

Tillamook County
Community Health Council
Meeting Minutes
July 18, 2012

<p>Present: Carol Fitzgerald, Amy Griggs, Karen Keltz, Donna Parks, Cynthia Putt, Carmen Rost, Tim Josi Excused: Corin Barnes, Harry Coffman, Caroline Roth, Absent: Rex Parsons Staff: Marlene Putman, Shane Grandlund, Donna Gigoux Guests: Robin Watts</p>
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1. Call to Order: Chair Harry Coffman called the meeting to order at 12:15 PM.

2. Consumer/Community Needs, Concerns, Issues:

3. Consent Calendar:

- a) **Approval of May Meeting minutes:** Karen Keltz indicated that she was marked as present at the last meeting; she was excused. Carol moved to approve the minutes as amended; Amy seconded. Motion carried.

4. Training & Presentations:

- a) Robin provided an overview on the elements of Public Health.

Action: None.

5. Administrator's Report:

a) **General Update and Report:** Marlene reported on the following:

A. *Implement Well Planned Actions/Methods to Improve Productivity and Positive Outcomes for our Clients, Our CHC and the Community:*

- Strategic Planning – slated for October. This will include all staff and may revolve around the regularly scheduled Health Council meeting date like last year. More information will be forthcoming next month to discuss preparation.
- PCPCH – Still on target to apply in August. Marlene is attending Conference July 19th on PCMH to obtain a better understanding on what is required for the federal process for recognition.
- Public Health Accreditation – NW Health Foundation site visits scheduled July 27th at 10AM at the new conference room. Harry and Donna both indicated that they would attend. The application is for \$50K to obtain technical assistance for the Public Health Accreditation process. July 23 & 24 is a state conference in Eugene to move toward accreditation and new processes and approaches.

B. *Increasing Productivity of Providers and Staff to Increase Revenue:*

- Staff and providers continue to work on PCPCH implementation. Teen clinic will begin in August or September. Recognition awards (Cupcake Awards) will continue. A staff satisfaction survey will be forthcoming in August and will be administered annually.
- C. Improve Financial Practices and Systems in order to Improve Efficiency and Effectiveness:*
- Good news, refer to financial report.
 - Work with the consultant almost complete and changes to systems are in process. There will be some glitches to work out but both departments are working well together and learning together. We should have a much better idea of budget by program and monthly revenue and expenditures, thanks to the Treasurer's office and the HD. Admin staff.
- D. Increasing Revenues for Other Sources in Order to Offset Uncompensated Costs for Public Health Services and/or Operational Changes and Improvements:*
- Coordinated Home Visiting Grant – Still waiting to receive the expected state grant.
 - NW Health Foundation HEAL Grant –The Letter of Intent and the application were submitted.
 - Healthy Smiles, Healthy Children –The application is due August 1, 2012 with a potential award in June of 2013.
- E. Implement Policy & Procedure that support our Mission and Improve Quality of Service:*
- Tobacco Control Policy – see Old Business.
- F. Increase Partnerships with Health & Human Service Organization in Order to Leverage Resources, develop shared resources and strengthen relationships for future collaborations:*
- TFCC and Marlene met and will meet with staff to discuss position. Looks like it will be funded and hired by TFCC but housed in HD on a full-time basis. HD will train staff to be part of the team and to bill using the EMR. We will compare revenue generated throughout the year to determine sustainability. It is expected, based on other programs, that the Behaviorist will see 12 patients a day.
 - WRC – Their 30 year anniversary is coming up and Marlene was asked to assist with their video.
 - Jail Agreement – Marlene is double checking about whether the scope of the project under our federal grant includes services at correctional facilities which may impact our liability coverage under the FTCA. Our project officer for HRSA says that we can continue to provide services as they are needed and valuable. She also indicated that we should make sure that we list the jail and OYA in our Form 5 on the service sites narrative. Upon checking, this was included in the last report to HRSA. Project Officer did not know about the FTCA coverage but would check into it. She indicated that correctional facilities have been covered in the past and there is question about whether this will continue. Marlene discussed with the county attorney and decided to seek written clarification from the FTCA. Once that is done, the decision will

be made as to the best way to proceed. The Sheriff has also been notified that if we are not covered, it is likely that we will purchase additional liability insurance and the cost would have to be covered by the jail.

- Veteran's Medical Services at Clinic – Continuing to work with Steering Committee. Volunteers are working with Veterans Services to gather data and increase advocacy efforts for support of a clinic in Tillamook County.

G. Local, State and Federal Government Funding & Support Services:

- Financial Status – Tammy will provide a report to the BOCC in September.
- Personnel – Provider pay scale and retention plan developed and approved by BOCC.

Financial Report: Shane provided the Financial Presentation packet for **MAY, 2012:**

- Encounters have increased overall;
- Accounts Receivable has decreased \$312,822 due to accounts being charged off and some sent to collections; and described adjustments to revenue over expenditures for year to date;
- There is a \$252,984 increase over prior year FQHC revenue generated by patient visits and an \$80,652 decrease over prior year for salaries, wages and benefits. There is an increase in 150 day part-time and temporary salaries, of \$94,844 in wages and benefits, with TCHD a savings of dollars overall;
- Total revenue was \$369,778, total expenditures were \$436,285, leaving (\$66,507) negative balance, with adjustments to revenue totaling \$108,074 leaves an ending balance of \$199,916;
- Treasurer's Cash balance was \$110,007.56.

Shane also provided information and charts that resulted from the OBS Performance Review dated July, 2012.

Action: Cindy moved to accept the financial report; Rex seconded. Motion carried.

6. Old Business:

- a) Accountable Care & CCO – The Community Advisory Committee is currently being formed and must have 51% of members who are consumers of Medicaid. Marlene will be on both the Governance and the Advisory Committees for the CCO.
- b) New Member Roster – Three members have been appointed at today's BOCC meeting and a new roster will be available via email and presented at the next Council meeting.
- c) HEAL (Healthy Eating Active Living) – a letter of intent was sent in to apply for this grant, which would grant up to \$10,000 to promote healthy life choices in nutrition and exercise in the community.
- d) Tobacco Control Policy – A draft policy was presented for approval by the Council.
 - a. ACTION: Carmen moved to adopt the policy; Amy seconded. Motion carried.
- e) NW Health Foundation Grant – TCHD was chosen to receive a site visit for the Public Health Accreditation grant. This will take place on Friday, July 27th at the Annex.

7. New Business:

- a) Training & Presentations Schedule – Marlene presented a schedule to garner council input regarding training subjects and dates. A revised schedule will be presented at the next council meeting.
- b) Strategic Planning – The date for Strategic Planning last year was on the normally scheduled Health Council meeting date. By consensus, the council decided that this would work for this year. The date will be Wednesday, October 17th with location to be determined. Health Council will meet the previous day, October 16th from 1-4PM.

8. Committee Reports:

- a. **Quality Assurance:**

9. Community Events: -

- a) **4th of July Parade Participation – Rockaway** – Caroline will ask her husband if he would like to drive his car in the parade with the Health Department sign.

9. Adjourn: The meeting was adjourned by Harry Coffman at 2:10 PM.