

Tillamook County
Community Health Council
Meeting Minutes
September 18, 2024

Present: Harry Coffman, Carmen Rost, Sharon Kaszycki, Kim Smith-Borman, Tim Borman, Kelsey Leonning

Excused: Donna Gigoux, Vicky Mata, Donna Parks, John Sandusky

Absent/Unexcused:

Staff Present: Maia VanSpeybrock, Irene Fitzgerald, Marlene Putman

Guests:

1. **Call to Order:** Harry Coffman called the meeting to order at 11:14 am.

2. **Consumer/Community/Partner's Needs, Concerns, Issues** (based on Health Council Strategic Plan Goal 2 & 3):
 - A. **Community/Patient Concerns**
 1. No comments
 - B. **Ambassador/Advocate encounters with Community Members**
 1. No comments
 - C. **Community Partners – partner dialogues, invitations to meetings, etc.**
 1. No comments

3. **Consent Calendar:**
 - A. **Approval of August 21, 2024 Health Council Meeting minutes**

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

4. **Board Development:**
 - A. **Member Recruitment:**
 1. No updates
 - 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. Group is still working on recruiting youth members at the community college, it's difficult due to busy schedules. Group will keep trying.
 - E. **TCCHC Committee/Workgroup/Opportunities**
 - F. **Health Council Acronyms – sent annually**

5. **Administrator's Report:** Marlene
 - A. **General Update:**
 - i. **Facilities:**
 1. **HVAC:** main clinic system has had issues for a while, contractors have worked on an assessment and have provided leadership with options. Full system will need to be fully replaced in the next 5-10 years, price to fix range from \$250k-

600k. If we are to expand the front of the clinic, need to take into account how that will affect the system fixes.

2. **Main Clinic Maintenance:** main clinic needs a new roof, siding, other major work that per the lease is the landlords responsibility. We did some small fixes due to leaking in roof, but more work needs to be done.
 3. **Main Clinic Lease:** the landlords who own the main clinic have been reaching out to open up a discussion around the lease terms and updating those. Discussion has been delayed so we can finalize the pharmacy integrated building lease, which the building is owned by one of the people involved in the main clinic building. Discussion to happen most likely in the next month.
 4. **Public Health Generator:** When testing the generator for the new public health services building, fuses blew and burned/fried some equipment. Team is working on how to receive reimbursement for replacement equipment and working with contractors on fixing the issue.
 5. **Pharmacy Lease:** the main lease for the new pharmacy integrated space was approved by the commissioners. The next step is to have the sublease and services agreement approved by the commissioners as well, hopeful in the next week or so. The building needs some repair done by the landlord, who is waiting for the other construction to happen. Genoa Healthcare is ready to start their process once their agreements are signed. Plan for our space and staff plan is in process, looking forward to opening up first or second quarter of 2025.
- ii. **Dentist:** A new dentist has been hired, a new grad with limited experience. Temporarily they will be working at Sand Creek Dental for experience, onboarding. The dentist will have a mentorship plan in place with a dentist at Sand Creek for ongoing support.
 - iii. **Succession planning/HR:** with lots of retirements on the horizon, there are key management positions that will need to be recruited for; Accounting Manager, CFO, CEO. Also looking to hire for the Communications Manager, Advance Practice Clinician. In process is 2 new Behavioral Health Clinicians. County human resources is conducting a job description revision process along with another pay equity study.

Action: Carmen moved to approve the administrators report; Sharon seconded. Motion carried.

6. **Finance Report:**

- A. **Page 1:** July's month end cash balance was \$4,798,728.78 ending with \$188,552.91 more in revenue than expense. This is due to 2 Medicaid WRAP payments.
 1. **Page 6: Revenue:** Revenue is within normal range.
 2. **Page 6: Expense:** 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 \$270,574.12 for July. All other revenue/expense was within normal range.
 5. **Page 13: Encounters:** Total encounters for July was 1,435. Tillamook clinic had 1,010 encounters; dental had 318 encounters; and Rockaway had 26. Average Provider Encounters

per FTE were 8.40. Provider FTE was 3.32.

6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 12.45 and the lowest at 3.24. Hygienist Jennifer had 33 posted patient encounters.
7. **Page 16: Monthly Generated Revenue:**
Provider revenue in July was a total of \$130,805.51 The number of days open in was 22, giving the average revenue for the workday at \$5,946. Dental revenue was \$-11,779.60 for the month, with number of days open of 22, giving the average revenue for the workday at \$-535.
8. **Page 17 - 19: Accounts Receivable:**
Total Accounts Receivable was \$443,801.02. The majority in the 0-30 bucket at 49.95%. The average for our 0-30-day bucket is 33.20 days; and gross charges were \$383,382.54. Payer mix shows Self Pay at 48%; and the percentage for Medicaid is 27%. Privately insured is at 14% and Medicare is at 11%. Oregon Contraceptive Care A/R is at 0%.
9. **OCHIN Top 10:** We were number 91 in the top 50 out of 194 members in the US based on the Revenue Cycle scorecard from OCHIN with a ranking score of 51. We are still short one medical biller. Metrics are used to determine the success of an entity based on the following:
 1. Days in Accounts Receivable (average length of time that an account balance is active)
 2. Days Undistributed (refers to payments and adjustments that have been posted to the system but have not been distributed)
 3. Percentage of AR over 90 days (the percentage of the total AR that is over 90 days old)
 4. 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)
 5. Claim Acceptance Rate (percentage of claims that when submitted to clearinghouse make it successfully to the insurance payor)
 6. Days of Open Encounters (patient encounters that have yet to be “closed”)
 7. Charge Review and Claim Edit Days (two work queues within EPIC that hold charges and claims that contain errors)

Action: Sharon moved to approve the Financial Report; Carmen seconded. Motion Carried.

7. **Report of Committees:**
 - A. **Quality Assurance Committee (QA) – Postponed**

Action: No Action

8. **Old Business:** Return board assessment if you haven't done so already. Admin will compile and share out details.

9. **New Business:**

A. Grants: Behavioral Health Resources Network

- i. This grant is a renewal/continuation of a current grant the health center has funds for. This grant has the purpose of providing comprehensive, community based services and supports people with substance use disorders or harmful substance use. Each applicant must be able to provide trauma informed, culturally specific and linguistically responsive services. These services include but not limited to (nor all required): screening for health and social service needs; behavioral health screening and referral for substance use disorders; individualized intervention planning; low barrier substance use disorder treatment; harm reduction services; peer support services; employment support; housing support; and referral to appropriate outside services.
- ii. This grant would fund our two new behavioral health clinicians partially, along with partial of the salary of our new harm reduction coordinator. The funding amount is substantially less this time around with different guidelines and requirements. But our team believes we are still capable of meeting requirements and have a better idea of how to use the funds successfully.

Action: Carmen moved to approve applying for the BHRN grant; Sharon seconded. Motion carried.

B. Policy & Procedure: None

C. Credentialing & Privileging: None

10. **Upcoming Events:** None

11. **Unscheduled:** None

12. **Training:** None

13. **Adjourn:** The meeting was adjourned at 11:54 AM