

Tillamook County  
Community Health Council  
Meeting Minutes  
January 17, 2024

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

**1. Call to Order:** Harry Coffman called the meeting to order at 12:16 pm.

**2. Tillamook Bay Community College Presentation,** Ross Tomlin, President

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

**A. Community/Patient Concerns**

1. No updates

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

1. No comments

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

1. No comments

**4. Consent Calendar:**

**A. Approval of December 20, 2023 Health Council Meeting minutes**

**Action:** Sharon moved to approve council minutes; Donna seconded. Motion carried.

**5. Board Development:**

**A. Member Recruitment:** No comments

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

1. Discussed, No updates

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

1. No comments

**D. Underrepresented & Youth Member**

1. Guadalupe Rojas Vega - senior at the high school – Harry offered to reach out to the high school counselors to see if they will allow for student (and possibly students in future) to attend our council meetings.

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

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

**6. Administrator's Report:** Marlene

1. **Pharmacy update** – we have entered into a contract with an external communications strategist who is working on preparing for press releases around the pharmacy. We still plan to work with Genoa Healthcare on bringing onsite pharmacy services. We have found a building that we have been working with our space planning consultants on developing a floor plan for the pharmacy space and
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options of what we could do with the remaining space. Ideas include expanding the clinic and behavioral health service to that new building. Genoa will handle all the related construction to the pharmacy section, services will be open to the full community not just TCCHC patients. Promotion will come from TCCHC, Genoa will just be running it behind the scene so to speak. Genoa is ready to start immediately after we have lease agreements in place.

2. **Behavioral Health** – questions around when TCCHC will get a psychiatrist back and whether it'll be virtual or in person. TCCHC is working on developing an agreement to establish a provider to be able to connect with patients through telemedicine. We have identified a nurse psychiatrist and they will begin the onboarding process soon.

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

## **7. Finance Report**

- A. **Page 1:** November's month end cash balance was \$4,808,576.75 ending with \$470,830.73 more in expense than revenue. This is due to no OHA state grant revenue for November.

1. **Page 6: Revenue:** All revenue is within normal range.
2. **Page 6: Expense:** Increased expenses for supplies for new building, new equipment for medical and public health, and immunization fridge. 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 \$250,019.93 for November and expense was \$512,815.89. All other revenue/expense was within normal range. HRSA grant money normal.
5. **Page 13: Encounters:** Total encounters for November was 2,659. Tillamook clinic had 1,912 encounters; dental had 693 encounters; and Rockaway had 33. Average Provider Encounters per FTE were 11.20. Provider FTE was 4.91.
6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 22.58 and the lowest at 4.73. New page added to show our dental provider, Dr. Benanti and hygienist, Jennifer Allbright. Benanti had 172 posted patient encounters, and Jennifer had 86 posted patient encounters.
7. **Page 16: Monthly Generated Revenue:** Provider revenue in November was a total of \$247,997.26. The number of days open in was 19, giving the average revenue for the workday at \$13,052. Dental revenue was \$25,335.17 for the month, with number of days open of 19, giving the average revenue for the workday at \$1,333.
8. **Page 17 - 19: Accounts Receivable:**

Total Accounts Receivable was \$790,335.05. The majority in the 0-30 bucket at 69.71%. The average for our 0-30-day bucket is 33.70 days; and gross charges were \$686,952.74. Payer mix shows Self Pay at 24%; and the percentage for Medicaid is 49%. Privately insured is at 16% and Medicare is at 11%. Oregon Contraceptive Care A/R is at 0%.

9. **OCHIN Top 10:** We were number 76 in the top 50 out of 179 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 54. Large amount of open charts can be reflected if there are holidays or outages right before the end of the month, leaving charts open. 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:** Carol moved to approve the Financial Report; Sharon seconded. Motion Carried.

8. **Report of Committees:**

A. **Quality Assurance Committee (QA) – December Summary – no comments, metrics look good**

**Action:** Donna moved to approve the December report summary; Carmen seconded. Motion carried.

9. **Old Business:**

A. **Naming of New Building – email to be sent out for choices**

B. **Moving meetings an hour earlier – see proposal attached**

-Members liked the proposal and think it’s important to create the space for all members to attend. Members are willing to move the monthly meetings earlier and will move any appointments around to accommodate this change.

**Action:** Carmen moved to approve moving the Health Council meetings to start at 11am in March; Donna seconded. Motion carried.

10. **New Business:**

A. **Grants:** None

B. **Credentialing & Privileging:** None

C. **Policy & Procedure:** None

10. **Training:** Space Planning Presentation by Deb France and team (after meeting adjourns)

11. **Upcoming Events:**  
**Offices closed** –  
January 15 – MLK Day  
February 19 – Presidents Day
12. **Unscheduled:** None
- 13: **Adjourn:** The meeting was adjourned at 12:57 PM