Pacific CCO

**Action:** Tim moved to approve the Administrative Report; Carol seconded. Motion carried.

**6. Finance Report**

A. **Page 1:** May's month end cash balance was \$5,268,374.62 ending with \$284,094.29 less in expense than revenue. Discrepancy between Treasurer's office cash and the Health ending cash will be corrected by next month due to a program no longer in use, therefore funds will be incorporated into the Health ending cash to balance.

1. **Page 6: Revenue:** Irene reported that we received HRSA drawdowns totaling \$764,144.43. 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.. All other expenses were within normal range.
3. **Page 7: Materials & Services:** Due to fiscal year end, supplies expense higher than normal since ordering had to be placed before May 31<sup>st</sup>. All expenses were within normal range for materials and services.
4. **Pages 9-12: HRSA Budget Revenue and Expense:** Revenue was \$764,144.43 for May and expense was \$559,574.43. HRSA fiscal year end was April 30<sup>th</sup>, Irene will be updating the HRSA amounts before next financial committee. All other revenue/expense was within normal range. HRSA grant money normal.
5. **Page 13: Encounters:** Total encounters for May was 1,802. Tillamook clinic had 1,249 encounters; dental had 457 encounters; and Rockaway had 33. Average Provider Encounters per FTE were 11.80. Provider FTE was 4.00.

6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 39.09 and the lowest at 9.25. This is due to Dr. Steffey being out for surgery and completing patient charts in a short amount of time.

7. **Page 16: Monthly Generated Revenue:**

Provider revenue in May was a total of \$140,291.13. The number of days open in was 22, giving the average revenue for the workday at \$6,377.

8. **Page 17 - 19: Accounts Receivable:**

Total Accounts Receivable was \$501,239.49. The majority in the 0-30 bucket at 52.19%. The average for our 0-30-day bucket is 30.40 days; and gross charges were \$513,892.19. Payer mix shows Self Pay at 43%; and the percentage for Medicaid is 29%. Privately insured is at 17% and Medicare is at 10%. Oregon Contraceptive Care A/R is at 1%.

9. **OCHIN Top 10:** We were number 72 in the top 50 out of 172 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 54. 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; Donna seconded. Motion Carried.

**B. Appendix A – Annual Financial Report FYE22:** for the year ended June 30, 2022. A report for the county auditors that includes a modified accrual basis, instead of cash based shown on monthly financial reports.

**Action:** Tim moved to approve the Appendix A; Donna seconded. Motion Carried.

7. **Report of Committees:**

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

1. Approve June Minutes

- a. **Action:** Carmen moved to approve the June QA/QI minutes; Bill seconded. Motion carried.

2. July Report and Approval

- a. Report included a presentation consisting of data from June 2021 –

June 2023, presented by Tim Borman.

- b. Data topics: Tobacco Use Screening & Cessation; Depression Screening & Follow up; Ischemic Vascular Disease (IVD) Use of Aspirin or Another Antiplatelet; Dental Provider Peer Review Summary; Behavioral Health Provider Peer Review Summary; Medical Provider Peer Review Summary; Monthly Dashboard of measures met.

**Action:** Carol moved to approve the July Quality Assurance committee report; Bill seconded. Motion carried.

8. **Old Business:**

**A. Naming of New Health Center Building**

- a) This will be discussed at a later date

**B. Strategic Plan Update 2023-2024 Approval:**

- a) Presentation was previously done. A narrative is in draft for a few changes, but the goals remain the same.

**Action:** Bill moved to approve the Strategic plan update for 2023-2024; Tim seconded. Motion carried.

9. **New Business:**

- A. Grants:** Approval for PHEARLESS Grant Application. Funding for one year of \$100,000 to use in a project to support and improve the health of the community.

**Action:** Donna moved to approve the application to the PHEARLESS Grant; Bill seconded. Motion carried.

**B. Policy and Procedure**

- a. Approval of Corporate Compliance Plan update
  - i. **Action:** Bill moved to approve the Corporate Compliance Plan update; Donna seconded. Motion carried.
- b. Approval of Risk Management Plan update
  - i. **Action:** Donna moved to approve the Risk Management Plan update; Bill seconded. Motion carried.
- c. Approval of Cultural & Linguistic Policy – moved to next month
- d. Approval of Access to Service Policy – moved to next month
- e. BHRN Policies review – TBD

- C. Credentialing & Privileging:** None at this time. Up coming approvals needed: Michelle Walters, Behavioral Health Clinician; Dr Dale Westrom, Dermatologist volunteer.

10. **Training:**

HRSA Operation Site Visit Overview with Eric Brinkert – PowerPoint presentation. Slides and relevant documents to be shared in preparation for interview on August 23.

11. **Upcoming Events:**

- HRSA Operational Virtual Site Visit August 23<sup>rd</sup>

12. **Unscheduled:**

13. **Adjourn:** The meeting was adjourned at 2:42 PM