

CLACKAMAS COUNTY HEALTH CENTERS DIVISION

COMMUNITY HEALTH COUNCIL

Meeting Minutes – September 25, 2019

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

Meeting Attendance

Members Present

Mary Lundy
Janet Squire
Margo Roake
Franklin Ouchida

Linda Smith
Mikal Stampke

Members Absent

Angela Fitzgerald
(medical leave)
Nathan Haynes
Tom Lorence

Staff Present

Egan Danehy
Haley Fish
Erin De Armand-Reid
Ryan Spiker (Recorder)

Ed Johnson
Jeanine Goodwin
Selynn Edwards
Andrew Suchocki

Guests: Lisa Ellis, MW Wolfgang
Angela Sterba, Chantel S.

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|-------------------------------|---------------|---|
| Call to Order | | Linda called the meeting to order at 7:10 p.m. |
| Approve Prior Meeting Minutes | Action | <p>The Council reviewed the minutes for the August 28th meeting. Linda opened the floor for a motion.</p> <p>Motion: Mary motioned to approve the minutes from August 28, 2019. Second: Franklin seconded. No further discussion. Vote: Approved unanimously.</p> |
| 2018 County Finance Audit | | <p>Haley Fish, Deputy Finance Director for Clackamas County, presented on the 2018 County Finance Audit.</p> <p>Members received a letter from the Clackamas County Finance Department which details the financial audit of Clackamas Health Centers which is a federal requirement. There were no findings in either the comprehensive or the single audit. Clackamas County, and by extension the Health Centers, are considered a “low risk” entity and therefore the auditors do not have to review as thoroughly as years past.</p> <p>At the end of FY2018, the Health Centers fund had a balance of \$16,641,928 million, an increase of \$1,708,067 million, revenue increase \$186,000 and expenditures decreased \$7.7 million of which \$6.5 million was budgeted for emergencies.</p> <p>The report is available online on the County website under “Audits.”</p> <p>End of report.</p> |
| Consumer Comments | | None at this time |
| Committee Reports | Action | <p>Finance Committee – Mikal reports that the county is off to a great start to begin the fiscal year.</p> <p>Governance Committee – Franklin reports that there are two new applicants who have both been approved by the Governance Committee and will be forwarded to the Board of County Commissioners. New Member Orientation to be postponed to a date to be determined.</p> |

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| | | <p>Motion: Janet motioned to move Lisa Ellis and MW Wolfgang to the Board of County Commissioners for approval. Second: Margo seconded. No further discussion. Vote: Approved unanimously.</p> <p>QI Committee – None at this time.</p> |
| Officer Selection and Responsibilities | Action | <p>Linda and Tom have been discussing adding a version of a new document identifying the Officer Selection and Responsibilities for review.</p> <p>Janet identified a grammatical change needed in the document.</p> <p>Motion: Margo motioned to approve. Second: Janet seconded. No further discussion. Vote: Approved unanimously.</p> |
| Missed Appointment Policy | Action | <p>Dr. Andrew Suchocki and Erin De Armand Reid presented the new Missed Appointment Policy for the Council.</p> <p>Goal is for the policy to reduce the no show rate by 3-5% over the next quarter.</p> <p>Andrew stated that it will likely take 6-12 months to evaluate effectiveness of the new policy. He would like to report out approximately three months after go live. Council requested to hear a report out in February.</p> <p>Linda recommended adding a fiscal awareness component to the educational documents to give patients an understanding of how missed appointments waste county dollars and disrupt operations.</p> <p>Motion: Franklin made a motion to approve the policy. Second: Mary seconded. No further discussion. Vote: Approved unanimously.</p> |
| FQHC Director Evaluation Policy | | <p>Linda requested members complete their evaluations and return them as soon as possible to complete the evaluation process.</p> |
| 2020 Strategic Goals Process | | <p>To be moved to October 23, 2019 agenda.</p> |
| Other Discussion/ Public Comment | | <p>None at this time.</p> |
| Next Meeting and Agenda | | <p>Next meeting is October 23, 2019 at 7:00 p.m. at the <u>DEVELOPMENT SERVICES BUILDING, ROOM 119, 150 BEAVERCREEK ROAD, OREGON CITY 97045.</u></p> <p>Agenda items include: Supported Employment Presentation, 2020 Strategic Plan Goals, NAMI Clackamas Contract Renewal, FQHC Director Evaluation</p> |
| Items to be Discussed in Future Meetings | | <p>Dr. Andrew Suchocki and Erin De Armand-Reid will present preliminary results of the new Missed Appointment policy at the February Council meeting. A full report out will then be provided at the June Council meeting.</p> |
| Adjourn | | <p>Meeting adjourned at 8:23 p.m.</p> |

| Action Items/Items for Follow-up | | |
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| Deliverable | Responsible Party | Due Date |
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Upcoming meetings/events:

- Finance Committee, November 20, 2019
- Governance Committee, October 23, 2019
- Full Council Meeting, October 23, 2019
- New Member Orientation, October 16, 2019

Council packet and handouts include:

- Agenda
- CHC Council August meeting minutes
- Finance Committee July Packet
- Monthly Financials
- Governance Committee August Packet
- Comprehensive Annual Financial Report Letter
- Missed Appointment Policy Presentation



_____, 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!**