

CLACKAMAS COUNTY HEALTH CENTERS DIVISION

COMMUNITY HEALTH COUNCIL

Meeting Minutes – July 24, 2019

*“Your partner in overall health. Improving access. Providing care.  
Promoting wellness. Strengthening community.”*

Meeting Attendance

Members Present

Kelli VanAcker  
Margo Roake  
Franklin Ouchida

Linda Smith (via phone)  
Mike Stampke  
Janet Squire

Members Absent

Angela Fitzgerald (medical leave)  
Mary Lundy

Staff Present

Deborah Cockrell  
James Wilson  
LeAnn Dooley  
Jeanine Goodwin (Recorder)  
Ed Johnson  
Emily Ketola  
Selynn Edwards  
Andrew Suchocki

Tom Lorence

**Guests:** Amy Yap, Nathan Haynes, Lisa Ellis, NW Wolfgang

Call to Order		Tom called the meeting to order at 6:44 p.m.
Approve Prior Meeting Minutes	<b>Action</b>	The Council reviewed the minutes for the June 26 <sup>th</sup> meeting. Tom opened the floor for a motion.  <b>Motion:</b> Mike motioned to approve the minutes from June 26, 2019. <b>Second:</b> Franklin seconded. No further discussion. <b>Vote: Approved.</b>
Code of Ethics		Deborah presented the Council with the Advisory Body and Volunteer Code of Conduct Policy, a document that outlines expected and prohibited behaviors of all Clackamas County volunteers and advisory boards/commissions. The floor was opened for discussion of the policy and questions. Tom noted that the policy is to be added to the Member Manual for each council member’s reference.
Consumer Comments		None at this time.
Committee Reports		<b>Finance Committee</b> – Mike (Chair) reported that the committee will meet in July to discuss end of year projections.  <b>Nomination Committee</b> – Kelli reported that the Nomination Committee met in June and interviewed Nathan Haynes for membership on the council and recommended the Council vote on his application. Nathan has attended three full council meetings and shows energy and positive thinking towards community involvement and the Health Centers.  <b>Motion:</b> Kelli motioned to approve Nathan Haynes’ application as a council member. <b>Second:</b> Franklin seconded. No further discussion. <b>Vote: Approved unanimously.</b>  There are no upcoming term expirations (with the exception of Kelli VanAcker on August 31, 2019) or resignations to report. There is a continuing stream of interested parties and Jeanine will continue to reach out to them in the hopes of growing the council in the near future.

		<p>End of report.</p> <p><b>QI Committee</b> – Tom reported James</p> <p>Provider Oversight (Credentialing) Update – James reported that some new providers had been recently credentialed/recredentialed per the report in the meeting packet. He also presented the latest dental metrics and noted that some are below target. The discussion concluded with a plan to follow up after new dental staff are in place and the dental quality committee can develop plans to address those specific targets.</p> <p>End of report.</p>
Proposed Subcommittee Meeting Change		<p>Tom directed the attention of the attendees to p. 16 of the meeting packet. He stated the proposal comes as a means of making better use of council members’ and staff members’ time and resources, as well as simplify the structure of the committees. The proposal suggests the elimination of the council subcommittees and absorb them into the full council body of members. This would extend the monthly meeting time to 2.5 hours once each month, with each committee being comprised of all the council members. He called for the Council to vote on the proposal with the suggestion of beginning the new format next month.</p> <p><b>Motion:</b> Franklin motioned to approve the proposal to change the subcommittee meetings beginning in August.</p> <p><b>Second:</b> Linda seconded. Margo suggested 5-minute breaks between committee meetings. Tom agreed. Further discussion ensued regarding the Nomination Committee applicant interviews and timing to address committee business once interviews are completed. To account for this, the Council agreed to hold Nomination Committee meetings first at 6pm, and that staff are not required to be present until 6:30pm. No further discussion.</p> <p><b>Vote: Approved.</b></p>
Staff Reports		See monthly staff reporting in the meeting packet. No discussion.
2020 Strategic Goals Process		<p>Tom proposed that for this strategic planning process the Health Centers Leadership would focus on its operations and come up with goals for the Council to oversee and approve for 2020 based on the approved goals the Council worked on for 2019. Kelli asked how HRSA views the CHC’s strategic plan. Ed stated that HRSA needs to know there is a plan, it is reviewed regularly, and updated every three years. James asked a question of time and for the Council to think about that for the next meeting. No further discussion.</p>
Other Discussion/ Public Comment		The Council was introduced to NW Wolfgang and Lisa Ellis, both consumers of Health Centers services.
Next Meeting and Agenda		<p>Next meeting is <b>August 28, 2019 at 6:30 p.m.</b> at the <a href="#"><u>DEVELOPMENT SERVICES BUILDING, ROOM 119, 150 BEAVERCREEK ROAD, OREGON CITY 97045.</u></a></p> <p>Agenda items include: 2018 County Finance Audit, 2020 Strategic Plan Update</p>
Adjourn		Meeting adjourned at 7:45 p.m.

Action Items		
Deliverable	Responsible Party	Due Date

**Upcoming meetings/events:**

Finance Committee, August 28, 2019  
 Nomination Committee, August 28, 2019  
 Full Council Meeting, August 28, 2019

**Council packet and handouts include:**

- Agenda
- CHC Council June meeting minutes
- QI Committee June Packet
- Monthly Financials
- Nominating Committee June Packet
- Staff Report Sheet
- Provider Oversight Handout
- Advisory Body and Volunteer – Code of Conduct Policy
- 2019 Strategic Plan Goals



Secretary/President/Vice-President/Treasurer (circle one)

Clackamas Health Centers Council Approval

**IN OUR COUNCIL MEETINGS, WE AGREE TO:**

- Begin and conclude meetings on time;
- Be on time and come prepared to participate;
- Be respectful, including –
  - Keeping our cell phones silent;
  - Listening without interrupting when someone else is speaking;
  - Allowing for all to contribute to the discussion;
  - Honoring the Chair;
- Stay aligned with the Mission and Strategy of the FQHC;
- Follow Roberts Rules of Order for parliamentary procedures;
- Honor confidentiality;
- Have fun!**

