

# 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 March 19, 2018. The meeting started at: 1:00 PM and finished at 3:12PM.

### ATTENDEES

People present at the meeting:

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

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

The following meeting actions were agreed:

Due Date	Action	Person responsible (email address)
March 20 <sup>th</sup>	DEADLINE to Review Sponsorship Matrix and Get Back to Katherine Bradley	All Board members
TBD	Look into subcommittee for CVD 2019	Jessica Nischik-Long

### DETAILS AND BACKGROUND

#### Call to Order – Marti Franc

- Introductions/Roll Call
- Quorum established
- Request to Revise Agenda
- February Board Minutes
  - Correction Treasures report is accepted not approved

**Motion:** Approve February Board of Directors Minutes as corrected (Mary Ann Wren). Motion was seconded (Caryn Wheeler). Minutes were approved unanimously.

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

- February Report
  - We are slightly down from where we were last year by a few hundred dollars
  - Unrestricted net assets slightly down, which means we are solidly within our 6 month reserves
    - This is what we would expect to see this time of year. Generally our income is low this time of year
    - Expenses are linked to general operations
- Profit and Losses
  - Gives an overall picture of spending for January and February
  - We are 15% of annual year budget, and not everything is either at or below expected spending
    - One notable exception is member clicks, it is much higher than expected for this point in the year
      - Not sure why
      - Needs to be looked into
    - We have some income coming in
      - Membership dues
      - A few donations
  - Sections have not done much spending this year
- Contribution period is October to October which is the term of a board member

**Motion:** Accept treasure's report (Mary Ann Wren). Second (Mitch Haas). Accepted unanimously.

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

- Program assistant position
  - Restricted recruitment
  - Thirty-three applications
  - Position closed
  - Most of the people who applied are in some area of Public Health, some in MPH programs
    - Lots of qualified applicants
  - Jessica, Marti and Dianna have been in process of reviewing applications
  - Process of narrowing down has begun
    - Looking into applicants ability to perform member clicks as a specific task
  - Jessica, Marti and Dianna are meeting after BOD meeting (today) to further refine the applicant pool
  - Planning on doing interviews over zoom
  - Want to get hiring process done before conference work ramps up
    - OPHA has been 6 months without program assistant position
- We need to appoint two board members to the nomination committee
  - Summary of work and timeline
    - Nominations committee is responsible for recruiting people to run for the board
    - Bylaws require that we have board members and non-board members serve on committee
    - Work starts in May and ends in August
    - Meet by phone once a month
    - Five people on the committee
  - Any volunteers at this time?
    - Tom Engle
    - Lindsay Adkisson
- Public Health Week Planning Group
  - Last meeting an overview was given on the direction and focus that the Public Health Division was going

- Topic areas: Foundational Capability of Health Equity & Cultural Responsiveness
- Five sessions that will be live streamed
  - Workforce equity session with Ben Duncan from Multnomah County (Monday)
  - Safer Space a frontline harm reduction intervention (Tuesday)
  - Panel discussion on diversifying the public health workforce (Wednesday)
  - Series of public health TED Talks (Thursday)
  - Increasing healthcare access for immigrant communities in Oregon (Thursday)
  - Poster session (Thursday 2pm to 4pm)
- All events have been posted to the National Public Health Week website
  - Search by state for livestream links
  - OPHA no longer has contract with OHA to put events on website
    - OPHA will put on its website information to redirect to national website
  - Events also listed on OPHA Nursing Section website
- OPHA will send out in liserve links to these events
- You can also Google - OHA Public Health Week for list of events
- Are CEU available for the 5 sessions
  - CEU are not available
    - OHA does not have those set up
      - Should explore CEUs in the future
- PSU & OSU doing their own thing for Public Health Week
- Can we write Op-ed? Linking to OPHA in regards to Public Health Week or in general?
  - What can be said is; I am a member of OPHA but I am not speaking on behalf of OPHA. I am speaking as a private individual.
    - Unless OPHA has endorsed the issue
    - Or the Board or Executive Committee must sign off
    - OPHA has no stances or standing policies
      - Suggestion to reintroduce book of policies and resolutions that once existed
        - White papers and stances that have been put together in the past by sections and committees are archived but may not be relevant'
    - Recommendation will be made to the Policy Committee
    - For now, go through the Executive Committee

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

- Section finance policies
  - Bylaws were revised to adjust the way sections receive funds from dues and their amounts. So to clarify bylaws are correct as of 2016, but the corresponding internal policy never got finalized.
  - Internal policy was worked on with the treasure and previous directors
  - Final step is to have the board sign off on it

#### **Overview of Internal Policy:**

1. Financial management and reporting for sections
2. Section fundraising
3. Free membership scholarship
4. Cash equivalent awarded
5. Section loan requirements
6. Phone and video support
7. Staff time available to sections

Everything we have been doing in practice we want in writing and consistently stated. So that all the sections have the same information. This document creates consistency. This document creates particular limits on when a section can move forward without specific approval and when it can't. It is clear that there is a financial threshold. The expectation is that a budget sets the plan

but if things vary from that budget there is some authority to the officers but otherwise the board must review. Added clear language around free memberships.

Change to 2<sup>nd</sup> paragraph. To read "The section chair person or other section officer designated by the section chair, may approve"

**Motion:** To adopt the policy with changes (Tom Engle). Second (Dianna Pickett). Approved unanimously.

- SB 1541A
  - Usual practice bills come to policy committee. Policy committee makes recommendation. It is forwarded to the board for a vote.
  - This bill came in late after February Board Meeting but before March 1<sup>st</sup> CVD
  - Normally it would have been too late and as an organization we would have been unable to take a stance on this bill, but prior to this we as an organization had already put significant work into this bill, with Healthy Environments Section Chair and members
  - Healthy Environment Section was able to include recommendation that went forward in the bill
    - But then the bill did not move forward in the legislative session
    - A small group of legislators and industry crafted a new bill
  - OPHA felt the new bill circumvented the entire process
    - New bill did not prioritize PH
    - After conversations with Executive Committee and Healthy Environment Section Leads it was decided that OPHA would take a stance against the newly drafted bill at CVD
    - Things that got lost in the conversation (new bill)
      - Protection of health
      - Protection of environmental justice
      - Not inclusive
    - Mixed feelings. It's better than nothing but loop holes were left open
    - Will be in place for 10 years, sunset 2029
      - Way bill is written it is very hard to revise in the 10-year period

#### New Business, Coalition and Sections Updates

##### Development Committee – Katherine Bradley

- CEUs
  - Not to pursue medical and dental CEUs
    - OHSU can't use logos of other sponsors
      - Limiting in the way we do our sponsorships
    - Other ways besides OHSU to pursue CEUs
    - Cost of pursuing CEUs approximately \$2000
  - Time frame to pursue CEUs
    - PH CEUs easier to pursue
  - Physicians' sections send out request
    - Stronger organization with support of medical providers' section
- Recruit new members for development committee
  - Have identified 20/30 members who may be interested
    - Have heard back from two people
    - Need more capacity for what we are doing
- Sponsorship Matrix
  - Review list
    - Identify those you have a personal relationship with
      - Please let Katherine Bradley those potential sponsors you have a relationship with and are willing to reach out to
  - \$45,000 sponsorship goal

- There is an existing draft of documents to assist in requesting sponsorships
    - There is also support available for new requestors
  - Price list for booth
  - Long-term support

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

- Keynote Speakers
  - Committed
    - Heather Boonstra, Director of Public Policy at the Guttmacher Institute's Washington, DC office
      - She will be speaking on reproductive rights and reproductive health
  - Pursuing Someone to talk about gun violence
    - Gabby Gifford declined
  - Cathy Barber, Harvard School of Public Health, has accepted, details being ironed out
    - Covering Suicide as the leading cause of gun death
    - Concerns about the topic of gun violence just presenting statistics
      - Solutions, ideas must be presented
    - This will be discussed by the development committee with the speaker
    - When we solicit abstracts we can focus on groups within Oregon working on policies or practices

#### **Policy Committee – Laura Ziegen**

- CVD
  - Very Organized
    - 100 people showed up
  - Debrief
    - Areas for growth
      - Better way to communicate with facility of institutions
      - More OPHA members involved in CVD
        - Challenge
        - Members have to take the day off
    - Subcommittee for next year CVD what is the status? There were discussions on how to move forward with this in the future. Is this what we want to do?
      - Not sure who is working on CVD subcommittee
        - Needs to be determined
          - Jessica will look at notes and get back to us
    - Short online survey
      - PH infrastructure
      - Universal healthcare
    - What about areas prioritized at retreat in the framework for all committees?
      - There is a skeleton for committees including Policy Committee to prioritize specific legislative policies
      - These need to be handed back to the committees to work on
    - Suggestion try to figure out leveling system (was in strategic plan)
      - OPHA open to what groups bring us
        - If engaged OPHA members
        - Broad bucket of priorities with strategic priorities
  - Section Updates
    - Were attached with the Agenda
      - Please review

**3:12 PM – Adjourn**

## **NEXT BOARD MEETING**

The next board meeting will be held on Friday, April 20, 2018, 1:00pm-3:00pm. Location Northwest Health Foundation 221 NW 2<sup>nd</sup> Ave, Portland, OR 97209

## **Upcoming Events**

2018 Public Health Nursing Leadership Luncheon, No RSVP needed. The OPHA Nursing Section will host their annual Public Health Nursing Leadership Luncheon on **May 7th, 2018**. from 11 a.m. to 1 p.m. at the Oregon Health Authority/ Portland State Office Building; Room: 1A, B & C. Address: 800 NE Oregon St. (1st floor) Portland, OR 97232. Attendees will celebrate public health nursing and Florence Nightingale's birthday.

May 16, 2018, Accreditation Readiness Workshop. *Putting the "Performance" into Performance Management and QI Plans: Tools, Culture, and Moving Forward*. OPHA is organizing this workshop using a grant from APHA and CDC. OHA-PHD and CLHO are organizing partners. Location: Lane County Health & Human Services, Eugene. 9:30 am – 3:15 pm.