

**TILLAMOOK COUNTY HEALTH DEPARTMENT
HEALTH COUNCIL MEETING MINUTES
May 10, 2010**

Present: Karen Keltz, Donna Parks, Harry Coffman, Sig Dickman, Nancy Emerson, Cynthia Putt, Carmen Rost, J. Vanderende, Carol Fitzgerald, Rex Parsons

Excused: Tim Josi, Fr. Ray Ferguson,

Staff: Curtis Hesse, Lola Martindale, Sharon Williams, Marty Caudle

Guest: Jon Carnahan,

1. Call to Order: Donna Parks called meeting to order at 12:13 PM

Introductions:

Curtis introduced Jon Carnahan, President of Tillamook Bay Community College and Marty Caudle, Physician Assistant, who has been with TCHD for a little over one month, to the Health Council.

2. Consumer/Community Needs, Concerns Issues:

None noted.

3. Consent Calendar:

- a. Minutes - March 11, 2010- no adjustments or revisions noted.
- b. March Financial Report - Sharon Williams S. Williams went over the YTD At A Glance. Last year at this time, we were negative \$159,310. highlighting by comparison that this year we are a positive \$107,421. Daily encounters are down this month as not all of our newly hired providers are on board or yet up-to-speed with daily generated revenue at \$6,598.06. Days in AR are at 56.31.

H. COFFMAN MOVED TO ACCEPT THE APRIL MEETING MINUTES AND MARCH'S FINANCIAL REPORT. IT WAS SECONDED BY R. PARSONS. MOTION PASSED UNANIMOUSLY.

4. Training:

a. Formation of an Endowment- Jon Carnahan, TBCC President, provided a presentation on the different endowment options available through TBCC. The endowment from contributions from the community can be set up to pay tribute to an individual, in this case Dr. Betlinski. A minimum of \$15,000 must be contributed to the Foundation before disbursements are made with a minimum gift of \$3,000. to start the endowment. The current distribution rate is 5% of the average fund market as of June 30 of each year. The distribution is adjusted on an annual basis. TBCC assists in the promotion and marketing of the fund including mail outs requesting donations. Jon also spoke of Oregon Community Foundation which also has additional options as well. With Jon Carnahan's departure the Health Council reviewed its options and determined to set up a committee to spearhead the initial efforts. Committee will serve in an initial advisory role to assist in the generation of ideas and inputs with further development of the scholarship endowment to be taken over by the Tillamook Bay Community College Foundation.

HARRY COFFMAN MOVED THAT A COMMITTEE BE FORMED TO WORK ON THE ENDOWMENT. THE COMMITTEE MEMBERS INDICATED WERE DONNA PARKS,

KAREN KELTZ AND HARRY COFFMAN. THE MOTION WAS SECONDED BY CARMEN ROST. MOTION PASSED UNANIMOUSLY.

5. Administrator's Report:

a. Staffing and Recruitment – Dr. John Zimmerman was interviewed this past Monday for the Medical Director/Physician position. He has already met with Curtis and Dr. Betlinski and is very interested in the position. He is well experienced as a medical director and physician. Zimmerman came to us through the Federal NHSC site, not through a recruiter. Background checks are underway. There are two other potential candidates that had expressed interest through their recruiters but Dr. Zimmerman appeared a superior candidate. There was also an interview for the final mid-level provider position but it was determined not to pursue this candidate at this time. All of the open nursing positions have been filled with two new capable nurses starting though one is not available until mid-June. To finish May there was one provider with just seven open charts.

The HRSA award for 2010-2011 unexpectedly provided an additional \$28,000 in funding. It was decided to utilize a portion of these funds to bring in a part-time (up to 19 hours per week) Accounting Clerk II. This position has been approved by Human Resources, the Treasurer's Office and finally the BOCC. The opening advertisement will close on Friday.

b. Grant Management - The DHS-Public Health Division Comprehensive Public Health Report was provided. The Report will be posted on the County website in the coming weeks. Curtis will send out an email when the report is on line. The Capital Improvement Project (CIP) architect has provided the first draft of the construction drawings to finalize office sizes and locations. Staff will be working on this in the next couple of weeks. Kathy Cummings, our HRSA Project Officer will be in Oregon visiting the FQHC sites on the north coast the second week of June. It has not yet been determined which day she will be with us – hopefully Tuesday when she could meet with the Executive/Finance Committee or Thursday for the Health Council meeting.

c. Service Issues - The dedication of the Pediatric Suite went very well with dignitaries and community members in attendance. It was noted that the pictures and article by the Headlight Herald who attended were not in the published paper but were said to be on the HH website. North County dental services cannot be pursued at this time but a travel voucher program is being considered for those who have to travel from North County to access Dr. Shiroma here in Tillamook. A meeting with the South County Chamber of Commerce is scheduled for June 1st to discuss expansion of services and get community input into their needs. Dr. Albert Thompson continues interested in collaborating with TCHD by providing a volunteer physician at our South County site but will be back in contact shortly after his new physician is here and ready. It was noted that there is still no information from Gina Siefert with TCGH concerning the Podiatry clinic that could be set up at the South County clinic. C. Hesse will keep us updated as that information becomes available.

d. General - The Northwest Regional Primary Care Association Spring Meeting will be held in Portland on the 23rd through the 25th. Donna Parks would like to send two Health Council members to this meeting. She asks that anyone interested to let her know. With our limited funding it was hoped that members already with available lodging in the Portland area might be available to attend. As of April 30, 2010, we have 6,164 unduplicated patients. Of those 23.5% are Medicaid, 7.4% Medicare, 36.9% Uninsured, 5.1% family planning and 27.1% private pay/insurance.

6. Old business:

a. Strategic Planning Update - Providers are closing their charts and total patient numbers are increasing. It was noted that the key Strategic Plan issues are being routinely and progressively worked on though some are of a longer-term nature.

7. New Business:

a. Nomination of Officers - D. Parks stated that there will be a ballot going out in the mail to all members voting on new officers. The results will be ready for the June 10th Health Council Meeting. Harry Coffman is on the ballot for Chair under the stipulation that he is willing to only commit for one year; Sig Dickman for Vice-Chair; Carol Fitzgerald for Secretary; and Donna Parks and Cynthia Putt on the Executive/Finance Committee.

DR. REX PARSONS MOVED TO ACCEPT THE NOMINATION OF OFFICERS. IT WAS SECONDED BY C. PUTT. MOTION PASSED UNANIMOUSLY.

8. Reports of Committee:

a. Bridge Building Committee: This will now be removed from the agenda as it is now part of the strategic planning and there is no need for it anymore.

b. Patient Satisfaction Survey: Curtis passed out the Patient Satisfaction Survey for all to look over. This survey has been started in the Health Centers as of Monday. There will also be an employee satisfaction survey once it has been reviewed by Human Resources.

N. Emerson wants Quality Assurance placed on the agenda for this coming month's meeting as she has items that she would like to bring up. She requested a meeting with Curtis before that meeting.

D. Parks passed out Meeting Minutes from the Executive/Finance Committee meeting.

MEETING ADJOURNED AT 2:00 PM BY MOTION OF C. PUTT