

CLACKAMAS COUNTY HEALTH CENTERS DIVISION  
COMMUNITY HEALTH COUNCIL

Meeting Minutes – August 20, 2025

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

Meeting Attendance

Members Present

Michelle Walch      Brianne Salvati  
Renel Muro            Jacqueline Arn  
Jerome Dalnes        Tara Schoffstall  
Rebecca Martin       Geraldine Hall

Members Absent

Brin Daniels

Staff Present

Ryan Spiker            Steve Roy  
Adam Kearl            Egan Danehy  
Caroline Calonge      Denise Swanson  
Angie Amundson      Malia Band  
Sarah Jacobson        Selynn Edwards  
Juliana Danforth

**Guests:** Janice Saban

Call to Order		Jacqueline called the meeting to order at 5:40 p.m. A quorum was established.
Approval of July 16, 2025 Full Council Minutes	Action	<p>The Council reviewed the minutes for the July 16, 2025 meeting. Jacqueline opened the floor for a motion.</p> <p>Tara requested that the July meeting minutes be amended to include the statement below regarding the Director Eval.</p> <p>“It was decided that the Director Eval form would be reviewed for improvements before 2026 Director Eval.”</p> <p><b>Motion:</b> Tara motioned to approve the minutes. <b>Second:</b> Michelle seconded. No further discussion. <b>Vote: Approved Unanimously.</b></p>
Committee Reporting		<p><b>Finance Committee:</b> Adam shared the year-to-date Revenue and Expenditures report for period ending June 30, 2025. All routine.</p> <p>Adam shared the Special Revenue Addendum as of August 11, 2025.</p> <p><b>QI Committee:</b> All routine, nothing to report.</p>
HRSA Change in Scope	Action	<p>Steve presented the form 5B Scope adjustment to the Council.</p> <p>This request is to add additional Zip Codes to service areas for Beavercreek, Gladstone, and Sandy Health Centers.</p> <p>Jacqueline opened the floor to a motion. <b>Motion:</b> Renel motioned to approve the Change in Scope. <b>Second:</b> Brianne seconded. No further discussion. <b>Vote: Approved Unanimously.</b></p>
Finance Policy	Action	<p>Adam presented the Fee Schedule Policy to the Council. He spoke on the proposed changes to the current policy.</p> <p>Jacqueline opened the floor to a motion. <b>Motion:</b> Tara motioned to approve the Policy.</p>

		<b>Second:</b> Jerome seconded. No further discussion. <b>Vote: Approved Unanimously.</b>
Fee Schedule Update	Action	<p>Adam presented the Fee Schedule Proposal to the Council. He spoke on the changes proposed in the fee schedule, and why these changes are needed. The Council discussed the possible negative impacts that a rate increase could have.</p> <p>Jacqueline opened the floor to a motion.  <b>Motion:</b> Brianne motioned to approve the Proposal.  <b>Second:</b> Renel seconded. No further discussion.  <b>Vote: Approved Unanimously.</b></p>
Council Education		<p><b>HRSA Site Visit Prep</b> – Steve presented a HRSA Site visit preparation guide to Council members. He reviewed what members can expect during the Interview process.</p> <p>Ryan reviewed sample questions and talking points broken out into 5 themes:</p> <ol style="list-style-type: none"> <li>1. Mission and Strategic Direction</li> <li>2. Council Oversight &amp; Director Accountability</li> <li>3. Program Monitoring &amp; Quality</li> <li>4. Key Policies</li> <li>5. Council Composition &amp; Conflict of Interest</li> </ol> <p>Visit is scheduled for September 9<sup>th</sup> - 11<sup>th</sup></p>
Staff Update		<p><b>BCC:</b> July 22<sup>nd</sup> Policy session designated Council Liaisons. Commissioner West will continue to be our liaison. Sarah is working with West's new policy advisor to ensure the Commissioner is able to attend more regularly.</p>
Public Comment		
Next Meeting and Agenda		<p>Next meeting is <b>September 17, 2025, at 5:00 p.m. VIA ZOOM.</b></p> <ul style="list-style-type: none"> <li>• Behavioral Health Performance Metrics and Satisfaction</li> </ul>
Adjourn		Meeting adjourned at 7:05p.m.

**Upcoming meetings/events:**

**Governance Committee, September 17, 2025**

**Finance Committee, September 17, 2025**

**Quality Improvement Committee, October 15, 2025**

**Full Council Meeting, September 17, 2025**

**Council packet and handouts include:**

- Agenda
- Governance Committee Meeting Minutes
- Quality Improvement Meeting Minutes
- Dental Performance Metrics
- Dental Patient Satisfaction
- CHC Full Council Meeting Minutes
- Monthly Financials
- Provider Credentialing
- Change in Scope Form
- Finance Policy
- Fee Schedule Proposal
- Council Education

**IN OUR COUNCIL MEETINGS, WE AGREE TO:**

Begin and conclude meetings on time;  
 Be on time and come prepared to participate;  
 Be respectful, including –

## Clackamas Health Centers Council Meeting

- 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!**