

Summary of Minutes March 2019  
Columbia County Community Advisory Council

The meeting opened at 3:35pm and the agenda was reviewed. The minutes from January meeting were approved.

**RFA update:** Nancy provided an update of the process required for the CCO to apply to continue to provide services in the three counties; Clatsop, Columbia, and Tillamook. She reviewed the steps currently underway, noting the final application is due on April 22<sup>nd</sup>. The evaluation process is expected to take two months. The approval notification is set to be July 9<sup>th</sup>. She also mentioned the Oregon Health Authority has placed a priority on Behavioral Health and Social Determinates of Health for the new contract.

**Annual Meeting:**

Best Practice Update: Nancy presented the *Community Advisory Council Best Practice*. Her presentation included an overview of process from this past year as well as learnings. She reviewed the history and the focus which brought forth this *Best Practice*. She stated that while Tillamook County CAC did the full pilot, the Regional CAC was also involved in the design and Columbia and Clatsop participated in various ways as well. She described the need for a stronger understanding of roles & responsibilities and job descriptions were created; the need for more flexibility in meeting attendance, and additional CAC memberships were created; a desire for CAC members to learn more about specific health issues in their communities, a learning process of focused & themed meetings along with active and goal oriented agendas were created; and finally, an on-going evaluation & process improvement activity to measure work was created. Key learnings found: quarterly focus is often not long enough, keeping it simple is better, and adopting ways to make meetings more accessible to members. The yearlong process opened opportunities to incorporate into a *Best Practice*: the ability to amplify the voices of our members and communities, empower people to improve their health, create a well-informed CAC, improve the quality of work, make well-round decision around project/program funding, and build a robust Community Health Assessment and Community Health Improvement Plan.

CHA/CHIP Update: Nancy provided the Community Health Assessment and Community Health Improvement Plan update and stated the were 15 roadshows/presentations made throughout the three counties. She stated each presentation allowed the audience to vote on what they felt was a community priority to focus on for the next CHIP, which is 5 years. The data from these presentations will be reviewed by the Regional CAC at the meetings in March, April and May. Nancy also mentioned this work is a collaboration with public health departments and local hospitals.

Charter Update: Dennis reminded everyone a copy of the updated Charter was emailed to them with the agenda. A hard copy is available if anyone needs it. Karen reviewed the updates. She mentioned the changes made were minor and mostly for clarification only. The CAC members present unanimously approved the updates to the Charter. Karen will provide a paper copy for everyone at the next meeting.

Terms and election of Chair and Co-Chair: The 2019 slate was reviewed. There were no members with changing/expiring terms. The list of new CAC member was reviewed, and the members

present unanimously approved appointing the list of new members. They also unanimously re-elected the Chair and Co-Chair. The Nominating Committee slate was reviewed and members present unanimously approved the committee.

Conflict of Interest: All CAC members were asked to complete the Conflict of Interest form in their packet. With the questions answered, each CAC member present completed a *Conflict of Interest* form, those absent will complete the form at a future/next CAC meeting.

**IA Update:**

Joell provided the update. As part of the Annual Meeting, she described her role as the Innovator Agent and then reviewed the main or most important items in the IA Update/ handout. The handout also provides the links for anyone looking for more information.

**Community Update:**

- Free QPR Training March 12, at CAT – Karen will email flyer for registration
- Early Learning Hub is accepting applications for 3-5-year-old entering preschool
- CPCCO will be looking for volunteers to test customer service portals more to come

**Rapid Feedback Results for March 2019**

Objectives:

- 1) Create process to collect qualitative and quantitative data to identify effectiveness of community advisory council agendas and related activities.
- 2) Create opportunities for advisory council members to share views and experiences related to health and the health care system.
- 3) Have an average score of 4 in the four categories of evaluation (value of session, practical application, knowledge gained, enough opportunities to share my views and ask questions)
- 4) Use information gained to reflect on findings, brainstorm ways to refine advisory council best practice framework process and quickly implement changes.
- 5) Use information gained to inform the CPCCO Board of Directors of member advice and experiences of health and the healthcare system.

March 2019 Rapid Feedback

Category	Average Score
Knowledge Gained	4.3/5
Value of Session	4.4/5
Practical Application	3.9/5
Enough opportunities to share my views and ask questions	4.2/5
Comment Summary:	

The meeting adjourned at 5:10pm.