

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at Planned Parenthood NE Portland Center, 3727 NE Martin Luther King Jr. Blvd, Portland, OR on January 18, 2013. The meeting started at: 1:00 PM and finished at 3:10 PM.

### ATTENDEES

People present at the meeting:

<i>Name</i>	<i>Name</i>
<b>Pat Crozier</b>	<b>Tom Eversole</b>
<b>Nancy Findholt</b>	<b>Marti Franc</b>
<b>Josie Henderson (Staff)</b>	<b>Robb Hutson</b>
<b>Katherine Bradley</b>	<b>Tom Engle</b>
<b>Brian K. Johnson</b>	<b>Carol Elliott</b>
<b>Chris Kabel</b>	<b>Lesla Dixon-Gray</b>
<b>Jan Wallinder</b>	<b>Kathleen Carlson</b>
<b>Torrie Fields-Bordokoff</b>	<b>Jean O'Connor</b>
<b>Marie Harvey</b>	<b>Elena Andresen</b>
<b>Tosha Zaback</b>	<b>Dianna Pickett</b>
<b>Tahroma Alligood</b>	<b>Charlie Fautin (Guest)</b>

### APOLOGIES

People who were not present at the meeting:

<i>Name</i>	<i>Name</i>
<b>Anna Stiefvater</b>	<b>Viki Brown</b>
<b>Jessica Nischik</b>	<b>Ann Krier</b>
<b>Joe Pfeifer</b>	<b>Amanda Lawrence</b>
<b>Anna Jimenez</b>	<b>Kate Moore</b>

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Motion passed to adopt the financial policy and procedures proposed by the Finance committee, with edits as noted in minutes.
- Motion passed to adopt 2013 budget scenario #1 with the addition of \$1000 for catering. The proposed budget funds staffing of an Executive Director position at 25 hours per week and an Assistant at 15 hours per week.
- Motion passed to endorse senate bill 132 establishing new standards and requirements for immunization exemptions for children.
- Motion passed to assign a proposal for bylaws revisions to the bylaws committee for preparation and consideration at the 2013 OPHA annual meeting. The proposal recommends the removal of language regarding dues and membership types from the bylaws and assigns the responsibility to establish rates to the Board of Directors.

- Motion passed to empower the Public Health Ad Hoc committee and Executive Director to craft a proposal and request for financial support to the Oregon Health Authority to fund Public Health Week activities hosted by OPHA.
- Motion passed to include Josie Henderson as an authorized signer on all OPHA bank accounts.

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>

## DETAILS AND BACKGROUND

### November & December Board Meeting Minutes

Correction noted for November 2012 minutes: Tom Engle made the motion about earned sick leave.

**Motion:** approve the November 2012 Board of Directors minute with the correction noted above. Motion was seconded. Minutes were approved unanimously.

**Motion:** approve the December 2012 Board of Directors minute as presented. Motion was seconded. Minutes were approved unanimously.

### Treasurer’s Report – Jan Wallinder

The December 2012 financial report will be available at the scheduled February 2013 Board of Directors meeting.

### Section Finance Policy and Procedures—Jan Wallinder

Since last meeting, comments were obtained from sections on the draft finance policies and procedures developed by the Finance committee. The updated and proposed policy was circulated with the January 2013 meeting agenda.

Board members suggested the following revisions to the proposed policy:

- Clarify that permission for making solicitations for financial support only require review by the development committee when they are targeted at organizations, not solicitations from individuals.
- Provide language about expectations for staffing. Sections can expect a “reasonable level” of staffing support; the board will responsible for defining what is reasonable and can be expected to provide clarification for sections.
- Sections “must” have procedures in place to provide adequate documentation.

**Moved:** To adopt the proposed policy document with edits as noted above Unanimous approval.

Motion seconded. Approved unanimously.

Jane will make the changes to the policy and provide to Josie.

### 2013 Budget—Jan Wallinder

Various budget scenarios were reviewed with the board. The proposed budgets were circulated with the agenda.

The following change was requested: Increase Food for conference (catering) by \$1000 in anticipation of increased conference attendance.

**Moved** to adopt Scenario #1 as presented in the budget scenarios: The proposed budget funds staffing of an Executive Director position at 25 hours per week and an Assistant at 15 hours per week.

Moved. Seconded. Motion approved by all but 1; 1 abstention: Kathleen Carlson.

## **Committee Reports:**

### **Policy Committee –Josie Henderson**

Written summary provided with meeting materials: report from Renee.

- Policy Priorities for 2013 are obesity and tobacco
- Endorsement form and update: application and endorsement process has been established and are currently being accepted. Two applications have been received and reviewed. One application was not supported by the policy committee and was not recommended for endorsement. The second application is recommended: Bill 132 requiring parent education about vaccines before opting out of vaccines.

**Motion:** to endorse senate bill 132 regarding immunizations and exemptions; Motion Passed.

Abstentions: Marie Harvey, Tasha Zaback, Pat Crozier, Tahroma Alligood, Torrie Fields-Bordokoff, Kathleen Carlson, Tom Engle, Tom Eversole, Jean O’connor

- Board members are encouraged to reach out to organizations that would benefit from an organizational endorsement from OPHA.
- Legislative Visit Day is scheduled for Feb 8.

### **Communications Committee Update –Lesa Dixon-Gray**

- New members needed. Interested members are encouraged to contact Lesa.
- Directors are encouraged to “like” OPHA on Facebook and follow on Twitter, and Linked In
- Current approximately 880 friends on Facebook; 880 followers on Twitter; 275 followers on Linked-in. Followers include political leaders and news media

### **Membership Committee Update –Torrie Fields-Bordokoff**

- The committee has been approaching APHA members who aren’t OPHA members (approximately 210 people) and encouraging them to join OPHA.
- Planning is underway to increase statewide membership. The committee will be approaching regional directors to brainstorm about strategies for ways to increase membership in their regions
- Proposed bylaws change: recommended change to remove dues and membership types from the bylaws. Suggested language provided with agenda.

**Motion:** To assign the proposal to the bylaws committee for preparation and consideration at the annual meeting. Moved and Seconded. Approved unanimously.

### **Development Committee—Katherine Bradley**

- Update on Director Giving: have achieved 80% giving this year (23/27 board members)
- APHA Accreditation Award Round 2: OPHA will be applying for this award with the Conference of Local Health Officials to provide accreditation training for health departments in Oregon. The grant will be submitted at the end of this month.
- Development training will be provided prior to Feb 15 Board of Directors meeting (training 12-2pm, BOD meeting 2-3pm. The training will focus on “making the ask” and include opportunity to practice
- The development committee is seeking additional members. Commitment includes monthly conference call meetings.

### **Public Health Week Workgroup—Tom Engle**

- Update: The workgroup is preparing a memo and budget to submit to Oregon Health Authority for possible financial support of OPHA Public Health Week Activities
- Description of proposed activities circulated with agenda, which includes the following:
  - Reservation at capitol building for display and tabling event
  - Rooms reserved in the state office building for presenters
  - Online calendar (network of statewide activities)
  - Speaker
  - Video Contest
  - Youth Photo Contest
  - Marketing and communication of activities (statewide through local newspapers)

Board members encouraged webinar options be considered for Speaker to allow for statewide participation.

Estimated costs: \$10,000-\$20,000 depending upon scope of activities selected.

**Motion:** The Public Health Week Ad Hoc Committee and Executive Director are empowered to move forward with crafting a proposal for submission to the Oregon Health Authority.

Moved and seconded. Approved Unanimously.

### **NNPHI Open Forum Meeting for Quality Improvement and PH—Charlie Fautin & Lesa Dixon-Gray—**

- Charlie and Lesa attended the recent National Network for Public Health Information Open Forum Meeting, a Robert Wood Johnson Foundation funded initiative to promote quality improvement in public health departments across the country. Charlie attended on behalf of OPHA. Highlights: updates on public health accreditation; Trust for Americas Health discussion of political environment following recent elections: call to action on four key initiatives; New Quality Improvement website for posting and sharing of public health accreditation best practices. All documentation and presentations from the conference are available and have been given to Josie. Contact Josie if you would be interested in reviewing the materials.

### **Coalition and Section Updates—Tom Eversole**

- One Key Question—Torrie Fields-Bordokoff
  - Effort on hold; Recently lost Policy Coordinator
  - Questions for OPHA: what format can we send out information to membership? Josie and Torrie will work out the details.
- Disability Section—Elena Andresen

- Working to fund a new student membership opportunity.
- Healthy Environments—Josie Henderson
  - NW Environmental Health Conference registration is open for March 15<sup>th</sup> event.
- Nursing Section Conference—Josie Henderson
  - Summit to be held May 6<sup>th</sup> and 7<sup>th</sup> and early registration opens on Feb 15.
  - The summit will bring together Policy makers; Coordinated Care Organizations, and public health nurses to talk about health reform and where public health nursing can contribute
- Adolescent Section Update
  - Developing legislative handbook (circulated with agenda); and have scheduled legislative visit event which will be encourage youth to participate in the event.

**Motion:** Include Josie Henderson as an authorized signer on all OPHA bank accounts. Moved. Seconded. Approved unanimously.

**Announcement**

Dr. Fred Shaw, Office of Health Reform Strategy will hold a conference call for discussion about health reform in Oregon with local public health officials. The event is hosted by the Oregon Health Authority Public Health Division. Dial in information, date and time will be sent to Josie and circulated to Board members.

**3:10 - Adjourn**

**NEXT BOARD MEETING**

The next board meeting will be held on February 15, 2013, 12pm-3pm at the Northwest Health Foundation.