



Board of Directors Meeting

December 7, 2022

2:00 - 4:00 PM
Zoom Video/Conf. Call

Minutes

Board Members			PacificSource Staff		
Lara Barnes	Option Counseling & Family Health	E	Lindsey Hopper	PacificSource	P
Dr. Matt Boles, Chair	Salem Health	P	Elaine Lozier	PacificSource	P
Commissioner Kevin Cameron	Marion County Board of Commissioners	P	Zaira Flores Marin	PacificSource	P
Dr. Noelle Carroll	Polk County Health Services	P	Leslie Neugebauer	PacificSource	P
Peter Davidson	PacificSource	P	Dr. Bhavesh Rajani	PacificSource	P
Tina Foss	Yakima Valley Farm Workers	A	Erin Fair Taylor	PacificSource	P
Dr. Olivia Galvez	WFMC Health	P	Guests		
Josh Graves	Catholic Community Services	P	Janice Hazel	WFMC Health	P
Dr. Mark Helm	Small Town Pediatrics	P	Dustin Zimmerman	Oregon Health Authority	P
Maggie Hudson	Santiam Hospital	P			
Justin Huff	Legacy Health	P			
Dr. Leslee Huggins, Vice-chair	Capitol Dental Care/ Gentle Dental	P			
Melissa Lindley	Willamette Vital Health	P			
Paul Logan	Northwest Human Services	P			
Bree McLeod	Peer/Advocate	P	Willamette Health Council Staff		
Manny Rivera	WVP	P	Justin Hopkins	Willamette Health Council	P
Beth Spinning	Kaiser Permanente	P	Heather Pascoe	Willamette Health Council	P
Dr. Robert (Nap) Steele		P	Lisa Parks	Willamette Health Council	P
			Josie Silverman-Méndez	Willamette Health Council	P
			Sarah Smith	Willamette Health Council	P
			Sarah Taylor	Willamette Health Council	P

P – present; A – absent; E - excused

Agenda Item	Discussion
Welcome/Introductions	Mr. Boles called the meeting to order at 2:04 PM and welcomed everyone present.

<p>Welcome Zaira!</p>	<p>Ms. Neugebauer quickly introduced herself and expressed her excitement in welcoming Zaira Flores Marin to the group.</p> <p>Ms. Flores Marin, she/her pronouns, introduced herself to the group as the new Director for the Marion/Polk region at PacificSource. Ms. Flores Marin is a long-time resident of both Marion and Polk counties. She mentioned her experience being an advocate and working for immigration and immigration rights, and her passion for public health and social justice. She also noted her work with seniors and people with disabilities through Northwest Senior & Disability Services. She finally expressed her excitement in working with the board and getting to know everyone more.</p> <p>Ms. Taylor conducted roll call for everyone present by video and in person, giving each person an opportunity to introduce themselves to Ms. Flores Marin.</p>
<p><u>Consent Agenda:</u></p> <ul style="list-style-type: none"> • Approval of November 2, 2022, board meeting minutes • WHC Grant Awards (through November) • PCS Director’s Report • WHC September & October Financials • PCS August & September Financials 	<p>All consent agenda items were sent in advance of this meeting.</p> <p>MOTION: <i>Mr. Logan made a motion to approve the consent agenda items as presented; Ms. McLeod seconded the motion. The motion passed unanimously.</i></p>
<p>Public Comment</p>	<p>Mr. Boles allowed for public comment; there was none.</p>
<p>2023 WHC Budget Presentation</p>	<p>Mr. Hopkins gave the group an overview of the proposed 2023 budget for WHC. The proposed budget was presented to the finance committee in November, and then reviewed and approved to move forward to the board for further approval.</p> <p><u>2022 Revenue Recap</u></p> <ul style="list-style-type: none"> • The adopted 2022 WHC Budget estimated three sources of revenue that equaled \$11.6 million in total revenue. The projected actual revenue will be closer to \$20 million at the end of 2022, for a positive change of \$8.29 million. <ul style="list-style-type: none"> ○ Revenue Sources <ul style="list-style-type: none"> ▪ <i>Admin Capitation</i> – WHC’s admin budget is funded through a capitation payment of 0.325% of PacificSource’s monthly capitation. WHC estimated our monthly capitation payments at \$160K/mo, or \$1.92 million/year. The actual admin capitation averaged closer to \$195K/mo for a projected total of \$2.34 million/yr, for a positive change of \$426K. ▪ <i>Quality Pool</i> – WHC receives 50% of PacificSource’s Quality Pool revenue, which is based on the community’s performance on Quality Incentive Measures from the prior year. Revenue from Quality Pool was estimated at \$6.8 million. Quality Pool revenue equaled \$14.5 million for a positive change of \$7.7 million. ▪ <i>Community Benefit Initiative (CBI)</i> – 2022 was the first year that PacificSource delegated the responsibility and funding for CBI to the WHC. PacificSource’s budgeted amount for CBI was projected, and remained, \$615K. ▪ <i>System of Care (SOC)</i> – WHC took on a new delegated function from PacificSource to administer the SOC governance structure for the region. Under a new delegation agreement signed in the summer of 2022, WHC received previously unbudgeted revenue of \$50K for staffing and \$100K for a passthrough grant.

2022 Expenditure Recap

- While the WHC aims to maintain a balanced budget, where annual revenue and annual expenditures align, the adoption of new policies, changes in revenue flow, and evolving priorities can cause fluctuation to the balance. Some budget line items experienced variance between projected and actual expenditures.
 - Community Impact Fund
 - In early 2022, the WHC Board adopted a policy limiting the organization's operating reserve to three (3) months of administrative expenses. In response, the WHC Admin team developed a plan to invest excess operating reserve into community-based initiatives through the Community Impact Committee.
 - Excess operating funds were added to the Community Impact Fund line item in the WHC's Budget. Funding was increased from the budgeted **\$1 million** to **\$2.25 million** for an increase of **\$1.25 million**. The WHC developed solicitations (both competitive and noncompetitive) to ensure funding went toward projects that align with the organization's mission, and the priority areas identified by our CIC.
 - Although the WHC continues to maintain more than three months operating reserve, the excess funds will allow our organization to continue our grant opportunities into 2023 without waiting to accrue savings in our admin budget.
 - Other areas of variance include:
 - *Salary and Benefits* were budgeted at **\$625K**. Actual expenditures are projected at **\$602K** for a savings of **\$23K** (Note that this total includes the personnel costs associated with the delegated SOC work, which came with **\$50K** of additional revenue for 6 months).
 - *Materials, Supplies, and Services* were budgeted at **\$295K**. Actual expenditures are projected at **\$189K**, for a savings of **\$106K**.
 - *Capital Purchases* were budgeted for **\$92k**. Actual expenditures are projected at **\$81K** for a savings of **\$11K**.
 - *Quality Pool* distributions were budgeted to match the Quality Pool revenue. As a result of the Quality Pool revenue increasing from **\$6.8 million** to **\$14.5 million**, the Quality Pool distribution increased by **\$7.7 million**.
 - System of Care is new line item in the WHC budget; therefore, it was not contemplated when our 2022 budget was adopted. In addition to the **\$50K** line item for staffing, WHC also received **\$100K** in passthrough grants. WHC anticipates that approximately **\$80K** of this funding will be spent by the end of 2022.

2023 Projected Revenue

- Admin Capitation
 - PacificSource has estimated the monthly admin capitation for WHC approximately **\$195K/mo** or **\$2.45 million/yr**. The capitation will be higher in the first part of the year, and dip during the second half of the year due to OHP redeterminations.
- Quality Pool
 - Assuming PacificSource meets their target of achieving 70% of the 2022 Quality Incentive Measures, WHC will receive 50% of the of Quality Pool dollars in the summer of 2023. PacificSource estimates the WHC's portion of the Quality Pool revenue to equal **\$11 million**.
 - *Mr. Davidson added that 70% is also a PCS budget standard.*
- Community Benefit Initiative

- PacificSource has budgeted their CBI contribution at **\$525K** for 2023. These funds will be passed through to WHC to be used in accordance with OHA’s requirements for CBI investments. PacificSource will retain **\$175K** to make targeted investments with our tribal partners.
- System of Care
 - WHC anticipates receiving **\$100K** from PacificSource for the delegated functions involving SOC governance. These funds will be applied toward staffing expenses to support this work. WHC anticipates receiving an additional **\$100K** in passthrough grants from OHA to support SOC related activities in the region.
- Shared Savings
 - 2023 is the first year that the WHC is anticipating shared savings from PacificSource. As a reminder, the Joint Management Agreement between WHC and PacificSource defines shared savings as funds in excess of PacificSource’s claims payments, capitation payments, CCO required payments and expenses, risk-sharing agreements, administration expenses, and a 2% margin. PacificSource currently estimates the shared savings payment for WHC at **\$3.57 million**.
 - Total 2023 Revenue is projected at **\$17.7 million**.

2023 Proposed Expenditures – Admin

- Personnel
 - WHC recommends budgeting a 5% increase for staff salaries. This increase will help WHC remain competitive in the current workforce environment, promote staff retention, and demonstrate our appreciation for our employees. WHC also recommends hiring a half-time employee to manage the WHC Partners space. We currently have three (3) subleases in place, as well as several scheduled ad-hoc uses by community partners. Maintaining an organized approach to managing the space will require more effort and attention in 2023. If adopted, these changes will result in an increased personnel budget from **\$625K** in 2022 to **\$790K** in 2023. Please note that WHC receives **\$100K/yr** to pay for the personnel expenses related to the System of Care work.
- Materials & Services
 - WHC anticipates this category to remain steady with 2022’s budget. That said, we expect to provide more training, community sponsorships, and see the impact of inflation. For these reasons, the WHC recommends an increase in Materials & Services from **\$263K** to **\$506K**. The primary reason for increasing this part of the budget is to provide each one of our four program areas with a discretionary budget of **\$25K**. This will give each program area access to funds to address barriers in the community, support new initiatives, etc. at the discretion of each committee. WHC also proposes adding a dedicated line item for Community Trainings and Merchandise in 2023. The impact of these new line items totals **\$160K**.
- Purchased Services
 - WHC recommends increasing Purchased Services from **\$32.5K** in 2022 to **\$37.5K** in 2023. The increase is a result of breaking out some HR/Payroll/401(k) admin costs from categories that were previously captured in personnel expenses.
- Capital Purchases
 - WHC recommends decreasing Capital Purchases from **\$92K** in 2022 to **\$47K** in 2023. Many of the expenses in 2022 were related to the one-time renovation and furnishing of WHC Partners.
 - **Total Admin Expenditures \$1.38 million** (versus **\$1.03 million** in 2022).

2023 Proposed Expenditures – Community Impact Fund

- The Community Impact Fund is intended to help support community-based initiatives identified by the Board, Administration, or WHC Committees, that align with the WHC’s mission, vision, and values.
- The Community Impact Committee manages most of the expenditures from the Community Impact Fund through grant opportunities.
- The WHC Board originally budgeted **\$1 million** for the Community Impact Fund in 2022; however, after the adoption of the WHC’s operational reserve policy, the Community Impact Fund was increased to **\$2.25 million**. For 2023, the WHC recommends increasing the Community Impact Fund to **\$5.5 million** (Please note this amount is contingent on the final Shared Savings revenue).
- In addition to the resources available in the Community Impact Fund, the CIC will also have a discretionary budget of **\$25K**, consistent with other program areas.

2023 Program Budget – Clinical Advisory Panel (CAP)

- CAP Meetings (e.g., refreshments, materials, etc.) - \$5,000.00
- Consultants - \$10,000.00
- Lunch & Learns, Trainings - \$20,000.00
- Training and Conferences/staff professional development - \$5,000.00
- Discretionary Funds – \$25,000
- **Total CAP Budget - \$65,000.00**

2023 Program Budget – Community Advisory Council (CAC)

- Advertising (e.g. public meeting notices, FB ads, etc.) - \$1,000.00
- CAC Consumer Member Stipends (est.- 2hrs monthly meeting, 3 hrs additional monthly time, 30 miles RT monthly travel) - \$15,525.00
- CAC Meetings (e.g. refreshments, materials, participation rewards etc.) - \$3,000.00
- Quarterly Community Listening Sessions (e.g. space, refreshments, supplies, etc.) - \$12,000.00
- Consultants - \$3,000 Dues, Subscriptions and Memberships - \$450
- Lunch & Learns - \$8,000
- Postage - \$425
- Printing - Outside Vendor - \$1,000
- Translation/Interpreter Services - \$2,800
- Professional Development - \$5,000
- CAC Discretionary Funds - \$25,000
- **Total CAC Program Budget - \$77,200**

2023 Program Budget – System of Care (SOC)

- Consultants - \$50,000.00
- Subcontracting - \$50,000.00
 - *(Note – WHC administers a \$100K grant on behalf of PacificSource per our delegation agreement that funds these activities.)*
- Advertising (e.g. public meeting notices, FB posts, etc.) - \$250.00
- SOC Youth & Family Member Stipends - \$7,350.00
- SOC Meetings (e.g. refreshments, materials, etc.) - \$2,160.00
- Dues, Subscriptions and Memberships - \$1,069.20
- Lunch & Learns - \$5,000.00
- Training and Conferences - \$1,000.00
- Discretionary Fund - Barriers & Matching - \$25,000.00
- Postage - \$300.00
- Printing - Outside Vendor - \$1,000.00
- Translation & Interpreter Services - \$3,000.00
- **Total SOC – \$146,129.20**

2023 WHC Partners Budget

- WHC Partners is a collaborative office space located next door to the WHC Admin office. Trillium Family Services, Mano a Mano, and WVP Health Authority have all signed sublease agreements to use the space on a flexible basis. The WHC also makes the space available to community partners to use on a case-by-case basis, assuming the intended use of the space aligns with our organizational mission.
- In 2022, the WHC Board approved a start-up budget to renovate and furnish the space, as well as to pay the monthly lease. As 2022 was a start-up year for the space, the Board did not support FTE to support the operation and coordination of the space.
- For 2023, the WHC admin team proposes the following budget for WHC Partners:
 - Lease - \$31,339
 - Data/Comms/Utilities - \$6,000
 - Staff Support - .5 FTE – \$35,000 - Staff would be responsible for coordinating all sublessee schedules, activities, events, facilities issues, etc. When schedule permits, staff will assist WHC Admin with other duties such as grant management and event planning.
 - Furniture & Décor - \$10,000
 - Tenant Improvements - \$5,000
 - **Total WHC Partners Budget - \$87,339**

Budget Summary

- Admin Capitation - \$2,453,046.71
- Quality Pool – \$11,002,857.99
- Community Benefit Initiative – \$525,000
- SOC Delegation - \$100,000
- SOC Grant - \$100,000
- Shared Savings – \$3,579,213.60
- **Total 2023 Revenue – \$17,760,118.30**
- Unspent 2022 Funds – \$898,257.11
- Contingency Rollover – \$250,000
- Operating Reserve – \$648,672.21
- **Total 2023 Resources – \$19,557,047.62**

- Admin Expenses – \$1,380,915.80
- Quality Pool - \$11,002,857.99
- Community Benefit Initiative – \$525,000
- Community Impact Fund – \$5,549,601.62
- SOC Delegation - \$100,000
- SOC Grant – \$100,000
- **Total Expenses – \$18,658,375.41**
- Contingency – \$250,000
- Operating Reserve - \$648,672.21
- **Grand Total - \$19,557,047.62**

MOTION: *Dr. Huggins made a motion to approve the 2023 WHC proposed budget as presented; Mr. Graves seconded the motion. The motion passed unanimously.*

Agenda Item	Discussion
Community Benefit Initiative – Round 2	<p>Ms. Smith gave the group an update on the 2nd round procurement for the Community Benefit Initiative (CBI).</p> <p><u>CBI Background</u></p> <ul style="list-style-type: none">• PacificSource Marion Polk CCO contract requirement with OHA.• Evidence based, community level interventions focused on improving population

health and healthcare quality.

- Designed to improve the social determinants of health and health equity.
- Intended to fund pilot or one-time projects.
- Support the 2021 - 2025 Marion Polk Community Health Improvement Plan priority areas and strategies (Substance Use, Behavioral Health, and Housing.)

2022 CBI in numbers:

- \$1.34 million to award
 - 1st round application period was August 5, 2022, to August 29, 2022.
 - 14 – 1st round applications were submitted.
 - 9 – 1st round applications were screened out for not meeting funding criteria.
 - 2 – 1st round applications were sent to the board for funding approval on October 5th.
 - 2nd round application period was October 3, 2022, to October 24, 2022.
 - 6 – 2nd round applications were submitted.
 - All 2nd round applications met the funding criteria.
 - The remaining 9 applications were reviewed by Community Advisory Council (CAC) on November 7th.

Application Breakdown

- Holiday Swim Club: Adaptive Swim Class - \$14,567.00
- C-Suite Consulting: Economic Empowerment Youth Trainings - \$87,990.00
- Sheltering Silverton: Sheltering Silverton Transitions - \$65,340.00
- Women at the Well Grace House: Case Management - \$100,000.00
- Church at the Park: Support Services for Unsheltered Individuals who are High Utilizers of Emergency Systems - \$240,000.00
- Family Building Blocks: Investing in the Social and Emotional Wellbeing of Young Children and their Families - \$300,000.00
- Interface Network, Inc: ELY Emotional Health and Wellness Project - \$222,656.00
- Options Counseling and Family Services: Building Blocks for Effective Co-Parenting - \$111,308.50
- Santiam Hospital: Wheel of Change Education and Support for Chronic Health Conditions - \$122,130.00

2022 CBI Grant Applications – Dollar Amounts Requested Per CHIP Priority Areas

- Behavioral Health - \$602,123.29 (46%)
- Behavioral Health, Housing & Substance Use Services - \$493,330.00 (37%)
- Behavioral Health & Substance Use Services - \$222,656.00 (17%)

CAC CBI Funding Recommendation

- The CAC recommends:
 1. Funding the 9 proposals totaling \$1,263,991.50.
 2. WHC move the remaining \$21,890.71 to the 2022 CIC Standard Grants Program (Behavioral Health Crisis System priority area).

MOTION: Ms. Lindley made a motion to approve the 9 proposals for funding and move the remaining funds to the CIC Standard Grant Program; Mr. Huff seconded the motion. Ms. Hudson abstained. The motion passed.

WHC Annual Meeting

Mr. Hopkins reminded the group of the 2023 Annual Combined Board meeting. This meeting will include members from the Finance Committee, Community Impact Committee, Clinical Advisory Panel, Community Advisory Council, and System of Care Executive Council.

- The meeting will go over committee accomplishments in 2022 and highlight goals

	<p>for 2023.</p> <ul style="list-style-type: none"> Mr. Hopkins strongly encouraged members to attend the meeting in person, as it is a great opportunity for board members to meet some of the dedicated committee members who help the WHC with its community facing work.
Agenda Item	Discussion
Adjourned	Mr. Boles adjourned the meeting at 3:10 PM.

Minutes were prepared by Sarah Taylor and approved by the Willamette Health Council Board of Directors on January 11, 2023.