

Tillamook County
Community Health Council
Meeting Minutes
June 18, 2014

<p>Present: Harry Coffman, Carol Fitzgerald, Amy Griggs, Susie Johnson, Carmen Rost, John Sandusky, Tim Josi Excused: Donna Parks, Clayton Rees Absent: Rex Parsons Staff: Marlene Putman, Donna Gigoux, Debra Jacob Guests:</p>

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

2. Consumer/Community Needs, Concerns, Issues:

- A concern came up regarding the phone system. When someone calls the switchboard and is transferred to a person's voice mail it doesn't automatically loop back to the switchboard. Phone calls aren't returned when there is an appointment request. There should be a timeframe for when the client is called back. The system needs to be made easier for client access to their providers and teams. Marlene will address this at the next Leadership Team meeting.
- Susie reported that she is working with the Oregon Food Bank in preparing pre-packaged food with recipes to teach the community members how to cook nutritious meals. She stated that the types of food donated to the food bank are usually of poor nutritional value because it is processed packaged food. She will also provide cooking utensils for those who may not have them.

3. Consent Calendar:

A. Approval of May 21, 2014 Meeting minutes: John moved to approve the minutes as written; Amy seconded. Motion carried.

4. Board Development:

A. Harry has not been able to get in touch with Rex to ask if he would like to renew his term as member. His term expired June 30th. It was noted that he has missed a lot of meetings. Harry will try to get a hold of him to ascertain his intentions with the Health Council.

5. Administrator's Report:

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:*

- TCHD once again applied for an Americorp Vista volunteer and the application was accepted. Interviews are set with a start date in September.

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

- Recruitment is ongoing; Merritt Hawkins is still in the process of finding applicants. Their agreement with us ends June 30th.

- Care Oregon is providing TCHD with technical assistance in clinical operations structure, best use of staff, data and document accountability, change of hours of operation to 5-10 hour days for providers and support staff.
- Marlene reported that weekly Leadership Team meetings are ongoing to discuss issues with operations, upcoming issues, etc.

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

- Continuing to contract with Community Link Consulting to assist with various reporting required for Federal and State funding.

D. Increasing Revenues for Other Sources in Order to Offset Uncompensated Costs for Public Health Services and/or Operational Changes and Improvements:

- (See Old Business)

E. Implement Policy & Procedure that support our Mission and Improve Quality of Service:

- A new Americorp Vista will be interviewed to replace Ashley Bower in September.
- The Facilities Improvement Grant awards should be announced September 1st.
- Public Health Accreditation – group is gathering data for the CHIP, with an in-depth plan for the community. The challenge is that since Ashley left there is no one to assist with the details. Marlene will look for grant resources as the accreditation process ends in August. Surveys are still being sent out and new partners are being sought.
- NHSC came for a site visit and talked with providers that are utilizing the loan repayment program. Marlene noted that Case Managers will need to be certified in the near future with scholarships available for training. Spanish speaking Case Managers get a 5% salary adjustment from the County if they pass the language test.

F. Increase Partnerships with Health & Human Service Organizations in Order to Leverage Resources, develop shared resources and strengthen relationships for future collaborations:

- A. No report.

Action: Susie moved to approve the administrative report. Carol seconded. Motion carried.

6. Financial Report:

Financial Report:

Financial Report was provided and Debra outlined the following:

- A. Total revenue for APRIL (June report) was \$899,881; total expenditures were \$433,256, with a month end cash balance of \$158,981 Month-end cash balance (treasury) is \$158,981.02
- B. Total Monthly Encounters slightly down, 1442 compared to March 2014 of 1471; average daily encounters per provider was 9.3 with monthly average encounters per provider for the year at 10.3;
- C. Accounts Receivable was \$241,540.

Action: John moved to approve the financial report; Carmen seconded. Motion carried.

7. Old Business:

- A. Strategic Planning Goals Worksheets – The group looked at the goals and strategies developed in October 2013 and revisited in May 2014. Council would like staff to develop a timeline and action plan to prioritize goals and strategies by next meeting for discussion and approval.
- B. EPA Brownfields Grant – Had initial meeting with DEQ, Port of Tillamook Bay, BPA and others to prepare the application for final approval by BOCC, due July 10th. A meeting is set for Thursday, July 3rd to finalize the application with EPA.

8. New Business:

- A. **Credentialing & Privileging of Dr. Melissa Paulissen** – As stated, Dr. Paulissen will begin work on August 18th.

Action: John moved to have Harry Coffman sign her credentialing and privileging document; Amy seconded. Motion Carried.

- B. **2014 OCHIN Fee Schedule** – The fee schedule for 2013 and 2014 was presented to the council for review and approval.

Action: Carol moved to approve the new fee schedule, Carmen seconded. Motion carried.

- C. **HRSA 2014 Expanded Services Grant** – HRSA has an open opportunity for an expansion grant for outreach to new clients and access to all clients. It is due July 1st. If received, expanded services would include the Justice Facility (jail) increased hours by hiring a new FNP and a new MA. Oregon legislature passed a bill that gives incarcerated but not convicted inmates the ability to have access to health insurance.

Action: Carmen moved to approve application of this grant; Carol seconded. Motion carried.

- D. **2014 Aetna Foundation Grant** – Oregon Food Bank is asking the TCHD to be the applicant in this grant which promotes Healthy Eating and Active Living.

Action: John moved to approve application of this grant; Carmen seconded. Motion carried.

- E. **2014 Immunization Mini-Grant** – Up to \$4,000 is available for support of immunization activities, projects that improve immunization rates, and ones that improve immunization infrastructure.

Action: Carmen moved to approve application of this grant; Carol seconded. Motion carried.

- F. **NWHF Healthy Beginnings & Healthy Communities Initiative** – This grant helps communities improve health from birth to high school by 2020. The funds could be used to augment the Coordinated Home Visiting program.

Action: John moved to approve application of this grant; Amy seconded. Motion carried.

G. 2014 TCHD Sliding Fee Scale – The new fee scale was presented based on the Federal Poverty Level for 2014.

Action: Susie moved to approve application of this grant; Amy seconded. Motion carried.

H. CPCCO Telemedicine Grant Partnership - This is a partnership grant where CPCCO will provide Tillamook and Cloverdale clinics the ability to use technology for consultations with specialists, other providers in the community, etc.

Action: Carmen moved to approve application of this grant; Carol seconded. Motion carried.

9. Training: None.

10. Reports of Committees:

A. The Health Council members reviewed and discussed the QA/QI minutes.

Action: John moved to approve the March and April minutes; Carmen seconded. Motion carried.

11. Unscheduled:

A. None.

The meeting was adjourned at 1:52 PM.