

Tillamook County
Community Health Council
Meeting Minutes
April 17, 2013

<p>Present: Donna Parks, Carol Fitzgerald, Martha Beckum, Amy Griggs, Rex Parsons, Carmen Rost, Tim Josi Excused: Harry Coffman, Cynthia Putt, Dave Walker, David Waud Absent: Staff: Marlene Putman, Donna Gigoux, Irene Fitzgerald Guests:</p>

1. Call to Order: Carol Fitzgerald called the meeting to order at 12:25 PM.

2. Consumer/Community Needs, Concerns, Issues:

- a) Rex stated that he heard from a local attorney that our clinics are not filling out disability parking forms for clients. Marlene will follow up on this.

3. Consent Calendar:

- a) **Approval of March Meeting minutes:** Rex moved to approve the minutes as written; Carmen seconded. Motion carried.

4. Training & Presentations:

- a) **Review and approval of the Public Health brochures for the Triennial Review process:** Members reviewed the family planning brochures that are made available to clients. Rex moved to approve the brochures; Amy seconded. Motion carried.
- b) **Tillamook County Budget Presentation:** Marlene reported that she didn't have the presentation available for this meeting so she will provide the presentation and budget documents at the next full Council meeting in May. Marlene stated that there were not too many questions at the presentation about the budget, and she will notify the Council when it is approved and final. She reported that the budget contains salary for a Family Nurse Practitioner and a new Physician. There is also extra expense for new computers and a new phone system that will be implemented in August of this year. Tim stated that there was discussion at the budget meeting regarding the nature of business of the Health Department, in that it operates as a business and needs to make nimble decisions without the bureaucratic process in place with General Fund departments. The County is a service agency and its process and procedures don't necessarily work well for the operation of the Health Department as a revenue generating department.

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:*

- PCPCH Cervical Cancer – Contractor finalizing process, will be completed this month. There is an interim report due this month as well.
 - Emergency Room Usage – Marlene has met with the hospital and will be inviting Rinehart Clinic and Tillamook Medical Group to continue to meet with Hospital personnel regarding plans to limit usage of the emergency room.
- B. *Increasing Productivity of Providers and Staff to Increase Revenue:***
- Staff is continuing training with Sheila Walty of Create Change.
- C. *Improve Financial Practices and Systems in order to Improve Efficiency and Effectiveness:***
- There is an upcoming meeting with OCHIN Billing Services to discuss progress and financial goals.
- D. *Increasing Revenues for Other Sources in Order to Offset Uncompensated Costs for Public Health Services and/or Operational Changes and Improvements:***
- Small Health Care Provider QI Grant – no word as yet.
 - South County Building Feasibility Study – a preliminary report has been provided and Marlene will be following up with the contractor.
 - CareOregon/Columbia Pacific CCO PC3 Grant – application was submitted on March 29th for the PCPCH Learning Collaborative grant.
 - OHA Outreach and Enrollment Grant – there is an opportunity for grant funds in partnership with a community partner like CARE to have staff available at the clinic to assist clients with choosing health care insurance. Marlene has asked OHA if this would be acceptable. If approved, Marlene will work with CARE to develop a grant application. The due date is May 9th.
- E. *Implement Policy & Procedure that support our Mission and Improve Quality of Service:***
- See Strategic Planning.
- F. *Increase Partnerships with Health & Human Service Organization in Order to Leverage Resources, develop shared resources and strengthen relationships for future collaborations:***
- Behavioral Health services are continuing.
 - Veteran’s Medical Services at Clinic – Continuing to work with Steering Committee 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 Report: April 2013

Financial Report was provided and Irene outlined the following:

- Total revenue for FEBRUARY (April report) was \$476,657; total expenditures were \$382,040, with a month end cash balance of \$94,618;
- Total Monthly Average Encounters were 1349, with average daily encounters per provider at 13.2 with February actual encounters at 1617 and average daily encounters per provider at 14.1;
- Accounts Receivable was \$218,530.

Action: Rex moved to approve the Administrator’s report. Amy seconded. Motion carried.

6. Old Business:

- a) Small Health Care Provider QI Grant – grant was submitted and we have received no word yet
- b) South County Building Feasibility Study – Contractor is working on the study.
- c) Care Oregon PC3 Collaborative Grant – submitted March 29th.

7. New Business:

- a) Membership Update: Solicitation of new members – Discussion surrounded potential members for the Health Council. Sue Becraft will be asked to place an article in the Headlight Herald; Amy will contact Barbara Herdman; Carmen will contact Richard Biggs and Mike Hanbade; Marlene will contact Omar Hernandez and Ana in the Juvenile Department; Donna P. will contact a young mother; and Donna G. will contact Clayton Rees.

8. Committee Reports:

- a) **Quality Assurance:** March minutes were provided in the packet and Amy provided a brief update.
- b) Provider Peer Review Policy – was presented for approval. Rex stated that the reviewing provider needs to not be involved in the client being reviewed, which is difficult in rural areas with so few providers available, and one hour per quarter is not enough review time in most cases. He suggested language be adopted under item #4 Procedure to reflect (1) insert “*at least*” a one a one-hour meeting each quarter, and under item #5 Responsibilities (2) insert “*Every effort will be made to ensure that the peer reviewer will not have direct involvement with the care under scrutiny*”.
- c) Quality Management System Policy – was presented for approval. Language was inserted to include the Peer Review process.

Action: All present approved the Provider Peer Review Policy as amended. Donna G. will send the amended policy document along with the Quality Management System policy for approval by the council via email, as the Federal Tort Claim Act Redeeming application needs to be submitted prior to the Executive committee. All members voted to approve. Motion carried.

- 9. Adjourn:** The meeting was adjourned at 2:05 PM.