

CLACKAMAS COUNTY HEALTH CENTERS DIVISION  
**COMMUNITY HEALTH COUNCIL**  
 Meeting Minutes – July 25, 2018  
 Development Services Building, Room 401; 150 Beaver Creek 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  
 Amy Yap  
 Mike Blackwell

Tom Lorence  
 Mike Stampke

**Members Absent**

Stephanie  
 Kurzenhauser  
 Angela Fitzgerald  
 Emilee Clark

**Health Centers Staff Present**

Deborah Cockrell  
 Andrew Suchocki  
 Ed Johnson  
 James Wilson

Erin De Armand-Reid  
 Justin Gonzales  
 Jeanine Goodwin  
 (Recorder)

**Guest(s):** David Bodway of County Finance, Commissioner Sonya Fischer

Call to Order		The meeting was called to order at 6:30 p.m. A quorum was established.
2017 County Finance Audit Presentation		David Bodway of County Finance presented on last fiscal year’s financial audit, stating that it was a “clean audit”. He reported that the Health Centers had zero findings during the audit.
Prior Meeting Minutes	<b>Action</b>	<b>Motion:</b> Tom motioned to approve the minutes from June 27, 2018. <b>Second:</b> Amy seconded. No further discussion. <b>Vote: Approved.</b>
Consumer Comments		No consumer comments were made.
Committee Updates		<ul style="list-style-type: none"> <li>• Finance Committee – Mike stated that the Finance Committee did not meet in July as scheduled due to the HRSA Operational Site Visit, which involved discussion of financial business.                      Ed reported that the budget is projecting a \$900K surplus. 340B Pharmacy program is doing well and other revenue-generating programs are on track. Awaiting final payments before closing the year out.</li> <li>• Nominating Committee – Kelli directed the attention of the Council to page 12 of the packet, which lists the 2018-2019 elected officers as well as committee assignments. Staff representation for the committees include Ed Johnson for Finance Committee, James Wilson for QI Committee, and Jeanine Goodwin for Nominating Committee. Kelli opened the floor for members not currently serving on a committee to voice their interest. Celina stated she is interested in serving on the Nominating Committee.                      Consumer Outreach Plan – Kelli stated that one of the Committee’s ideas is to focus on collaborating with clinic staff by hosting luncheons where Council members can network with clinic staff in an informal setting to answer questions and strategize ways to connect patients with the CHC. The consultants from HRSA also made some recruitment suggestions, which the Committee will discuss at its August meeting.                      Fundamentals of Governance – The Council members that reviewed the webinar stated that the information is useful.</li> <li>• QI Committee – No report this month.</li> </ul>

<p>Reports</p>		<ul style="list-style-type: none"> <li>● FQHC Staff Reports             <ul style="list-style-type: none"> <li>○ Deborah shared a flyer with the Council detailing a coalition for suicide prevention, which gives information on the County’s work around this initiative. She also announced the Legislative Forum to be held on October 24<sup>th</sup> from 1 to 4 p.m. at the Abernathy Center, and requested three Council members to attend. She will provide more information at the August full council meeting.</li> <li>○ James reported that the Health Centers will be increasing its recognition as a Patient-Centered Primary Care Home (PCPCH) from a Tier 3 to a Tier 4. The Oregon Health Authority (OHA) will come to review/audit the Sunnyside Health and Wellness Center in October.</li> <li>○ Andrew reported hiring two new school-based health center (SBHC) practitioners.</li> </ul> </li> </ul>
<p>HRSA Operational Site Visit</p>	<p><b>Action</b></p>	<p>Debrief – Deborah acknowledged the Council for their involvement and contribution to the HRSA Operational Site Visit July 17-19, but there are nine proposed findings, the highlight of which includes a missed meeting in December 2017, and old language reflected in the CHC bylaws regarding “Loss of Wages” reimbursement for council members. Deborah stated she is happy with the outcome of the survey, and that the official report should be available to the full council by its September meeting.</p> <p>Ed reported that a HRSA Corrective Action Team has been formed. He announced that he will no longer be the point person for reviewing the Council’s meeting and committee minutes. The CHC must review their meeting minutes prior to their public distribution.</p> <p>The Council discussed the proposed findings and determined to continue holding regular meetings once per month, including December, and to ensure appropriate recording in the minutes if a meeting is cancelled/rescheduled. The Council also agreed to review their own meeting minutes prior to public distribution, removing the responsibility from FQHC staff.</p> <p>Formal Change in Scope (CIS) Form 5A –Delete column II under “Complementary and Alternative Services (Additional Services), which are services that the Health Center does not pay.. These services will continue to be provided through cooperative contracts.</p> <p><b>Motion:</b> Tom motioned to approve the CIS on Form 5A.  <b>Second:</b> Mike seconded. No further discussion.  <b>Vote: Approved.</b></p>
<p>Public Comment</p>		<p>No public comment was made.</p>
<p>Next Meeting and Agenda</p>		<p>Next meeting is <b>August 22, 2018 at 6:30 p.m.</b> in the <b><u>DEVELOPMENT SERVICES BUILDING (DSB), ROOM 401; 150 BEAVERCREEK ROAD, OREGON CITY 97045.</u></b></p> <p>Agenda items include: NAMI Presentation, CHC Policy Session w/Rich Swift</p>
<p>Adjourn</p>		<p>Meeting adjourned at 7:48 p.m.</p>

**Upcoming meetings/events:**

- QI Committee Meeting, August 15, 2018
- Nomination Committee Meeting, August 15, 2018

**Council packet and handouts include:**

- Agenda
- CHC Council meeting minutes
- Formal Change in Scope Handout – Form 5A

Clackamas Health Centers Council Meeting

Full Council Meeting, August 22, 2018

- Monthly Financials
- Nominating Committee Agenda/Minutes
- QI Committee Agenda/Minutes
- 2018-2019 Officers & Committee Members List
- Flyer for Coalition on Suicide Prevention

, 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!**

