

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Oregon State University LaSells Stewart Center, Corvallis OR on **Monday, October 9, 2017**. The meeting started at: 2:55 PM and finished at 4:09 PM.

ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Caryn Wheeler	Alexander LaVake	
	Brian Johnson	Katherine Bradley
Curtis Cude		
Dianna Pickett		Layla Garrigues
Jana Peterson-Besse		Mohamed Alyajouri
Jenny Faith		Robina Ingram-Rich
Kurt Ferré		
Laura Spaulding		
Lindsey Adkisson		
Marti Franc		
Mireille Lafont		
Mitch Haas		
Nadege Dubuisson		
Rebekah Bally		
Robb Hutson		
Marie Harvey		
Samantha Schafer		
Tom Engle		
STAFF		
Jessica Nischik-Long		
Kim Krull		
Guest		
Scott Brown		
Craig Mosbaeck		
Julie Spackman		

KEY FINDINGS AND DECISIONS

MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
Oct 2017	Secure facilitator for STAR planning at December retreat	Jessica
Nov 2017	STAR subcommittee to meet prior to Nov BOD meeting	Jessica, Dianna, Marti, Tom, Mireille
Nov/Dec 2017	Robust discussion of budget	Executive

Nov/Dec 2017	Budget subcommittee to develop 2018 budget	Brian, Tom, Jessica, Mitch, Dianna
Nov 2017	Committees to have outlined plans for STAR planning in preparation for December retreat	Committee chairs and members
Dec 2017	Draft of Strategic Plan at end of Retreat	BOD

DETAILS AND BACKGROUND

Call to Order – Dianna Pickett

- Introductions/Roll call
- Meeting started 10 minutes late internet and phone connectivity
- Mireille Lafont serving as temporary secretary

September Board Meeting Minutes – Jessica Nischik-Long – Information and Adoption

Motion: Approve the September 2017 Board of Directors Minutes as provided. Motion was seconded. Approved unanimously.

Treasurer’s Report – Brian Johnson

- September financials sent out electronically
 - As of September we are 75% of goal. This is normal for this point in the year.
 - This time of the year there is very little section activity as the organization is gearing up for the conference.
 - Conference registration is up from previous years
 - Should exceed conference goals
 - More conference sponsorships presented in September
 - YTD sponsors down
 - Donation amounts down
 - Projections
 - Review of past 5 years. How are we comparing in 2017.
 - Revenue down over past 5 years
 - Membership at an all time high due to organizational memberships and program registration
 - Expenses up from last year but still 12% below budget
 - Personnel expenses close to projection
 - Grants/sponsorships down
 - Training event revenue down
 - We are \$24,000.00 in excess of our revenue
 - \$24,000.00 excess needs attention from the board
 - There has been a steady decrease every year for the last 5 years
 - By the end of 2017 we will be right at the projected balance
 - By January 2018 we will be dipping in to reserves
 - Development of 2018 budget
 - What committees should be doing to prepare
 - See if there are areas to trim or augment cost e.g. increase membership, reduce use of staff time (programming committee, policy committee)
 - Look at fixed fees

Motion: Approve treasurer’s report as presented (Marie). Second (Mitch). Approved unanimously.

President’s Report – Dianna Pickett

- STAR Planning

- Draft of Strategic Plan by December 2017
- Committees begin to outline plans for the November meeting
- STAR committee to meet one more time before November 17th BOD meeting
- Invite facilitator to assist in the process STAR planning at the December retreat

Executive Director's Report – Jessica Nischik-Long

- Change in staffing
 - Kim Krull is resigning to operate and manage the family's home inspection business
 - Kim's last day will be November 1, 2017
 - We thank Kim for her service and she will be missed
 - Position recruitment early next year January
 - Until then BOD members maybe recruited to volunteer and assist
- Program Printing Cost
 - The cost for printing the OPHA programs doubled from the \$1000.00 original quote to \$2000.00 final bill
 - Printers cite change in price due to formatting and editorial changes of program
 - Approximately \$60 per change
 - Executive committee board must be asked to approve
 - BOD very concerned regarding the very high cost over the estimate
 - Treasurer recommends paying the bill with the following asks
 - Ask for itemized cost
 - Request or negotiate adjustment/discount of fee
 - Get more bids next year

Motion: Approve payment of invoice with the above asks (Caryn). Second (Rebekah). Approved unanimously.

- APHA accreditation readiness grant 2018
 - OPHA has received another grant from APHA to help local public health departments prepare for PHAB accreditation and comply with accreditation implementation requirements.
 - Jessica completed the response to APHA reviewer comments and submitted those on October 6
 - Grant funds will be used to hire contractors Marni Mason and Susan Ramsey who will conduct a workshop in the spring of 2018. The current location is Lane County.

Committee Reports:

Program Committee – Marie Harvey

- Conference attendance 480
 - Up from last year
- Keynote speakers drew interest
- Re-visit back-up keynote
 - May not be necessary

Communication Committee – Robb Hutson

- Tweet or post get free water bottle
- Twitter contest ends Tuesday 11am
 - OPHA free membership
 - iPad
- Facebook live interviews
- Interviewing of sponsors
- Live stream of Keynote Thomas Quade
- Posting something tonight about live streaming of Kitzhaber speech
 - Opportunity to charge for live stream in future

- Public Health Week did offer live stream
 - About 80 people viewed

Development Committee – Jessica Nischik-Long

- Got a few more exhibitors
- August \$20K gap now at \$10K gap
- Sponsors contributing at lower amounts
 - Some previous sponsors declined
- Sponsorship asks have to be made this month
 - Some new members and some existing members have expressed interest
- Will outreach to those who have expressed interest on membership application
- Will highlight grant and fundraising experience for volunteers

Membership Committee – Rebekah Bally

- Informal lunch session meeting was held
 - Drew about 15 people
- Focus to present OPHA & learn what members/potential members want from the organization
 - What is the value to current members
 - Hear perspectives and experience of board members
 - What additional sections would be of interest
 - What has kept public health professionals from joining OPHA
 - What value would sway them to join
 - Additional sections
- Member survey behind schedule
 - Question went out a month ago
 - Summary to be sent out after this meeting

New Business, Coalition and Section Updates

- Addiction Prevention Section – Julie Spackman
 - Position paper to support credentialing of prevention specialist was drafted by the addiction prevention section
 - Asks OPHA to endorse the position paper
 - Critical in providing highest quality of care
 - Adds value to the profession
 - Paper calls for the certification of people working as prevention specialist
 - In support of ORS rules under Addictions and Mental Health Administration
 - Through the International Certification Reciprocity Contortion and Addiction Counselor Certification Board
 - This is the first step in moving toward credentialing

Motion: Approve endorsement of position paper requiring the credentialing of prevention specialist in Oregon (Dianna). Second (Curtis). Ayes. One abstaining. Vote to endorse

- Dianna Pickett acknowledgement as outgoing Board President
 - Recognition and appreciation for her service

4:09 PM – Adjourn

NEXT BOARD MEETING

- **November 17th (Friday) New Board Member Orientation 11:00 a.m. – 12:45 p.m. (lunch provided)** * Northwest Health Foundation (Arthur Room), 221 NW 2nd Ave, Portland, OR 97209
- **November 17th (Friday) Regular Monthly Board Meeting 1:00 p.m. – 3:00 p.m.** * Northwest Health Foundation (Ramona Room), 221 NW 2nd Ave, Portland, OR 97209
- **December 8th (Friday) Annual Board Planning Retreat & BOD Meeting 9:30 a.m. – 4:00 p.m. (lunch provided)** * Northwest Health Foundation 221 NW 2nd Ave, Portland OR 97209