

CLACKAMAS COUNTY HEALTH CENTERS DIVISION
COMMUNITY HEALTH COUNCIL
 Meeting Minutes – September 26, 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
 Tom Lorence
 Mike Blackwell
 Mikal Stampke
 Amy Yap

Members Absent

Angela Fitzgerald
 (via phone)
 Emilee Clark (via
 phone)

Health Centers Staff Present

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

Guest(s): Michele Veenker and Gisela of NAMI

Call to Order		The meeting was called to order at 6:22 p.m. A quorum was established. Note: This meeting was scheduled to be two hours, with a start time of 6:15pm and a closing time of 8:15pm.
Introduction to Barbara Gibbs		Deborah introduced the Council to Barbara Gibbs, who conducted training for the CHC in 2016 regarding how to conduct council business. Barb has agreed to help the Health Centers leadership put together training for the Board of County Commissioners (BCC) and set up training with the Council based on feedback from HRSA’s recent audit of the Health Centers. Barb is currently retired, but provides consulting services for two clients that she has continued to contract with. She has a background in nonprofit and government business, and expressed her excitement to be working with the Health Centers again.
Prior Meeting Minutes	<p>Action</p> <p>Action</p>	<p>Ed presented the July 25, 2018 meeting minutes with the proposed changes to include the discussion the Council had pertaining to the HRSA findings from their Operational Site Visit in July. The findings included a missed full council meeting in December 2017, and the “Loss of Wages” reimbursement language in the CHC Bylaws. Though these items were discussed at length during the July 25th full council meeting, the approved minutes do not reflect such discussion, which is an error. Ed requested that the Council accept the proposed amendments including the discussion of the above HRSA findings (see highlighted changes on p. 7 of the packet).</p> <p>Motion: Tom motioned to approve the minutes from August 22, 2018. Second: Angela seconded. No further discussion. Vote: Approved.</p> <p>Motion: Tom motioned to approved the July 25, 2018 with the discussed amendments. Second: Mike B. seconded. No further discussion. Vote: Approved.</p>
Consumer Comments		Present consumers had no comment.

<p>Committee Updates</p>	<ul style="list-style-type: none"> Finance Committee – Ed reported that FY18 fiscal year has ended and a surplus is expected (no change in projected amount from last month). He stated that there will be an official year-end report at the October full council meeting. <p>Tom asked how many positions are unfilled under the Personnel column. Ed stated there is one vacancy at Sunnyside Health and Wellness, the Behavioral Health Manager vacancy, some Case Manager and Mental Health Specialist positions, a Health Records Specialist, and there is a vacancy on the Quality and Data team as well.</p> <p>Mike B. reported that one of the outcomes from the Finance Committee meeting is more tracking of productivity throughout the fiscal year, and that Ed and his team will produce a report going forward.</p> <p>NAMI Funding Request – Mike B. presented NAMI’s official ask for additional funding for their Volunteer Coordinator position and continued support of their Spanish-speaking programs (see p. 11 of the packet). Kelli called for a motion. Motion: Tom motioned to approve NAMI’s funding request for an additional \$60K to continue the work they have been doing in the Spanish-speaking communities of Clackamas County. Second: Mike B. seconded. No further discussion. Vote: Approved.</p> <ul style="list-style-type: none"> Nominating Committee – Kelli reported that the Nomination Committee did not meet this month; however there the office of Secretary is now vacant due to Stephanie Kurzenhauser’s resignation from the CHC. The Committee nominated Celina Bonnie for Secretary. Celina accepted the nomination but asked the Council not to vote until she is clear on what the role requires. Kelli recommended that Jeanine and Amy provide Celina with the necessary information on the role of Secretary for the CHC. No further discussion. <p>New Member Orientation – Kelli noted that CHC members undergo training twice each year, and that the NMO counts as one of those trainings. She opened the floor for date/time suggestions within the next two months to hold the NMO. Staff and the Council agreed to hold the NMO on Monday, December 3, 2018 from 4 to 6 pm.</p> <ul style="list-style-type: none"> QI Committee – Tom stated that the QI Committee did not meet this month. He presented a proposed agenda and draft strategic plan to the Council (p. 23 of the packet). The Council discussed the alternative of mapping their own strategic plan or having a retreat and bringing in a consultant to guide the mapping process. They determined to go with the alternative of mapping the plan themselves, with the caveat that, if a consultant is needed, they will hire one to assist with the process. It was also determined that the documents will live with Tom while they are being drafted, compiled, and tracked.
<p>FQHC Staff Reports</p>	<p>Deborah reported that the Health Centers is hosting monthly free food markets in partnership with the Oregon Food Bank, starting at Beavercreek Health and Wellness. The Health Centers participated in the Colton Community Fair, offering Behavioral Health appointments one day per week for Colton students. The Health Centers has also been active in raising awareness of suicide, which includes</p>

		<p>providing free gun locks to clients and patients, green wrist bands with the Clackamas County Crisis phone number, and informational slides on clinic lobby reader boards. Deborah noted that the Health Centers has also been approved for a \$400K Zero Suicide grant.</p> <p>Andrew added that the grant will help to bolster clinic efforts in screening for and treating depression.</p>
<p>HRSA Corrective Action Plan</p>	<p>Action</p> <p>Action</p>	<p>Ed directed the attention of the Council to p. 35 of the packet, which shows the nine findings from the HRSA audit in July. The findings were documented as follows:</p> <ol style="list-style-type: none"> 1. Documenting services within the Scope of Project 2. Procedures for review of privileging 3. Credentialing and Privileging records 4. Evaluation of Sliding Fee Discount Program 5. Standards of Conduct 6. Basis for Fee Schedule 7. Policies or procedures for Waiving or Reducing Fees 8. Required authorities and responsibilities 9. Exercising required authorities and responsibilities <p>Ed noted that all of the above items are in the process of being corrected, some of which are included on this meeting’s agenda. Kelli asked if the corrections will be made before the November full council meeting. Ed noted that the only request is for the September meeting minutes to be reviewed and signed as soon as possible after this meeting.</p> <p>Waiving Fees Policy and Procedure – Ed stated the policy was created in 2016, and that HRSA requested that criteria be added that must be met in order for a manager to waive a fee. Mike B. noted that the Finance Committee reviewed the added criteria and recommend it to the full council for approval. Kelli called for a motion.</p> <p>Motion: Angela motioned to approve the Waiving Fees Policy and Procedure. Second: Emilee seconded. Vote: Approved unanimously.</p> <p>James presented on the Conflict of Interest Policy. The prior policy did not include language concerning the Community Health Council. He noted that language has been added to the policy that includes CHC member role management and potential conflicts of interest for them. Kelli asked if the members would still sign the Conflict of Interest disclosure form each year. James stated that the form must still be signed by CHC members annually. Kelli called for a motion.</p> <p>Motion: Tom motioned to approved the additional language to the Conflict of Interest Policy. Second: Mike B. seconded. No further discussion. Vote: Approved unanimously.</p> <p>Ed presented the Purchasing and Procurement Policy and Procedure, noting that it has never come before the CHC until now. It is an internal policy at the Clackamas County level; however, the Health Centers has made the policy their own. Ed directed the Council to p. 44, which showed a highlighted Conflict of Interest section, which is newly included and was not a part of the original policy. The purpose of</p>

	Action	<p>including this language is to point out that the Health Centers is not to receive any gain from its purchasing or procurement transactions. Ed also stated that the policy will be added to the CHC’s annual policy review rotation.</p> <p>Motion: Tom motioned to approve the Purchasing and Procurement Policy. Second: Emilee seconded. Tom pointed out that he has seen mixed acronyms for the Community Health Council, such as “CCHC” and “CHC”, and raised the question of which acronym is correct. James stated that, moving forward, Health Centers policies will not have many acronyms while County policies contain many acronyms. No further discussion. Vote: Approved unanimously.</p> <p>The Council was provided with a 30-day notice of upcoming amendments to its bylaws. A copy of the bylaws with the proposed change highlighted and in red text was given to each Council member for review. Ed asked if the Council would review the amendment and come prepared to take action on it at the October meeting. Jeanine to mail a copy of the notice and bylaws with proposed amendments to Angela and Emily.</p>
Other Discussion		To aid with the Council’s strategic planning process, the Council determined to add a half hour to each full council meeting through December, and each subcommittee will meet every month through December to give time to work on the plan. Scheduled meeting dates for October are listed on the last page of this report.
Public Comment		No public comment was made.
Next Meeting and Agenda		<p>Next meeting is October 24, 2018 at 6:30 p.m. in the <u>DEVELOPMENT SERVICES BUILDING (DSB), ROOM 401; 150 BEAVERCREEK ROAD, OREGON CITY 97045.</u></p> <p>Agenda items include: TBD</p>
Adjourn		Meeting adjourned at 8:04 p.m.

Upcoming meetings/events:

- QI Committee Meeting, October 10, 2018
- Finance Committee Meeting, October 17, 2018
- Nomination Committee Meeting, October 17, 2018
- Full Council Meeting, October 24, 2018

Council packet and handouts include:

- Agenda
- CHC Council meeting minutes from July 25, 2018 (with amendments) and August 22, 2018
- Monthly Financials
- Strategic Planning Process Documents
- Monthly Staff Report
- NAMI Funding Request Letter
- HRSA Corrective Actions Workplan
- Waiving Fees Policy & Procedure
- Conflict of Interest Policy
- Purchasing & Procurement Policy
- CHC Bylaws w/Amendment



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!

