

Tillamook County
Community Health Council
Meeting Minutes
February 16, 2011

Present: Harry Coffman, Nancy Emerson, Donna Parks, Cynthia Putt, Carmen Rost, Caroline Roth

Excused: Sigrun Dickman, Carol Fitzgerald, Karen Keltz, Rex Parsons,

Staff: Tim Josi, Lola Martindale, Marlene Putman, Blain West, John Zimmerman, Donna Gigoux

Guests: Jim Becraft

1. Call to Order: Chair Harry Coffman called the meeting to order at 12:20 PM.

2. Consumer/Community Needs, Concerns, Issues:

Consumer Concerns:

1. A member reported that she heard about teens inhaling bath salts to get high and wondered if there were any reports in Tillamook County.
2. A member noted to the group that a baby was diagnosed with measles in Portland.
3. A member attended a national care team collaborative meeting and reported that it was very informative. Some of the issues brought forth were: It is apparent that all clinics have the same issues nationwide; the VA system seems to be very successful in dealing with health care issues; and some clinics have providers make phone calls to patients that are billable and possible can be utilized in Tillamook County. This member thought these issues can be brought forth for discussion at the Strategic Planning meeting in April.

ACTION: No formal action necessary.

3. Consent Calendar:

a. Approval of minutes: Nancy moved to approve the minutes as written, Donna seconded. Motion carried.

b. Financial report: Blain West reported on the Treasurers Cash Flow report. The report recapped information for fiscal year 10-11 as follows:

1. End of December ending cash (180,880.38);
2. End of January ending case (241,455.09).

Blain reported that disbursement averages remain within \$350,000 and \$375,000. There also appears to be almost a \$75,000 drop in revenue from December. He could not tell exactly why that was but hopes to get the figures updated and a better idea of what happened by next Executive meeting. He reported that funds are still coming in from Medicare/Medicaid and that there is a 90 day lag in getting the funding. Blain also reported that encounters were up from December; an increase of 711 encounters. Nancy asked what the increased numbers may mean to the bottom line; Blain explained that it takes approximately 6 weeks to bill for services so there

Community Health Council Meeting Minutes (02-16-10) Page -1-

wouldn't be an immediate rise in revenue. Blain then reported that the Expanded Services grant has been submitted, the UDS report is finished, and hopes to be caught up on financials by March 4th when the budget is due to the county. He reported that Sharon will be working with him to accomplish this. Tim Josi stated that the county may be facing a difficult year given the budget constraints the county is facing and it is important to know exactly where the Health Department stands financially. Marlene mentioned that numbers are not reflected in Karen's cash flow report. Marlene also stated that positions are not being filled when they are being vacated. Dr. Betlinski and Dr. Zimmerman are working on a transition strategy for Dr. Zimmerman to take over as the Health Officer and transferring patients. Nancy said she would like to see exactly where we are because the Council doesn't have a plan of action moving forward. She said the county's general fund will not be able to sustain the deficit. Blain said he will keep an eye on the encounters to see a possible positive trend in clients accessing the Health Clinics. His goal is to give the current staff a chance to work on the issues for at least 6 months to one year. Discussion then surrounded ideas in marketing; Donna P. talked about her committee's ideas like having EPIC insert a well worded message on monthly billing or generate letters; articles in the newspaper; mass mailings with TPUD inserts; etc.

ACTION: Nancy moved to adopt the financial report; Donna P. seconded. Motion carried.

4. Training:

Tobacco Prevention & Healthy Communities Grants – Jim Becraft

Jim Becraft gave an update on two grants that Tillamook County has access to; Tobacco Prevention and Education Program (TPEP) for \$54,105 and the Healthy Community Grant for \$48,750.

ACTION: The Council thanked Jim for his presentation.

3. Administrator's Report:

General Update and Report:

1. Marlene reported that the budget is due to the county March 4th. The Capital Improvement Project grant, which is an ARRA grant, is on target with expansion of the clinic building. The Hunger Free Communities grant that was applied for through CCF was not granted. Marlene stated that the OSU Extension has grant funds for projects concerning chronic disease in communities with a focus on community education and youth partnership through primary care clinics with a public health focus. She asked the board if they wanted her to have a dialog with OSU about this possible opportunity. By consensus the group agreed Marlene should pursue this.
2. Marlene then reported that Behavioral Health services for mental health issues in clients being seen by providers would be a good service to have available, providers can make appointments at the clinic, and it would strengthen the Public Health and TFCC relationship.
3. Women's Resource Center has offered to have a person available to assist victims of domestic violence and connect the advocate to those who are in need of additional services in the community.
4. Marlene noted that the new governor has pooled Public Health, DHS and CCF in an Early Childhood Council. The Public Health side would include WIC, family planning, Babies First, and Cacoan. The health care transition team would include members of

mental health, public health, primary care, and the Governor's office. She reminded the members that the proposed budget will be reviewed by Legislature before all changes will be final for next fiscal year.

ACTION: NO QUORUM AT THIS TIME. NO FORMAL ACTION TAKEN.

6. Old Business:

- Patient Satisfaction Survey: Donna P. said that the QA committee reviewed the patient satisfaction survey. The group thought the results were very favorable.
- Employee Satisfaction Survey: Marlene reported that there are still areas of concern, more of the different approaches in communication between departments. Elaine will follow up with another survey to narrow down issues.
- Meeting Dates & Times: Discussion at the Executive committee resulted in changing the regular meeting of the council to the third Wednesday of each month to facilitate follow-up information between the two committees and to simplify the information that is sent for each meeting. Additionally, Tim Josi is available most Wednesdays.
- Marketing/Fundraising: Donna P. reported on the telephone meeting the fundraising committee had prior to the council meeting. The group came up with some ideas for fundraising. The health clinic needs to raise dollars for people who fall through the cracks through no co-pay collected, and/or no health insurance for clients. Some of the ideas were a mailing through TPUD, a letter of appeal to businesses the community, a short statement on EPIC monthly mailings, rummage sales, participating in summer carnivals and fairs with informational booths, a spaghetti feed, and panel expert panel classes. Nancy mentioned that the PUD mailer is usually expensive and doesn't yield profit for a few years as you need to follow up and do it several times to be effective.
- FPL Form Update: Blain noted that the form is still being finalized and options are being researched for a final form. He produced the form in draft for review.
- Strategic Planning: A planning meeting will be held sometime in April.
- Acronym List: Was distributed at the meeting in the packet. This document will always be one of flux as new acronyms are added.

ACTION ITEM: NO QUORUM AT THIS TIME. NO FORMAL ACTION TAKEN.

7. New Business:

- Multi Modular Annual Health Screening: Harry mentioned a letter went out to the community partners of the ESD stating that with lower budgets and the resulting staff reductions, the ESD needs assistance with this event if it is to continue. Harry asked the group if they had any problem asking Helen

Armstrong to come and discuss the need with the group. All present agreed to hear about this issue at the next council meeting.

8. Committee Reports:

a. **Quality Assurance:** No report.

9. Next Meeting:

- Full Council Meeting March 16, 2011 – 12:15 TFCC Conference Room
- Exec/Finance March 8, 2011 – 1:00 Health Dept Administration

10. Meeting Adjourned: Chair Harry adjourned the meeting at 3:15 PM.