

Tillamook County
Community Health Council
Meeting Minutes
August 20, 2025

Present: Carmen Rost, Harry Coffman, Kim Smith-Borman, Donna Gigoux, Donna Parks, Erin Skaar, Katy Sommers, John Sandusky, Vicky Mata, Sharon Kaszycki

Excused: Sofia De Souza

Absent/Unexcused:

Staff Present: Maia VanSpeybrock, Irene Fitzgerald, Marlene Putman, Sara Collins Young

Guests:

1. **Call to Order:** Harry Coffman called the meeting to order at 12:06 PM.
2. **Consumer/Community/Partner's Needs, Concerns, Issues** (based on Health Council Strategic Plan Goal 2 & 3):
 - A. **Community/Patient Concerns**
 - i. No comments
 - B. **Ambassador/Advocate encounters with Community Members**
 - i. No comments
 - C. **Community Partners – partner dialogues, invitations to meetings, etc.**
 - i. None
3. **Consent Calendar:** Approval of July 16, 2025 Health Council Meeting minutes
Action: Sharon moved to approve council minutes; Donna P seconded. Motion carried.
4. **Board Development:**
 - A. **Member Recruitment:**
 - a. Chair – John Sandusky
Action: Donna P moved to approve John Sandusky as Chair; Sharon seconded. Motion carried.
 - b. Vice-Chair – Harry Coffman
Action: Sharon moved to approve Harry Coffman as Vice-Chair; Donna G seconded. Motion carried.
 - B. **Health Council Member Contact & Areas of Expertise:**
 - i. Discussed, No updates
 - C. **Common goals – shared resources between agencies:**
 - i. No comments
 - D. **Underrepresented & Youth Member**
 - i. No update

E. TCCHC Committee/Workgroup/Opportunities

- i. No update

F. Health Council Acronyms – sent annually

5. Administrator's Report: Marlene

A. Recruitment Update:

- i. **Recruitment for Providers:** Advance Practice Providers, Family Nurse Practitioner and Physician Associate; Family Practice Physicians and Medical Director.
- ii. **Medical Director Recruiter:** a recruitment firm has been selected, Center Mark Placements. The total payment once a replacement has been hired will be \$50,000. Currently creating a profile for potential matches and then the consultants will start their search for possible matches.
- iii. **Other Recruitments:** CEO/Administrator, Marlene – March – July 2026 retirement; Behavioral Health Manager – March 2026 retirement

B. Facilities Update:

- i. **Main Street Clinic 800 Main Ave:** part time services opened 7/23 with Dermatology; pharmacy side pending staffing issues. Will most likely need to request an extension to full implementation due to staffing issues.
- ii. **Central Clinic 801 Pacific Ave:** sent intent to purchase letter to the Foundation for the clinic and storage lot where we park county vehicles; waiting for response from the Foundation. Other items regarding this building: Foundation has sent a letter stating they will charge a higher rent, which isn't allowed in our current lease which ends 2058; they also plan to put property up for sale in October 2025.

C. FTCA – Risk Management: Federal Torts Claim Act, a federal statute that (in summary) provides malpractice coverage through the Federal Government to the providers credentialled at a Federally Qualified Health Center. It is one of the bonuses provided to FQHCs, which allows the health center and providers not have to buy extra liability coverage, which can be expensive. A future training on what the Health Council is responsible for when it comes to analyzing and managing risk situations at the health centers. Currently, we are working through changes and updates to how we assess risk in the health centers throughout the year, requirements are becoming more strict to stay in compliance.

D. Finance Projections: finance, admin and data are analyzing the last fiscal year (2024-2025) to see what the big changes were that created a large negative cash balance over the year. These negative changes include: Chris Craft (FNP) leaving, Dr Brown (MD) leaving, Dr Benanti (DMD) leaving, providers reducing their FTE from 1.0 to 0.8, 2 public health nurses leaving. All these changes resulted in: reduced productivity, reduced revenue (\$225k/monthly average loss), loss of some patients (when providers leave), pain management of patients a big issue (loss of patients). Positive changes: Dr Prulhiere (MD) started, Dr Nelson (MD, target 2025/2026), Dr Romero (DMD) started, Dr Westrom (volunteer Dermatologist), Nurse Practitioner (target Spring/Summer 2026). Other positive revenue expected to come: Medicaid reimbursement rate (PPS) increase, new grants for various new activities, strategies to increase production, risk share funds to pay down payment on main clinic.

Action: Sharon moved to approve the administrators report; Carmen seconded. Motion carried.
Community Health Council Meeting Minutes (8/20/2025)

6. **Division Report – Danell Boggs, Behavioral Health Manager – POSTPONED**

7. **Finance Report:**

- A. **Page 1:** June's month end cash balance was \$3,066,310.79 ending with \$244,649.55 more in expense than revenue. This is due to large payments made at the end of the year. Year to date ending balance is down \$1.5 million.
1. **Page 6: Revenue:** Revenue is within normal range. Will see an increase when OHA public health money is reported and paid out.
 2. **Page 6: Expense:** Another month of high expense for end of year purchases, and large payments for consultant work. All other expenses were within normal range.
 3. **Page 7: Materials & Services:** All other expenses were within normal range for materials and services.
 4. **Pages 9-12: HRSA Budget Revenue and Expense:** The start of a new grant cycle, payments are being received in timely manner. All other revenue/expense was within normal range.
 5. **Page 13: Encounters:** Total encounters for the month was 1,515. Tillamook clinic had 1,108 encounters; dental had 374 encounters; and Rockaway had 8. Average Provider Encounters per FTE were 9.40. Provider FTE was 3.09.
 6. **Page 16: Monthly Posted Encounters per Provider:** Encounters for all providers with the highest at 11.92/workday and the lowest at 7.02/workday. Hygienist Jennifer had 63 monthly posted patient encounters and Dr Romero had 164 monthly posted encounters.
 7. **Page 16: Monthly Generated Revenue:**
Provider revenue in the month was a total of \$74,966.87. The number of days open in was 20, giving the average revenue for the workday at \$3,748. Dental revenue was -\$9,721.10 for the month, with number of days open of 20, giving the average revenue for the workday at -\$486.
 8. **Page 17 - 19: Accounts Receivable:**
Total Accounts Receivable was \$407,521.27. The majority in the 0-30 bucket at 69.54%. The average for our 0-30-day bucket is 25.20 days; and gross charges were \$421,139.43. Payer mix shows Self Pay at 42%; and the percentage for Medicaid is 28%. Privately insured is at 17% and Medicare is at 12%. Oregon Contraceptive Care A/R is at 1%.
 9. **OCHIN Top 10:** OCHIN ranking for was 70 with a modified score of 59. OCHIN now has 209 total members using their system. Metrics are used to determine the success of an entity based on the following:
 - i. Days in Accounts Receivable (average length of time that an account balance is active)
 - ii. Days Undistributed (refers to payments and adjustments that have been posted to the system but have not been distributed)
- Community Health Council Meeting Minutes (8/20/2025)

- iii. Percentage of AR over 90 days (the percentage of the total AR that is over 90 days old)
- iv. 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)
- v. Claim Acceptance Rate (percentage of claims that when submitted to clearinghouse make it successfully to the insurance payor)
- vi. Days of Open Encounters (patient encounters that have yet to be “closed”)
- vii. 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 Finance Report; Donna G seconded. Motion carried.

8. **Report of Committees:**

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

- i. **June Report:** no comments. Harry will become the liaison to the QA/QI committee and begin reporting out in September. Donna P voiced concern about the children’s immunization numbers fluctuating and low reporting. It was explained as having a very small pool of patients in that age range and difficult to meet the mark in a short period of time with the amount of vaccines needed.

Action: Donna P moved to approve the QA report; Sharon seconded. Motion carried.

9. **Old Business:**

- A. **Facilities:** Letter of Intent: letter of intent to purchase the main clinic was sent to the Riggert Family Foundation on 8/1 and we wait for their response.

Action: Carmen moved to approve the Letter of Intent; Donna G seconded. Motion carried.

- B. **Grants:** Rural Health Network Grant Awarded, a 4 year grant focusing on community/county wide efforts to implement Traditional Healthcare Workers to provide support to the targeted population of pre-diabetes.

- C. **Policy and Procedure:** None

10. **New Business:**

- A. **Grants:** Roundhouse Foundation – Dental Chair Replacement

Action: Donna P moved to approve the grant application; Carmen seconded. Motion carried.

- B. **Scope of Services Review**

Action: John moved to approve the Scope of Services; Sharon seconded. Motion carried.

- C. **Policy and Procedure:**

i. Access to Service Policy Review

Action: Sharon moved to approve the Access to Service Policy with one edit; Katy seconded. Motion carried.

D. Co-Applicant Agreement Review

Action: Donna P moved to approve the Co-Applicant Agreement unchanged; Donna G seconded. Motion carried.

E. By-Laws Review

Action: John moved to approve the By-Laws with update to Mission; Carmen seconded. Motion carried.

F. Credentialling and Privileging

i. Initial Credentialling: Jennifer Wustenberg, Dental Hygienist

Action: Donna P moved to approve the Credentialling and Privileging of Jennifer; John seconded. Motion carried.

ii. Recredentialling: Melissa Paulissen, MD

11. **Action:** Carmen moved to approve the Re-Credentialling and Privileging of Melissa; Donna G seconded. Motion carried.
12. **Training: 2024 CAHPS survey results – POSTPONED**
13. **Upcoming Events:** None at this time
14. **Unscheduled:** None
15. **Adjourn:** The meeting was adjourned at 1:58 PM