

CLACKAMAS COUNTY HEALTH CENTERS DIVISION
COMMUNITY HEALTH COUNCIL
 Meeting Minutes – December 19, 2018
 Development Services Building, Room 401; 150 Beavercreek Road, Oregon City 97045

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

Meeting Attendance

Members Present

Kelli VanAcker
 Celina Bonnie
 Mikal Stampke
 Amy Yap
 Tom Lorence

Michael Blackwell

Members Absent

Emilee Clark
 Angela Fitzgerald

Health Centers Staff Present

LeAnn Dooley
 Deborah Cockrell
 Justin Gonzales
 James Wilson
 Andrew Suchocki
 Jeanine Goodwin
 (Recorder)

Guest(s): None

Call to Order		The meeting was called to order at 6:19 p.m. A quorum was established.
Prior Meeting Minutes	Action	<p>The Committee reviewed the minutes from November 28, 2018. Kelli opened the floor for a motion.</p> <p>Motion: Tom motioned to approve the minutes from November 28, 2018. Second: Amy seconded. No further discussion. Vote: Approved.</p>
Consumer Comments		No consumer comments were made.
Committee Updates		<ul style="list-style-type: none"> • Finance Committee – Mike B. reported that the Finance Committee reviewed the budget at its December meeting and had no concerns. He noted that a few items are being monitored closely (did not mention which items). Mike S. added that there is a small surplus in the budget as well. Deborah reported that the finance staff is working to close a \$1.4M gap in the projected budget for FY20. She stated that Ed will send an email to the Finance Committee the following day with more detailed information on potential strategies for closing the gap. End of report. • Nominating Committee – Kelli reported that the Nomination Committee did not meet in December due to scheduling conflicts for the members. Jeanine reported that Robert Wall withdrew his application due to unexpected health challenges, and that there are no other applicants in the queue at this time. There are several photos that Beth Byrne submitted as potential images for the exam room CHC posters. The Committee will review at its next meeting. Deborah also noted that the Office of Public and Government Affairs (PGA) has made recruitment for the CHC a high priority. <p style="margin-left: 20px;">New Member Orientation (NMO) Debrief – Mike S. reported on his experience at the NMO on December 3rd. Andrew stated the NMO is a great way to introduce staff to new CHC members as well as for staff to get to know new members on a greater level. End of report.</p> <ul style="list-style-type: none"> • QI Committee – Tom reported that the Committee reviewed two new dashboards (Primary Care and Dental), noting that the dashboard for Behavioral Health (BH) is still in development. He also reported that Sandra Stein presented a provider for credentialing, Dr. Pari Samani, DMD due to potential adverse findings related to the private practice the provider worked in. The findings were dismissed and the Committee

	Action	<p>did not see a concern with approving the credentialing. Kelli opened the floor for a motion.</p> <p>Motion: Tom motioned to approve the credentialing of Pari Samani, DMD. Second: Mike B. seconded. Kelli asked for clarification of the provider’s hire date. Justin noted her first day is December 20, 2018. She has been hired as a backfill temporary dentist so that patients can continue to access dental services during heavy vacation/time off periods. Justin also noted Dr. Samani has 25 years of dental experience and she speaks Farsi, which is one of the uncommon languages of some of the Health Centers patients/clients. No further discussion. Vote: Approved.</p> <p>End of report.</p>
FQHC Staff Reports		<p>Deborah reported that a Safe Sleep class was held at Sunnyside Health and Wellness Center in October as a means of educating mothers on proper preventive healthcare for their children. The BH Manager position is expected to be posted within the next two weeks. Deborah clarified that there will be two managers hired to fill Tracy Garell’s former position, with one manager embedded in the Hilltop BH Center and Stewart Community Center and the other one embedded in the Public Services Building working with external partners and with process and policy.</p> <p>End of report.</p>
Strategic Planning	Action	<p>Tom requested that the Council approve the draft 2019 goals so that they can move on to the next step of assessing the feasibility of the goals and who would be responsible for coordinating their accomplishment. This information will be brought back to the January full council meeting for a final vote, which will set the 2019 goals in motion.</p> <p>The Council reviewed and discussed each of the seven objectives and made the following determinations:</p> <p>The subcommittees will be responsible for reviewing the yearly goals that have no activities under them to determine if any work needs to be done on those goals for the current year. Council members and staff will review their goal submissions to ensure accuracy. Tom and James will work together on quality goals finalization in January.</p> <p>Kelli opened the floor for a group motion to accept the draft 2019 strategic goals as-is.</p> <p>Motion: The Council moved to accept the draft 2019 strategic goals as-is. Vote: Approved.</p> <p>Tom suggested beginning the new strategic goal-setting process in June 2019 and approve final goals for 2020 in October. Deborah suggested implementing the staff survey two months before the final goal vote in October.</p>
Patient Access Report		<p>James presented a current patient access report, which outlines the 3rd next available appointment for new patients and established patients. He explained that using a 3rd next appointment is an industry standard for gauging what patient access looks like for the organization. The report shows patients getting access to care within 14 days or less.</p> <p>Tom asked how patient access is managed. Andrew responded that he is working with the Quality and Data team on ways to open up more appointment slots that are one week out. Deborah commented that the clinics are also dealing with a 25-30% no-show rate, which also negatively impacts patient access and provider productivity. James concluded that strategies for reducing the no-show rate are being formulated.</p>
Public Comment		<p>No public comment.</p>
Next Meeting and Agenda		<p>Next meeting is January 23, 2019 at 6:30 p.m. in the <u>DEVELOPMENT SERVICES BUILDING, ROOM 401, 150 BEAVERCREEK ROAD, OREGON CITY, OR 97045.</u></p>

Clackamas Health Centers Council Meeting

Adjourn	Meeting adjourned at 7:39 p.m.
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Action Items		
<u>Deliverable</u>	<u>Responsible Party</u>	<u>Due Date</u>
<i>Email Word version of 2019 draft goals to CHC Members</i>	<i>Jeanine Goodwin</i>	<i>ASAP</i>
<i>Email CHC Members with detailed information on the \$1.4M gap in budget</i>	<i>Ed Johnson</i>	<i>12/20/18</i>
<i>Review and provide edits (if any) on the 2019 draft goals</i>	<i>Council Members</i>	<i>1/16/19</i>

Upcoming meetings/events:

Finance Committee Meeting, January 16, 2019
 Nomination Committee Meeting, January 16, 2019
 Full Council Meeting, January 23, 2019

Council packet and handouts include:

- Agenda
- CHC Council meeting minutes from November 28, 2018
- Monthly Financials
- Monthly Staff Report
- Finance Committee November Packet
- QI Committee November Packet
- Nomination Committee November Packet
- 2019 Strategic Goals
- Credentialing Matrix

 , Secretary
 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!**