

CLACKAMAS COUNTY HEALTH CENTERS DIVISION

COMMUNITY HEALTH COUNCIL

Meeting Minutes – October 19, 2022

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

Meeting Attendance

Members Present

Janet Squire
Linda Smith
Tom Lorence
Cee Kaiser
Eric Leatham

Members Absent

Helen Watt
Michelle Walch
Dale Vogt
Renee Sparks (E)
Liliana Lewis (E)
Celia DeLos Reyes (E)

Staff Present

Andrew Suchocki
Ryan Spiker
Malia Band
Sarah Jacobson
Angie Amundson
Samantha Hatfield
Adam Kearl
Erin De Armond-Reid
Emily Ketola

Guests: Janice Saban

Call to Order		Linda called the meeting to order at 5:46 p.m. A quorum was established.
Approval of September 21, 2022 Full Council Minutes	Action	The Council reviewed the minutes for the September 21, 2022 meeting. Linda opened the floor for a motion. Motion: Helen motioned to approve the minutes. Second: Janet seconded. No further discussion. Vote: Approved Unanimously.
Behavioral Health Move Analysis		No additional updates since previous month.
Committee Reporting		Finance Committee: Adam shared our first look at financials for this current fiscal year, we are looking at year end projections and actuals for the time period of July 1 st , 2022, through June 2023. QI Committee: Credentialing was routine for the previous month.

Behavioral Health Temporary Location		Sarah shared an update on where the Hilltop and Stewart clinics will be temporarily relocated, the temporary locations are the WIC building and space on the third floor of the Development Services Building. These temporary moves were put to motion to be approved. Motion: Helen motioned to approve the temporary locations. Second: Tom seconded. No further discussion. Vote: Approved Unanimously.
Quorum		During the HRSA visit it was noted that in July of 2021 we had a meeting with only 6 of 12 board members, this is not a majority and did not constitute a quorum. It is stated in the bylaws that it is required for Health Centers to hold a monthly meeting where a quorum is present, so that it can exercise its required authorities and functions. It also states that the health center determines how to set the quorum for a meeting consistent with state laws. Our bylaws state that a majority of current council members will constitute a quorum. HRSA is asking for this to be discussed with the council and document the importance of meeting a quorum and for each of the minutes to state that a quorum was or wasn't established. It was discussed and agreed upon among council members the importance of a quorum, that we will change the format of the minutes to

		include whether a quorum was achieved, and that the definition of a quorum was 51% or more council members must be in attendance. It was agreed to consider changing the bylaws to include the definition of majority in the next bylaws review.
FQHC Staff Report		<p>The Sandy Health Center is now operational.</p> <p>Rod Cook is interested in meeting with the CHC to make sure that the Council members are involved and make a recommendation for the recruitment of the next director of the FQHC.</p> <p>We have received our Tier 4 certification in recognition to three of our larger clinics: Beaver creek, Sunnyside, and Gladstone. Sandy will be doing a site visit soon, which is the final step for their recognition. This program is part of Oregon Health Authority, the recognition reflects the extent in which our clinics have demonstrated high quality person and family centered care.</p>
Public Comment		Janice spoke about the good job that Andrew Anderson did with making sure the blood pressure machines were calibrated correctly and double checking by checking her blood pressure manually as well as by machines.
Next Meeting and Agenda		<p>Next meeting is November 16, 2022, at 6:00 p.m. via Zoom Teleconference.</p> <p>Agenda items include:</p> <ul style="list-style-type: none"> • Strategic Plan Draft Due • FQHC Staff Report
Adjourn		Meeting adjourned at 7:10p.m.

Upcoming meetings/events:

- Finance Committee, November 16, 2022
- Quality Improvement Committee, December 21, 2022
- Governance Committee, November 16, 2022
- Full Council Meeting, November 16, 2022

Council packet and handouts include:

- Agenda
- Governance Committee Meeting Minutes
- QI Committee Meeting Minutes
- 2023 Strategic Plan Draft
- Quality of Care
- Empanelment Dashboard
- Patient Satisfaction
- CHC Full Council Meeting Minutes
- Monthly Financials
- Provider Credentialing
- Temporary Locations for Behavioral Health Clinic move

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!