

CLACKAMAS COUNTY HEALTH CENTERS DIVISION
COMMUNITY HEALTH COUNCIL
 Meeting Minutes – October 24, 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
 Tom Lorence
 Mike Blackwell
 Mikal Stampke
 Amy Yap

Members Absent

Angela Fitzgerald
 (via phone)

Emilee Clark

Health Centers Staff Present

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

Guest(s): Barb Gibbs

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 in length, with a start time of 6:15pm and a closing time of 8:15pm. Kelli requested that the strategic planning report for each committee be presented during the strategic planning discussion later in the meeting.
Prior Meeting Minutes	Action	The Committee reviewed the minutes from September 26, 2018. Kelli opened the floor for a motion. Motion: Angela motioned to approve the minutes from September 26, 2018. Second: Amy seconded. No further discussion. Vote: Approved.
Consumer Comments		Present consumers had no comment.
Committee Updates	Action	<ul style="list-style-type: none"> • Finance Committee – Ed reported that FY18 fiscal year has ended in the black with a surplus. Revenues are coming in as expected. Productivity for behavioral health will be closely monitored. Budgeted at 70%, but current productivity is at 68%. If the number does not improve, the finance team will bring its plan to increase behavioral health productivity to the Finance Committee at that time. The first quarterly report will be presented to Rich Swift (Health, Housing, and Human Services Director) next month (November). Medicaid wraparound dollars come in a quarter behind always. A full quarter of data will be presented at the November meeting. End of report. • Nominating Committee – Celina accepted the nomination for the office of Secretary. Kelli opened the floor for a motion. Motion: Tom motioned to approve Celina as Council Secretary through June 30, 2019. Second: Mike B. seconded. No further discussion. Vote: Approved. <p>The Committee decided to hold their first Consumer Outreach Luncheon at Sunnyside Health and Wellness on November 8. The CHC will provide lunch for</p>

	<p>QI – Their list will include credentialing, safety (of patients and staff), and quality assurance and improvement. These items will be discussed at their November meeting.</p> <p>Nominating – Specific 1-year plans for recruitment, proper advertisement (i.e. signage, promotional material) in and around health clinics, governance education and training materials housed in one website for council members only. James noted the tools are in place to create an invitation-only website. Tom suggested the Committee pick a number of members they want to recruit overall, and break that down into how many members (consumer and non-consumer) they want to recruit each year that the plan is in place.</p> <p>Finance – Include the Beavercreek clinic relocation financial obligations in the plan; financial sustainability and long-range planning. Kelli noted that the HRSA Compliance Manual states there must be a 3-year capital management plan for expenditures, and that the CHC does not seem to have such a plan in place. Ed and Mike B. are scheduled to meet and discuss Health Center financial goals and upcoming projects that may have a financial impact. They will bring their solutions to the Finance Committee in November. Tom asked if productivity reports will be a goal for the plan. Ed stated that productivity reports will go into the ongoing goal for Finance.</p> <p>FQHC Director – Retention of managers and staff, new performance evaluation system; community initiatives such as the free food markets, flu clinics and events; quality of customer service items to be given more thought. Comment cards and patient survey results to can be reviewed to generate goals around quality of service. Tom asked if the Council could see the dashboards for quality metrics. James affirmed.</p> <p>Barb asked Tom if there will be a specific format for the plan. Tom stated that he is focusing on goals for 2019 specifically, but is open to goals that may need to be spread out to the second or third year. He hopes to have the goals formatted into a dashboard. Barb suggested a SWAT analysis, which is a standard exercise to go through during the strategic planning process. Barb will come to the November full council meeting to help guide the Council through the SWAT analysis. No further discussion.</p>
Public Comment	No guests in attendance.
Next Meeting and Agenda	<p>Next meeting is November 28, 2018 at 6:15 p.m. in the <u>SCHOOL-BASED HEALTH CENTER AT REX PUTNAM HIGH SCHOOL, 4950 SE ROETHE ROAD, MILWAUKIE, OR 97267.</u></p> <p>Agenda items include: HRSA Corrective Action Wrapup, Strategic Planning Progress, Communication Policy/Training</p>
Adjourn	Meeting adjourned at 7:44 p.m.

Action Items		
<u>Deliverable</u>	<u>Responsible Party</u>	<u>Due Date</u>
<i>CHC Staff Luncheon Flyer</i>	<i>Jeanine Goodwin</i>	<i>10/30/18</i>
<i>“Ask Letters” to Health Center community partners</i>	<i>Nomination Committee w/Barb Gibbs</i>	<i>11/14/18</i>
<i>Key Goals for New Strategic Plan</i>	<i>All Committees, Deborah Cockrell</i>	<i>11/28/18</i>

Upcoming meetings/events:

CHC Outreach Luncheon, November 8, 2018
QI Committee Meeting, November 14, 2018
Finance Committee Meeting, November 14, 2018
Nomination Committee Meeting, November 14, 2018
Full Council Meeting, November 28, 2018
New Member Orientation, December 3, 2018

Council packet and handouts include:

- Agenda
- CHC Council meeting minutes from September 26, 2018
- Monthly Financials
- Monthly Staff Report
- CHC Bylaws w/Amendment
- Credentialing Matrix
- Finance Committee September Packet
- QI Committee August Packet
- Request of Clinical Privileges Policy
- Reduction of Provider Privileges Policy
- Clinical Privileging Policy
- Fee Schedule Proposal – Cost of Care Analysis & Sliding Fee Effectiveness Utilization Analysis

SCBonnie

_____, 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!**