

Tillamook County
Community Health Council
Meeting Minutes
November 16, 2011

Present: Harry Coffman, Carol Fitzgerald, Amy Griggs, Karen Keltz, Donna Parks, Rex Parsons, Cynthia Putt, Caroline Roth
Excused: Nancy Emerson, Carmen Rost, Marlene Putman
Staff: Blain West, Donna Gigoux, Lola Martindale, Tim Josi
Guests:

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

2. Consumer/Community Needs, Concerns, Issues:

None at this time.

3. Consent Calendar:

a) **Approval of minutes: Council: Please modify at December meeting.**

Action: Donna moved to approve the minutes as amended; Carol seconded. Motion carried unanimously.

4. Training:

a) Marty Caudle gave presentation/training entitled “A Day at the Clinic”. Marty described in detail what hurdles providers and nurses are facing on a daily basis. The Council commented that it was an excellent presentation and the council would like for Marty to make this presentation to the BOCC. It was noted that Marty is a very positive and enthusiastic presenter and is clearly dedicated to the success of the Health Clinic.

Action: None at this time.

5. Administrator’s Report:

a) **General Update and Report:**

Marlene provided the Administrator’s report for the council’s review and reported on each item to the board members present. Update items included:

- Reorganization of providers, clinical and support staff to improve quality of care and increase revenue;
- PCMH – beginning implementation - identifying consultants and managers are reviewing and assigning roles focused on completion by August 2012;
- Healthy Smiles grant – Tillamook County was not selected but can reapply at a future date;
- OCHIN Billing Services - begin November 16th with financial policies finalized;

- Quality Improvement Systems Policies – Nancy sent Marlene revisions and Marlene will be looking at other policies and suggestions for a new policy ready for review in January;
- Behavioral Health on-site – looking to add hours and considering how to bill for services under medical case management with review of practices in other Oregon counties;
- Veteran’s services – Marlene met with veterans services on November 4th with 5 veterans in attendance to identify primary needs and contacts (next Meeting December 2, 2011);
- Medical Reserve Corp – Meeting with representatives from North Coast MRC to work out details regarding how to activate the MRC and related policy, procedure and protocol (next meeting November 21, 2011 at 1PM in the PH conference room);
- BOCC and TCHD Financial Plan Review – A meeting is scheduled for November 23rd at 11AM, council members are encouraged to attend to discuss status of deficit, expectations for current fiscal year and future sustainability. Another meeting will take place in February to gauge progress;
- State and Federal Government Funding and Support Services – The State is considering another 3-10% funding reductions to departments. The state budget committee is developing recommendations on how to handle the reductions.

Action: Karen moved to approve the Administrator’s report. Cindy seconded. Motion carried unanimously.

b) Financial Report:

Blain provided the Health Council Financial Presentation for the board members to review and provided a verbal report. An online version is available on the County website.

Action: Donna P. moved to approve the financial report; seconded by Amy Griggs. Motion carried unanimously.

6. Old Business:

a) Strategic Planning – Tabled for next meeting as the notes are not yet available from Mary Murphy. A summary and the results of the Community Survey taken prior to the Strategic Planning event was presented for review by the council.

Action: Postpone discussion of issue until January, 2012 meeting when more figures are available from finance and administration.

b) Accountable Care Organization & Coordinated Care Organization –A meeting with Administrator for HD and Rinehart was held to plan for a community meeting on CCOs and ACOs. The community meeting will be convened by the BOCC. A potential target date is February 2012. Meetings or telephone calls in December will take place to work out the details on the agenda with possible assistance from the OPCA and/or OHA and Association of Oregon Counties.

Action: Continue to schedule meeting; keep Council updated.

- c) OCHIN Billing Services – Going LIVE on November 16th (today). Policies and procedures have been developed and approved and agreements are in place.

Action: None.

- d) Patient Satisfaction Survey Results – Results were passed out to the members and were reviewed. Positive trending in responses. Thanks to Donna P and Lola for making sure that the survey was administered.

Action: Donna P. thought it would be a good idea for staff to see the results. Marlene said she would make the results available via email.

7. New Business:

- a) Change in Sliding Scale Fees – Marlene provided an issue brief for review and approval regarding raising the sliding scale fees. Question posed: *Should the Health Department modify the Sliding Fee Scale to increase the minimum fee from \$20 to \$25?* The Health Council discussed the background, issues and recommendations.

Action: Donna P. moved to adopt Action #1: *to wait to implement an increase in the minimum fee on the sliding fee scale until February 1, 2012, consistent with staff recommendations and reasoning as staff are in the process of improving collections at the front desk; allow additional time for patients to become familiar with the payment expectations; and raising the fee on uninsured and at 100% of poverty level does not appear to be consistent with the Health Department's mission* and added that the new FPL form definition may add clarity to the issue. Cindy seconded. Motion carried.

- b) TCHD Financial Plan – Marlene presented an issue brief for review and approval of the financial plan by the council. The question posed was: *Should the Health Department adopt the Finance Plan for fiscal year 2011-12?* The Council discussed the background, issues and recommendations.

Action: The financial plan was approved subject to any changes that may be developed to “fill in the blanks” on base line data and measurement and changes that may arise at the meeting with the BOCC on November 23, 2011 [and are approved on the record of the public meeting] by consensus.

- c) 2010-11 Deficit – Marlene presented an issue brief drafted with direction and advice from the council to address the issue of the deficit. Question posed: *Should the Health Department be required to pay back the \$430,355.73 deficit accrued in 2010-11 fiscal year?* The Council discussed the background, issues and recommendations.

Action: Rex moved to adopt Option 1 with some revised minor rewording for presentation to the BOCC: *Do not require the Health Department to pay back the deficit and County to prepare a written order to that effect and/or remove the budget note from HD budget.* Caroline seconded. Motion carried unanimously.

- d) Community Connections Network (CCN) – Marlene prepared an issue brief based on the proposed changes to the administration of CCN due to staffing and budget changes at the NW Regional Education Service District. The Council discussed the background, issues and recommendations.

Action: Due to the Health Department’s current financial circumstances, Rex moved to adopt Action 2: *Given the current financial circumstances at the Health Department, it is regrettably not advisable to authorize Home Visiting Nurses to administer the CCN program.* Donna P. seconded. Motion carried. It was noted that staff will continue to participate in CCN for clients that are participating in eligible HD services.

8. Committee Reports:

- a) **Quality Assurance:** Quality Assurance Committee meeting minutes were provided to the council members for review. Caroline provided a summary of the last meeting. Clarification was sought regarding the specific measures for chronic conditions. Brief discussion ensued with no action taken.

Action: None.

- b) **Marketing/Fundraising Committee:** Donna P. reported that she felt a true marketing committee should be formed and be meeting regularly. Cindy and Amy both volunteered to assist. A meeting date was not set and no action was taken.

Action: None.

9. Adjourn: The meeting was adjourned by Chair, Harry K. at 2:30 PM.