

Tillamook County
Community Health Council
Meeting Minutes
August 16, 2023

Present: Sharon Kaszycki, John Sandusky, Carmen Rost, Harry Coffman, Bill Baertlein, Tim Borman, Kim Smith-Borman, Donna Parks, Erin Skaar, Carol Fitzgerald
Excused: 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 12:37 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. No report

3. Consent Calendar:

A. Approval of July 19, 2023 Health Council Meeting minutes

Action: John moved to approve council minutes; Carmen seconded. Motion carried.

4. Board Development:

A. Member Recruitment

1. No report

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. Harry spoke with Erin at the high school again, she stated she has 2 seniors who are interested in joining when the school year starts again.

E. TCCHC Committee/Workgroup/Opportunities

1. No report

F. Health Council Acronyms – sent annually

5. Administrator's Report: Marlene

1. Dermatology Volunteer

- Dr Dale Westrom is in the clinic all day Wednesdays and half day Fridays
- He will be in the county until October 4th, 2023, and return in the spring
- Taking appointments for 20 minutes

- Clients are not only TCCHC patients, can be anyone referred
- 2. Telemedicine survey conducted, results to be shared soon
- 3. North county mobile services
 - Dental services have started in the mobile clinic
 - Location is the gravel parking lot in Nehalem
 - Hours and days approved by health council
 - Difficulties with internet connection, solution in the works
- 4. 8th Street Annex building
 - Building is set to be completed in October with a November move in date

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

6. Finance Report

- A. **Page 1:** June's month end cash balance was \$5,115,956.44 ending with \$152,418.18 more in expense than revenue. This is due to no Medicaid WRAP payment received and Capital Outlay Expenses totaled \$231k.
1. **Page 6: Revenue:** Irene reported that we received HRSA drawdowns totaling \$552,168.78. All other revenue is within normal range.
 2. **Page 6: Expense:** Capital Outlay Expenses totaled \$231k; 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 \$552,168.78 for June and expense was \$710,398.29. All other revenue/expense was within normal range. HRSA grant money normal.
 5. **Page 13: Encounters:** Total encounters for June was 1,294. Tillamook clinic had 784 encounters; dental had 470 encounters; and Rockaway had 17. Average Provider Encounters per FTE were 8.40. Provider FTE was 3.80.
 6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 10.48 and the lowest at 3.57. This is due to Dr. Steffey being out for surgery.
 7. **Page 16: Monthly Generated Revenue:**
Provider revenue in June was a total of \$82,092.78. The number of days open in was 21, giving the average revenue for the workday at \$3,909.
 8. **Page 17 - 19: Accounts Receivable:**

Total Accounts Receivable was \$452,900.97. The majority in the 0-30 bucket at 45.37%. The average for our 0-30-day bucket is 30.70 days; and gross charges were \$349,637.92. Payer mix shows Self Pay at 46%; and the percentage for Medicaid is 31%. Privately insured is at 13% and Medicare is at 8%. Oregon Contraceptive Care A/R is at 1%.

9. **OCHIN Top 10:** We were number 106 in the top 50 out of 174 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 47. The number of open charts is due to provider being out. 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: Tim moved to approve the Financial Report; Sharon seconded. Motion Carried.

7. **Report of Committees:**

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

1. Approve July QA/QI Minutes

Action: Bill moved to approve the July QA/QI minutes; Tim seconded. Motion carried.

2. August Report and Approval

- a. A workgroup was proposed by a member of the council to figure out what this report from QA/QI should entail for health council.
- b. Members of the workgroup were designated.
- c. It was discussed that the monthly report would be from the previous month, not the current month, moving forward.

Action: No action

8. **Old Business:**

A. **None**

9. **New Business:**

A. **Grants:** Approve application to OHSU Knight Cancer Partnership Program Grant

Action: Donna moved to approve the application to the OHSU Partnership Grant; Bill seconded. Motion carried.

B. **Approval of Dental Services Patient Survey**

Action: Donna moved to approve the dental services patient survey; Carol seconded. Motion carried.

C. Policy and Procedure: PowerPoint presentation was shared with revisions, if any, on the following policies and documents -

1. Approve Referral Policy
2. Approve Referral Agreements Policy
3. Approve Cultural & Linguistic Policy
4. Approve Application for Reduced Fee
5. Approve Credentialing & Privileging
6. Approve Emergency Room & Hospital Tracking/Follow Up
7. Approve Special Circumstances
8. Approve Purchasing Procedure
9. Approve Process for Evaluation of CEO
10. Approve Accessibility for People w/ Disabilities
11. Approve Gender Affirming & Responsive Care
12. Approve LGBTQIA2s+ Affirming & Inclusive Services
13. Approve Patient-Person Centered & Non-Stigmatizing Services
14. Approve Services for Parents & Non-Traditional Parents w/minors
15. Approve Trauma Informed Engagement & Care
16. Approve Youth Friendly & Youth Inclusive Services
17. Approve Updated Bylaws for Health Council
18. Approve Provider Peer Review Policy
19. Approve Update of Form 5A, 5B
20. Approve Eval of Administrator (8/14)
21. Approve Collections Policy

Action: Carmen moved to approve policy and procedure items 1-19 & 21; Sharon seconded. Motion carried.

[EXECUTIVE SESSION FOR CEO EVAL DISCUSSION-minutes written separately]

Action: Donna moved to approve the evaluation of the CEO; Carmen seconded. Motion carried.

C. Credentialing & Privileging:

1. Dr Dale Westrom, Dermatologist volunteer
2. Michelle Walters, Behavioral Health Clinician
3. Kaelyna Haskins, LCSW – Array
 - i. Array notified the health center that Kaelyna has resigned from Array and that a new LCSW will be chosen to replace her.

Action: Donna moved to approve the credentialing and privileging of Dr Dale Westrom; Sharon seconded. Motion carried.

Action: Sharon moved to approve the credentialing and privileging of Michelle Walters; Carol seconded. Motion carried.

10. **Training:**
None

11. **Upcoming Events:**
 - HRSA Operational Virtual Site Visit August 23rd
12. **Unscheduled:** None
- 13: **Adjourn:** The meeting was adjourned at 2:30 PM