

Tillamook County
Community Health Council
Meeting Minutes
July 17, 2013

Present: Harry Coffman, Martha Beckum, Carol Fitzgerald, Amy Griggs, Donna Parks, Rex Parsons, Clayton Rees, Carmen Rost, Cynthia Putt, John Sandusky, Dave Walker, David Waud

Excused: Tim Josi

Absent:

Staff: Marlene Putman, Donna Gigoux, Irene Fitzgerald

Guests:

1. Call to Order: Harry called the meeting to order at 12:15 PM.

2. Consumer/Community Needs, Concerns, Issues:

a) None reported.

3. Consent Calendar:

a) **Approval of June 19 Meeting minutes:** Carmen moved to approve the minutes as written; Rex seconded. Motion carried.

4. Training & Presentations:

a) Behavioral Health Integration – Barb Weathersby provided a training on Behavioral Health Integration (BHI), which included a PowerPoint and a video. The video didn't work so she will send a link to Donna G. to forward on to Council members when available. An overview of the process was presented from when a client sees their Primary Care provider and behavioral health issues are identified, a warm hand-off from the provider to Barb allows the client to begin services. Barb is in the clinic and serves on both the Red and Blue teams. She then is able to follow-up with clients to assist them in overcoming their issues.

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:*

- (See Old Business – item e)

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

- PCPCH Incentive Payments – we are still working through the paperwork to get all three sites enrolled from when we received the PCPCH accreditation. We should be able to get Tier 3 payments for all of our clients who have a primary care provider with our clinics.
- EMR Incentives – providers earn incentive payments for using the EMR; \$22,000 for the first year and \$8,000 for subsequent years up to 4-5 years.

- Marlene had two updates regarding staffing of providers. The Medical Director, Dr. John Zimmerman and Dr. Anne Zimmerman are leaving in October. A contract has been drawn up with Merritt Hawkins to recruit a new Medical Director. This process may take from 4 months to one year to recruit a new director. In the interim, Dr. Betlinski will act as the Medical Director and increase his time serving clients. The Adult Nurse Practitioner, Donna Jose, is leaving in August. A new Nurse Practitioner will be sought through a recruiting firm as well.

C. Improve Financial Practices and Systems in order to Improve Efficiency and Effectiveness:

- The Accounting Manager position was offered to a qualified applicant, but was declined due to the Tillamook County's Employee Policy and Procedures, which specifies that "If an employee is promoted to a position of greater responsibility the employee should advance to the minimum pay range of that classification which is the closest step equaling one step higher than their current rate before the promotion". Based on the applicant's experience and qualifications, the applicant requested to begin at Step 2; this request was denied by the Personnel Office. The strategy moving forward is to have Irene Fitzgerald, our Accounting Technician, take on the role of Accounting Manager with assistance from Shane Grandlund, Grants Manager, and our contractor, Joel Hughes, to offer assistance in processes and reports, with limited supervision and training for accounting staff;
- In April 2014, dental services will be offered by our CCO to clients. As it stands, we locally cannot keep up with the demand for dental services. This means we will be contracting with dental plans and local dentists to increase care opportunities for our clients.

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 – Marlene met with Jim Coffee of Coastal Health, who wrote the grant. He indicated that funding will be available in the fall. This grant will be used to share staff time to implement quality improvement standards;
- South County Building Feasibility Study – a second preliminary report has been provided. This report revealed that we do not have enough cash reserves to sign as an entity for funding, which is not appealing to potential lenders. The County would need to agree to sign on our behalf, with a potential \$330,000 investment. Marlene will be following up with the contractor and discuss with the County regarding funding. John said he would talk to the Economic Development Council and possibly TBCC for other options and suggestions. Cindy asked if the flood insurance going up in the county would also affect funding.
- OHA & HRSA Outreach and Enrollment Grants – Applications were submitted in May and we were awarded both grants. A new case manager will be hired and existing staff will be trained to become 'Assisters' for clients in need of health insurance and enrollment in Medicaid.

- Coordinated Home Visiting Grant – we are currently in the third year and just received funding to continue until September. Clatsop County has asked for Tillamook County to assist in their developing efforts for Coordinated Home Visiting.
- E. *Implement Policy & Procedure that support our Mission and Improve Quality of Service:***
- Strategic Planning will be held again in October with Health Department staff. A marketing committee has been formed, and staff will be updated on outreach efforts and progress toward goals that were developed last year.
- F. *Increase Partnerships with Health & Human Service Organization in Order to Leverage Resources, develop shared resources and strengthen relationships for future collaborations:***
- An RFP went out for Early Learning Hubs and a meeting is scheduled in July and August at North West Regional Education Service District (NWRESA) as our “Hub”. This will be a regional hub which includes Clatsop, Columbia and Tillamook Counties, with the opportunity to serve other counties if they want to be included. Combined focus through the regional Community Advisory Council would include Early Learning, Behavioral Health and medical needs.

Financial Report: May 2013

Financial Report was provided and Irene outlined the following:

- Total revenue for MAY (July report) was \$277,667; total expenditures were \$383,119, with a month end cash balance of **-\$73,918**. The reason for the negative balance includes expenses for fiscal year end, being behind on grant reporting, and therefore, the lack of state grant funding being received before the end of the month;
- Total Monthly Encounters were 1,191, with average daily encounters per provider at 9.9;
- Accounts Receivable was \$191,540.

Action: Cindy moved to approve the administrative and financial reports. Carol seconded. Motion carried.

6. Old Business:

- a) Small Health Care Provider QI Grant –(See Administrator’s Report)
- b) South County Building Feasibility Study – (See Administrator’s Report)
- c) Public Health Accreditation – moving forward to discuss the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP). A needs assessment survey will be developed and our new Americorp Vista will be heading up the Accreditation process with the community.
- d) Cover Oregon & HRSA Outreach and Enrollment Grants – TCHD received both the State Grant through Oregon Health Authority (OHA) and the Federal Grant through Health Resources and Services Administration (HRSA). A new Case Manager will be hired and current staff training to provide outreach and enrollment services to clients. Training begins for staff and community members in Tillamook on July 31st. Donna will send out the information for Council members to sign up if any are interested in becoming a local

‘Assister’.

- e) Sliding Fee Scale – Behavioral Health – a revised 2013 Sliding Fee Scale was presented for review and approval by the Council. It will go before the BOCC once approved for adoption, with the new fees beginning in September.

Action: John moved to adopt the new fee scale, Martha seconded. Motion carried.

7. New Business:

- a) Result in voting for officers – Donna G. reported that the ballots reflected the following: Harry Coffman as Chair, Donna Parks as Past-Chair, Carol Fitzgerald as Vice-Chair, Carmen Rost as Secretary, and Cynthia Putt as Executive Committee member-at-large.

8. Committee Reports:

- a) **Quality Assurance:** DISCUSSION: Rex mentioned that the benchmarks were low, that the goal on each should be 100%. Marlene pointed out that the benchmarks are set by HRSA criteria and the measures need to line up with the measures in order to measure ‘apples to apples’. Marlene also stated that the CCO has 11 federal performance measures which are separate from the state and clinic measures. Our clinic tracks 17 measures. The group would like to see a report to reflect the focus and review of the measures that are tracked.

Action: Donna P. moved to approve the minutes; Carmen seconded. Motion carried.

- 9. Adjourn:** The meeting was adjourned at 2:30 PM.