

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at Oregon State Office Building, 800 NE Oregon Street Portland, OR 97232 on January 19, 2018. The meeting started at: 1:18 PM and finished at 3:13PM.

### ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Brook McCall	Brian Johnson	Alexander LaVake
Danielle Droppers	Diana Rohlman	Caryn Wheeler
Katherine Bradley	Jackie Leung	Craig Mosbaek
Kim La Croix	Jenny Faith	Dianna Pickett
Kurt Ferre	Mary Ann Wren	Nick Stevenson
Layla Garrigues	Mohamed Alyajouri	Robb Hutson
Lindsey Adkisson	Nadege Dubuisson	
Marti Franc	S. Marie Harvey	
Mireille Lafont	Samantha Schafer	
Mitch Haas		
R. Scott Brown		
Tom Engle		
<b>Guest</b>		
Genevieve Ellis		
<b>Staff</b>		
Jessica Nischik-Long		

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
	Reach out to group that is working with State, Counties & Schools of Public Health	Katherine to provide contact information to Jessica/Marti
February BOD meeting	Return Commitment Goal Setting Forms	All Board Members who have not yet done

### DETAILS AND BACKGROUND

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#### Call to Order – Marti Franc

- Introductions/Roll Call
- Quorum established
- Request to Revise Agenda
- December Board Minutes

**Motion:** Approve December Board of Directors Minutes as provided (Mitch Haas). Motion was seconded (Layla Garriques). Minutes were approved unanimously.

#### **Treasurer's Report – Brian Johnson**

- Consider December Board Meeting Minutes a Draft (**will not vote to accept**)
  - Waiting on a couple of reports (outstanding payments not yet recorded)
    - A couple of reports need to be run to understand outstanding registration and donations
    - A few outstanding payments that have not yet been recorded
  - Some adjustments to transfers
    - We will be transferring funds to the sections
      - It's an estimated \$7200.00 out of the general budget
        - Will position sections slightly better position
        - It will lower our overall restrictive balance down
  - Unrestricted net assets balance we are trying to maintain is \$35,000 total equity for the year quite a bit down
    - Unrestricted balance for 6 months operating expenses last year was about \$42,000/\$43,000
      - We like to see this number at \$50,000
      - At \$35,000/36,000 we are down quite a bit
    - Total equity for the year will be quite a bit down from where it was last year
  - Membership dues up
  - Conference and Sponsorship down
  - Additional contribution down
  - Conference net income close to projections
    - In December the cost for facility registered \$11,000
  - Another \$7000 to be registered

#### **Presidents Report – Marti Franc**

- Capitol Visit Day Scheduled (CVD)
  - We will be getting more information about this from the policy committee
- In past we have had a Board of Directors Meeting in Conjunction with CVD in Salem but the Executive Committee opted not to do board meeting in Salem at that time and will do the board meeting at the regular time March 16, 2018 in Portland
- June BOD meeting in past we have gone to Salem as an effort to move around the state
  - What we have found is that when we move out of Portland there is a significant drop in attendance
  - OPHA does pay the mileage for people who drive 100 miles or more way
    - Question do we want to meet in Salem in June or stay in Portland
      - Brief board discussion
      - Executive committee to make decision
        - Suggestions
          - Eugene
          - Invite other attendees
          - Have section meeting after to increase attendance
          - Have other activities, Health Department visits
          - Oregon Epi Conference end of April in Bend
  - Marti & Craig met with Lillian Shirley, Director, Public Health Division and Patrick Allen, OHA Director
    - Talk about OPHA, our mission
    - Our main interest is focuses
      - Public health workers/workforce
      - Policy
      - Possibility in the future work in common on goals of both organizations

- State continues to have large focus on public health modernization
  - Keep thinking about partnerships and natural collaborations
  - There is a work force development group working together with the State, Counties and Schools of PH
    - Katherine to provide contact info of group to Jessica/Marti
- Jessica and Marti have been meeting about open admin position
  - Because of budget issues person will be hired at a lesser # of hours than previous admin position
  - Executive committee to decide by looking at work plan
    - New hire will perform work that is most critical to organization
  - Position highly IT focused (listserv, reports, website, memberships, registration)
    - Concern expressed regarding conference support
      - Moving to an IT only position conference brings revenue
      - Conference will be prioritized
    - Position will not be supporting the committees and sections as much
      - Reports to section leads- allow chair to be proactive
    - Critical that we start recruitment

### **Executive Director's Report – Jessica Nischik-Long**

- Return goal setting forms by February
  - A message has been set out to those who need to return form
- Public Health Week
  - Traditionally OPHA has done something for Public Health Week
    - This year there is no contract with PH department
  - OPHA Sections are invited to volunteer to do something
  - Public Health Department is have internal activities for staff
    - Theme is health equity and cultural responsiveness
    - Health Department is willing to do something in partnership with OPHA
      - Kim La Croix is willing to be the liaison between the state and OPHA
        - Kim and Tom to be co-leads and convene a group
    - Connect to student organization
      - Will be facilitated by Katherine
    - Health Education Section is offering a \$500 scholarship do a project for public health week
- the executive committee agreed to sign on to two national letters
  - First letter expressed concern about reports in national media that CDC analysts were discouraged from using these words as they prepared the President's Fiscal Year 2019 budget: vulnerable, entitlement, diversity, transgender, fetus, evidence-based or science-based. APHA received a response from the head of the CDC, which APHA staff forwarded to all signatories.
  - Second expressed concerns about cuts to the prevention and public health funding budget by 17%
- Strategic plan
  - Different method of drafting the plan was used this time
    - Some notes have been compiled (Development Committee & Membership Committee)
    - Still need Policy Committee and Communication Committee
      - Will be done next board meeting
      - Work plans to begin at the committee level
        - Report backs from committees at the February board meeting
      - Sections are not required to do strategic plan but are required to report monthly
        - These will be sent out with the board meeting documents
          - Will be sent to section chairs and board representative

## Budget

- Income adjustments to proposed budget are reflect in this budget
  - Primarily adjustments were made around income
    - Reduced projections for registration of the conference 3% vs. 5%
    - Left projections around sponsorship
    - CVD minimal funding
      - Sections have stepped up provided funding to make CVD possible
      - Will need to confirm amounts with sections
    - Healthy Environments
      - \$300 contributed for general expenses
        - Confirmed
    - Health Education and Promotion
      - \$300 contributed
        - Need to clarify if it is unrestricted or a specific intent
          - Nadege to check-in with leadership
          - Only transportation approved currently
    - Epi-Bio Stats
      - \$150
    - Nursing Section
      - \$900 specifying for a nurses luncheon
      - Traditionally nursing section has donated \$500 geared around luncheon
        - Need clarification
          - Probably more around the \$500 range
    - All sections need to verify what funds are committed for a balanced budget around CVD
  - To pull off CVD a total of \$1,600 is needed
  - Nothing budgeted for food for CVD
    - Details can be viewed under the “Other Programs Tab”
- Primary difference of this budget is that it does result in a slight profit
  - Assumes slight decrease in conference sponsorship this year
    - 5%
  - Assumes our registrations are down too even though we were up last year
    - More conservative approach instead of having stretch goals
- Payroll expenses salaries and wages
  - Note that program assistant position is being budgeted at .2FTE @ \$21 an hour at total of \$8776 proposed for that position
    - Hourly rate can possibly be manipulated to get additional hours out of the \$8776 proposed
    - Goal one get amount of money approved first
      - Then determine work scope
    - Conference is most highly prioritized with the program assistant position
    - Is money budgeted for Marie to hire someone to work with her in Corvallis specifically for conference
      - More discussion needed. Will be discussed with Marie at the executive committee level

**Motion:** To approve proposed 2018 budget as presented (Tom Engle). Motion seconded (Mitch Haas) Approved unanimously.

## New Business, Coalition and Sections Updates

### Program Committee – Marie Harvey

- Has met twice
- Discussed keynote speakers & topics
- Ideas of who will be invited

- Budget
  - Cost to bring one speaker
  - The second speaker will be more local
- Discussion on Speaker ending things on an upbeat note
  - Have an action to move an issue forward
- Topics under discussion
  - Gun Violence
  - Reproductive Rights

#### **Policy Committee – Jessica Nischik-Long**

- CVD visit planning is under way
  - Same agenda as last year
  - More information to be added to webpage to explain CVD event better
  - Did secure intern through Reed Group doing some of the capital visit day tasks
    - Making appointments with elected officials
    - Participating in planning calls
- CVD 2019
  - Changes will start to be discussed after March 1<sup>st</sup>
    - A subcommittee work group of the policy committee
- Revised endorsement request form (sent out as an attachment)
  - Included definition of equity
    - Definition came from APHA
  - Incorporated some questions regarding equity
- Clean energy jobs bill requested endorsement
  - Heard from Renew Oregon – Coalition Organizer
  - Policy Committee recommends the board endorse the bill
  - Request to endorse did come from the Healthy Environments Section
    - It's the sections number one priority bill this session

**Motion:** To endorse clean energy jobs bill. (Katherine Bradley) Second (Lindsey Adkisson). One no vote. Motion to endorse clean energy bill passes.

#### **Bylaws– Mitch Haas**

- Nominations Committee candidate withdrew right before the meeting so there was no time to replace the candidate
  - How to replace
    - There is nothing specifically in the bylaws on how to replace a nominations committee candidate
    - There a way in the bylaws to replace a board member
      - Question – Can we use the bylaw that deals with replacing a board member to replace nominations candidate
        - Would like to bring this method to a vote
    - Next step is to decide whether to fix the bylaws
      - This can be done at October meeting

**Motion:** The bylaws committee has made the motion to approve the method of as written in the bylaws that appoints a person fill vacancy to the Nominations Committee. Unanimous

#### **3:12 PM – Adjourn**

#### **Amendment**

Dr. R Scott Brown, OHPA board of director and medical provider section chair is the president and founder of the medical charity Surg+Restore [www.surgandrestore.org](http://www.surgandrestore.org) . Surg+Restore's 5<sup>th</sup> Annual Fundraiser Gala is being held Saturday, March 10, 2018 at 6:00 p.m. at St. Philip Neri, 2408 SE 16<sup>th</sup> Ave, Portland, OR 97214.

Surg+Restore's annual fundraiser is our primary fundraising event and 100% of the proceeds from the evening go directly to our mission of funding the education and training of Sierra Leone anesthesiologist, plastic surgeons and ancillary medical professionals and to establish a sustainable, self-sufficient Reconstructive Plastic Surgery and Burn Center in Makeni, Sierra Leone.

This year's event includes traditional West African foods, beer, wine, silent auction (featuring African Art), dancing and musical performances by Ojos Feos and Pepe Rapheal two well-known Portland Artists. Tickets for the event can be purchased in advanced at Brown Paper Tickets. <https://www.brownpapertickets.com/event/3323388> . The tickets are \$70 in advance and \$80 at the door. Please consider attending. It is a wonderful event for a worthy cause and an opportunity to meet like-minded people working to improve global health.

#### **NEXT BOARD MEETING**

The next board meeting will be held on Friday, February, 1:00pm-3:00pm. Location Northwest Health Foundation 221 NW 2<sup>nd</sup> Ave, Portland, OR 97209

#### **Upcoming Events**

Capitol Visit Day. Thursday. March, 1, 8:00am-4:00pm. Location Oregon State Capitol, Salem, OR

Surg+Restore Fundraiser. Saturday, March 10, 6:00pm-10:00pm. Location St. Philip Neri, Portland, OR.

Nursing Section Luncheon. Topic Trauma Informed Care. Wednesday, May 9. Location TBD