

CLACKAMAS COUNTY HEALTH CENTERS DIVISION
COMMUNITY HEALTH COUNCIL
 Meeting Minutes – December 18th, 2019

“Removing barriers for vulnerable individuals and families on their path to improved health, wellness, prosperity, and inclusion.”

Meeting Attendance

Members Present

Tom Lorence
 Janet Squire
 Rosa Guitron-Galvan
 Franklin Ouchida
 Angela Fitzgerald

Linda Smith

Members Absent

Margo Roake (E)
 Mikal Stampke (E)
 MW Wolfgang (E)
 Lisa Ellis (E)

Staff Present

Deborah Cockrell
 James Wilson
 Selynn Edwards
 Ryan Spiker (Recorder)
 Egan Danehy

Ed Johnson
 Andrew Suchocki
 Sonya Fischer

Guests: Jesse Freeman

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|-------------------------------|---------------|---|
| Call to Order | | Tom called the meeting to order at 6:30 p.m. |
| Approve Prior Meeting Minutes | Action | The Council reviewed the minutes for the November 20 th , 2019 meeting. Tom opened the floor for a motion. Motion: Janet motioned to approve the minutes from November 20 th , 2019. Second: Franklin seconded. No further discussion. Vote: Approved unanimously. |
| Consumer Comments | | None at this time. |
| Committee Reports | | Finance Committee – Ed provided an update on the Health Centers financial status. The Health Centers are not experiencing the same level of surpluses as had been experienced in previous years due to an increase in costs. Staff continue to meet or exceed most productivity goals, however. End of report. QI Committee – No provider concerns have been identified. QI Committee reviewed the Primary Care Department Dashboard and discussed Patient Centered Primary Care Home status as well as the 2020 strategic goals. End of report. |
| Staff Reports | | Deborah shared artist renderings of the new Sandy clinic with Council members and staff. Due to a need for additional space and providers, remodeling is taking place at the Hilltop clinic and new therapists are being recruited. LeeAnn Dooley is retiring the week of December 23 rd and recruitment is underway to fill her position. End of report. |
| Council Self-Assessment | | As required by the Council bylaws, Council members completed a self-assessment to review areas for improvement. Tom provided an overview of the self-assessment results to Council members. |

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| | | Ryan will send out an updated version of the self-assessment to Council members to review and provide feedback on the questions. |
| 2020 Health Council Calendar | | Ryan provided an overview of the 2020 proposed Health Council calendar to Council members. The calendar will help ensure the Council completes its required responsibilities on time by providing ample notice to members of when items need to be accomplished. |
| Meeting Management/ Member Education | Action | <p>Tom opened up the Member Education segment with a focus on Council Bylaws Article 7- Council Powers and Responsibilities. He stressed the need for the Council to focus meetings on the areas where specific items must be accomplished (such as the Director Evaluation and Council Self-Assessment). Article 7, Section 8 will be reviewed and is likely to be re-worded with the responsibility delegated to the Director. The Bylaws will be revisited during the February Council meeting to make necessary changes.</p> <p>Ryan discussed a newly created Council Agenda Creation policy that was developed as a means to allow the Council President to have greater input into the content of the monthly agendas. The policy ensures the Council will have ample time to complete its required responsibilities by limiting the number and length of outside presentations when specific actions are required of the Council (i.e., oversight responsibilities).</p> <p>Tom opened the floor up for a motion to approve the Council Agenda Creation policy.</p> <p>Motion: Janet motioned to approve the Council Agenda Creation policy. Second: Franklin seconded. No further discussion.</p> <p>Vote: Approved unanimously.</p> |
| Other Discussion/ Public Comment | | None at this time. |
| Next Meeting and Agenda | | <p>Next meeting is January 22nd, 2019 at 6:45 p.m. at the <u>DEVELOPMENT SERVICES BUILDING, ROOM 119, 150 BEAVERCREEK ROAD, OREGON CITY 97045.</u></p> <p>Agenda items include: 2020 Strategic Goals, CHC Member Education, Council Self-Assessment, Conflict of Interest Forms</p> |
| Adjourn | | Meeting adjourned at 7:54 p.m. |

| Action Items/Items for Follow-up | | |
|----------------------------------|-------------------|--------------------------|
| Deliverable | Responsible Party | Due Date |
| Missed Appointment Policy | Andrew Suchocki | February Council Meeting |
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Upcoming meetings/events:

- Finance Committee, January 22, 2020
- Quality Improvement Committee, February 26, 2020
- Governance Committee, January 22, 2020

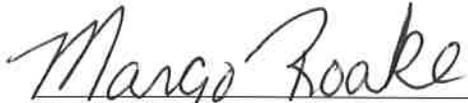
Council packet and handouts include:

- Agenda
- Governance Committee November meeting minutes
- Governance Committee Member Responsibilities
- QI Committee October meeting minutes

Clackamas Health Centers Council Meeting

Full Council Meeting, January 22, 2020

- QI Committee Member Responsibilities
- Full CHC Council November meeting minutes
- Monthly Financials
- Council Self-Assessment Results
- 2020 Council Calendar
- CHC Agenda Creation Policy


Clackamas Health Centers Council Approval

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

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!**