



Willamette Health Council Board of Directors

**January 8, 2020
2:00PM-4:00PM**

**Roth's Conference Center
1130 Wallace Rd. NW, Salem, OR 97304**

Minutes

Board Members			Staff		
Sarah Brewer, Treasurer	Legacy Health	P	Andrea Dabler	WHC Executive Assistant	P
Peter Davidson	PacificSource	P	Staff		
Josh Graves	Catholic Community Services	P	Lindsey Hopper	PacificSource	PH
Jackie Haddon	Valley Mental Health	PH	Jeannette Simms	PacificSource	P
Dr. Mark Helm, Chair	Childhood Health Associates of Salem	P	Trudy Townsend	PacificSource	P
Dr. Leslee Huggins	SmileKeepers	P	Guests		
Paul Logan	Northwest Human Services	P	Noelle Carroll	Polk County	P
Commissioner Craig Pope	Polk County	E	Janice Hazel	WFMC Health	PH
Eric Richards	Salem-Keizer School District	P	Cydney Nestor	Marion County Behavioral Health	P
Beth Spinning, Vice-Chair	Kaiser Permanente	P	Joanna Ritchie	Marion County Board of Commissioners	P
Dr. Nap Steele	WFMC Health	P	Dustin Zimmerman	Oregon Health Authority	P
Commissioner Colm Willis	Marion County	P			

A = Absent, E=Excused, P = Present, PH = Phone

Agenda Item	Discussion	Presenter	Action
Welcome and Introductions	Dr. Helm, board chair, called the meeting to order at 2:11 PM and invited everyone in the room and on the phone to introduce themselves.	Dr. Helm	
Public Comment	Dr. Helm allowed for public comment; there was none.	Dr. Helm	
Announcements	<p>Ms. Townsend provided an update on Coordinated Care Organization (CCO) progress since January 1, 2020.</p> <ul style="list-style-type: none"> Over 100,000 members were loaded into the system. Customer service received 16,000 calls and current call wait time average is 4 minutes. Efforts are being made to reduce the wait time. Working on fielding pharmacy and Primary Care Physicians (PCP) assignment concerns. PacificSource Emergency Medical Transport (EMT) team is having daily conversations 	Ms. Townsend & Ms. Hopper	

	<p>with LogistiCare as well as holding weekly meetings.</p> <ul style="list-style-type: none"> Ms. Hopper added that she is rapidly trouble-shooting issues and is communicating with Oregon Health Authority (OHA) on a regular basis. She expressed appreciation for the call center’s good work. She has not heard of any concerns from OHA and expressed her appreciation for Mr. Zimmerman’s support and his partnership. 		
Approval of Minutes from December 4, 2019 meeting	<p>Minutes from the December 4th meeting were distributed in advance for review.</p> <p>MOTION: <i>Dr. Huggins made a motion to approve the minutes from the December 4, 2019 meeting; Ms. Spinning seconded the motion. The motion passed unanimously.</i></p>	Dr. Helm	
<p>Shared Learning</p> <p>1. Health Information Technology/Health Information Exchange</p> <p>2. CCO Transparency</p>	<ol style="list-style-type: none"> Ms. Simms, Director of Analytics for PacificSource presented “<i>CCO 2.0 HIT Roadmap</i>”, a PowerPoint slide show on <i>Health Information Technology (HIT)/Health Information Exchange (HIE)</i>. Ms. Simms allowed for Q&A throughout the presentation. Ms. Hopper presented “<i>CCO Mandates and Expectations: Public Transparency</i>”, a PowerPoint slide show. This presentation is in response to questions from a previous board meeting. Ms. Hopper referenced the history of how and when CCO public transparency came about, including long-standing legislation efforts proposing that CCO governing boards be subject to Oregon Public Meeting law requirements and House Bill 4018. <p>Ms. Brewer pointed out that the WHC Finance Committee makes recommendations to the WHC Board of Directors and the board has decision-making authority. Board decisions are reflected in meeting minutes and are public record.</p>	<p>Ms. Simms</p> <p>Ms. Hopper</p>	A copy of the CCO Transparency slideshow will be emailed to the board.
Establish Finance Committee	<p>Dr. Helm referred to the WHC Finance committee nominations roster provided in the board packet.</p> <ul style="list-style-type: none"> Nominations were made for: Ms. Brewer, Ms. Hopper, Ms. Kari Patterson, Ms. Tami Stump, Ms. Hazel, Mr. Steve Allan, Dr. Vince Koletar, and Commissioner Willis. Ms. Hopper and Ms. Brewer will serve as Co-Chairs. 	Dr. Helm	Ms. Townsend will reach out to Mr. Allan to let him know he was nominated by Ms. Haddon to the finance committee.

	<p>MOTION: <i>Mr. Richards made a motion to accept the nominations as presented; Mr. Davidson seconded the motion. The motion passed unanimously.</i></p>		
<p>Staffing Process Plan/Executive Director Job Description</p>	<p>The group reviewed the draft job description for the WHC Executive Director (ED).</p> <ul style="list-style-type: none"> • Dr. Helm proposed making a change to qualifications from master’s degree “required” to master’s degree “preferred”. The group agreed. <p>MOTION: <i>Mr. Logan made a motion to approve the Executive Director job description with proposed change; Dr. Huggins seconded the motion. The motion passed unanimously.</i></p> <p>The group discussed the recommendation from the staffing committee and the employment agreement with WFMC Health.</p> <ul style="list-style-type: none"> • It was decided that formal WHC employment and benefits would be established by the end of this calendar year. • The group discussed benefits and staffing plan strategy. Mr. Steele said WFMC Health has flexibility for the employment arrangement and benefits. • Ideally, a minimum of 2 candidates would be brought forward to the board for hiring decision. • Mr. Logan emphasized the ED is an important position and pointed out that fit and personality are strong considerations for the finalist(s). • The board agreed that the staffing committee will review and rank finalists and bring candidates to the board for final hiring decision. • Ms. Dabler asked the board for a revised timeline (from Dec 16th deadline for recruitment firm search) and guidance on how to proceed with posting the job announcement and seeking recruitment firm(s). It was decided to strike the Dec 16th 2019 timeline and for the staffing committee to meet and work out the details around posting the job and recruitment firms. • Ms. Dabler will schedule a staffing committee meeting and gather referrals for recruitment firms. <p>MOTION: <i>Commissioner Willis made a motion to approve the revised Executive Director staffing</i></p>	<p>All</p>	<p>Dr. Steele will email a summary of WFMC Health’s benefits</p> <p>Ms. Dabler will schedule a staffing committee meeting to come up with a recommendation for ED recruitment.</p> <p>Ms. Dabler will seek referrals for recruitment firms.</p>

	<i>process as presented; Dr. Steele seconded the motion. The motion passed unanimously.</i>		
Approval of board membership, CAC, and CAP Applications	<p>Ms. Townsend prepared draft applications for board membership, Community Advisory Council (CAC), and Clinical Advisory Panel (CAP).</p> <ul style="list-style-type: none"> • Discussed board application and selection process. • It was suggested that the board application not be posted on the WHC website. Interested candidates can submit their request for application via website email. Ms. Dabler will respond to requests for application and refer individuals to Dr. Helm for WHC and/or board-related questions. • CAC and CAP applications will be converted to online fillable forms and posted on the website. • If individuals need assistance with completing the CAC application, they can submit request via website email and Ms. Dabler can assist. If an interpreter is needed, Ms. Dabler will seek a certified interpreter. • It was proposed to add the time commitment on the CAC application (as indicated on the CAP application). 1 meeting per month, up to 2-3 hours. • Commissioner Willis proposed to strike “<i>Disabled or Elderly</i>” from the Caregiver category on CAC the application. The group agreed. <p>MOTION: <i>Mr. Logan made a motion to accept the board application as presented; Dr. Huggins seconded the motion. The motion passed unanimously.</i></p> <p>MOTION: <i>Mr. Graves made a motion to approve the CAC application with revisions as presented and to post on the website and to make available by request; Ms. Spinning seconded the motion. The motion passed unanimously.</i></p> <p>MOTION: <i>Commissioner Willis made a motion to approve the CAP application as presented; Dr. Huggins seconded the motion. The motion passed unanimously.</i></p>	Ms. Townsend	<p>Ms. Townsend and Ms. Dabler will work on revising CAC and CAP application and get them posted on website.</p> <p>Ms. Dabler will check WHC website email info@ inbox.</p>

Affirm Authorizations for Bank Signatures	<p>At the December 4, 2019 board meeting, the board approved the board officers to be signers on Pioneer Trust bank account.</p> <ul style="list-style-type: none"> • Need to add Dr. Helm, Chair and Ms. Spinning, Co-Chair as signers on Pioneer Trust bank account. • Dr. Steele, interim Executive Director, was added. • Ms. Moller, former Chair was removed. 	Dr. Helm	<p>Dr. Helm and Ms. Spinning will go to bank to finalize their signing authority on the bank account.</p> <p>Ms. Townsend will provide them with the December 4, 2019 approved minutes.</p>
Outreach Strategy Update	<p>Need to create a list of contacts for Dr. Helm and Ms. Spinning's outreach meetings.</p> <ul style="list-style-type: none"> • The group brainstormed organizations and community partners to prioritize meeting with. The group agreed they should start with the provider community. • Ms. Dabler will schedule outreach meetings at Dr. Helm and Ms. Spinning's direction. • The Mission, Vision, Values flyer with FAQ was developed by the communications committee as a "leave behind document" and resource to share when meeting with folks. Dr. Helm and Ms. Spinning will share with folks at outreach meetings. • Corrections to Dr. Huggins, Ms. Brewer, and Dr. Steele, and remove Ms. Erin Moller from Board of Directors roster. • Ms. Brewer requested to discuss community engagement activities at a future board meeting. <p>MOTION: <i>Dr. Huggins made a motion to approve the "leave behind document" with corrections; Mr. Richards seconded the motion. The motion passed unanimously.</i></p>	Dr. Helm & Ms. Spinning	<p>Ms. Dabler will work with Dr. Helm and Ms. Spinning to schedule outreach meetings.</p> <p>Ms. Dabler will make corrections to the board roster as noted.</p>
Office Space Requirements/ Temporary Meeting Space	<p>Discussed office space for WHC staff and adequate conference room space to hold all committee meetings.</p> <ul style="list-style-type: none"> • Ms. Dabler coordinated with Marion County Board of Commissioner's scheduler, with support from Commissioner Willis, to hold future board meetings at Marion County board conference room through 2020 or until WHC has an office. • The group brainstormed interim office space options. • Mr. Graves said Catholic Community Services has 4 offices, a conference room for 110 people and another 15-person conference room. 		Mr. Graves will follow-up on space at Catholic Community Services.
WHC Website	<p>Ms. Spinning gave a rundown on website progress.</p> <ul style="list-style-type: none"> • Ms. Spinning expressed appreciation to Mr. Huff for his work on getting the website up 		Need to set up email address for the board chair and post on website:

	<p>and running by January 1, 2020.</p> <ul style="list-style-type: none"> • The group agreed to post 2020 board meeting minutes, not 2019 minutes. • The communications committee will meet to discuss professional photos of board members to be posted on website and bring recommendation to board. • Ms. Spinning called for a volunteer for the communications committee. Dr. Huggins volunteered. 		<p>Chair@willamettehealthcouncil.org and other key emails as identified. Ms. Dabler will work with Ms. Hazel on WHC email addresses.</p> <p>Ms. Dabler will schedule a communications committee meeting.</p>
Adjourn	Dr. Helm adjourned the meeting at 4:02 PM.		

Minutes were prepared by Andrea Dabler and approved by the Willamette Health Council Board of Directors on February 5, 2020.