

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at Northwest Health Foundation 221 NW Second Ave, Suite 300, Ramona Room, Portland, OR on September 21, 2018. The meeting started at 1:10 p.m. and finished at 3:06 p.m.

### ATTENDEES

People present at the meeting:

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

### 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>

### DETAILS AND BACKGROUND

#### Call to Order – Marti Franc

- Introductions/Roll Call – Marti Franc

#### Policy Committee - Laura Ziegen

- Capital Visit Day
  - January 31, 2019
  - Endorsement call October and November
    - Even though legislative bills are not coming out until December
      - Hoping to use the endorsement request calls to propose things that did not go through last year and are likely to be proposed again this year
  - Proposing New Name for Capital Visit Day
    - Primarily us to Lobby
      - So maybe call it “Lobby Day”
        - We do lobby to a certain extent

- New Names Proposed
      - OPHA Lobby Day
        - Lobby has negative condonation
      - Advocacy Day
      - Board decides to go with Advocacy Day
  - Treasurer notes that since Advocacy Day has been moved up and is scheduled to occur right when board votes on budget
    - Will need draft budget for Advocacy Day
      - So that the board can incorporate it into the budget
  - Will students attend?
    - Cannot coordinate students for this session
    - Would like a formal component, that is credit bearing and has academic component
      - Not enough time this session
      - Will coordinate professors with coalitions
        - Less structured method
- Policy Priority Survey
  - Survey document is what the committee felt was a priority for this year (Sent with board materials, pg. 6)
    - Will do every year as policy priorities shift
  - Has a proposal for a new structure for the policy committee
    - Laura will speak on this at the annual meeting
      - Wants to solicit support from membership
        - Smaller groups
        - Time commitment one year
- Ballot measure
  - Measure 102 – Lifts the ban on local governments to work with non-profits to build affordable housing with bond funds
    - Currently local government bans local communities to use outside agencies – cannot contract with non-profits
      - County could work with nonprofits
    - Bond would have to pass as well
    - 16 voted
      - Yes 16

**Motion:** To support Policy Committee’s recommendation to support measure 102 (Craig Mosbaek). Second Dianna Pickett. Unanimous

- 26-199 – Bond to fund affordable housing for low income families (Seniors, Veterans, Persons with Disabilities) **Regional Bond Measure**
  - 16 Voted
  - 14 - Yes
  - 2 - Not sure
    - Money will be able to be used more efficiently
  - Homeowners generating the fund .24 cents of assessed value of home
    - Homeowners would be generating the fund
    - \$5 month/\$60 a year
    - Focus groups occurred over 8 months
      - General consensus homeowners support
        - Applies to commercial

**Motion:** To support the Policy Committee’s recommendation to support 26-199. Yes - 8, No - 4, Abstain – 2 Will support.

- Measure 105 – Repeal Oregon Sanctuary Law
  - Oregon has had a sanctuary law for the last 30 years
  - 16 Votes
    - 15 opposed
    - 1 supported
  - Policy committee recommends not support 105

**Motion:** To support the Policy’s Committee’s recommendation not to support 105. Passes unanimously

- Board Minutes for July & August Meetings
  - Any corrections
    - Correction August under president’s report we had Craig listed as president should have been Marti

**Motion:** To approve July & August meeting minutes with the correction to August (Caryn Wheeler). Second (Dianna Pickett). Unanimous

**Treasurer’s Report – Brian Johnson**

- Memberclicks
  - Investigated
    - In good shape
      - Expenditures falling into different categories
      - Will be reflected in this month’s fees
        - \$3900
          - 57% of what we budgeted for the year
          - Will rise as we go into conference registration
- August Financial Report
  - Unrestricted assets still below 6-month target of \$50,000
    - Moving in positive direction
      - Due to conference
      - More money than this time last year
        - Sections have not been spending much money
      - Membership income is increasing
        - 80% of target
      - Conference
        - Exhibitors
        - Registration
      - Health Education and Promotion recently held training
      - Conference supply budget
        - No line item for supplies
          - Ask Jessica to bring a budget
            - 2017 budgeted \$1847
            - 2018 No budget done
              - Need supplies
                - Lanyard
                - Frames for awards
                - Thank you card
                - Misc.,
            - \$536 estimated total would like \$700 approved incase there are more expenseses

**Motion:** To revise budget to include \$700 for expenditures for conference supplies (Tom Engle). Second (Craig Mosbaek). Unanimous.

**Motion:** Adopt treasure's report (Tom Engle). Second (Dianna Pickett). Accepted unanimously.

**Presidents Report – Marti Franc**

- Disability Section Rep. has stepped down
  - Working on getting another representative from their section
- MaryAnn
  - Moving over to Oral Health
- Sherry Smith has been recommended to be the Region 4 Rep
  - Begins in November
  - Need a vote

**Motion:** Approve Sherry Smith to replace MaryAnne Wren as Region 4 Representative (Dianna Pickett), Second (Kim La Croix). Unanimous.

- Executive committee's roles and responsibility
  - Will provide monthly minutes
  - Decisions/Actions of executive committee will be brought to the board for approval/alteration/disapproval
- Executive committee does have quorum rules, 50% have to be in attendance
- Quick decision may involve trying to get the board involved – call board into session
  - Request sending - Agenda for executive committee meeting
    - Impractical because it comes together at the last minute
- Financial policies
  - Overview: looking at upcoming transition of treasure's role, reflect actual practices
    - Who can sign checks
      - Making clear not a change just cleaning up language
        - 2015 approved
          - Spreads out the authority to multiple people
  - Credit card update
  - Dollar limit on unapproved expenses
- Goal is to maintain 6-month reserve (have been in violation)
  - How are we going to enforce
    - Alternative – When we are about to drop below the board makes decision
      - Set target
      - Have plan? How to get us back
        - Or new plan? How to get back to 6month
        - Set a time at retreat or beginning of the year make sure above half
          - Bring
- New Policy around contracts
  - \$10,000 even if approved in budget
  - Sets parameter around seeking bids
- Bookkeeper
  - Phyllis Shelton is contracted

**Motion:** Approve the revised version of fiscal controls (Craig Mosbaek). Second (Tom Engle). Unanimous.

**Motion:** Approve new Contract Commitment Authority Policy (Dianna Pickett). Second (Craig Mosbaek). 1 - Abstain

**Motion:** Non-budgeted funds request, as revised (Tom Engle). Second (Dianna Pickett). Unanimous

- Reserved fund policy revised to reflect that it 'our goal' to maintain the budgeted amount.
  - No vote – after discussion – will look at and present at October board meeting
  - Revised Reserve policy change of language

- Clean energy jobs coalition letter
  - Worked with during the last session but did not get out of committee due to the short session
    - Bill not drafted yet
    - We are being asked to sign onto a letter of support of policy outcomes

**Motion:** To sign onto letter for Clean Energy Jobs (Dianna Pickett). Second (Craig Mosbaek). Unanimous

**Executive Director’s Report – Jessica Nischik-Long**

- All policies are now posted online
- Put together organizational chart
- Written report was sent out via an attachment with this month’s board material

**New Business, Coalition and Sections Updates**

**Bylaws Committee – Jessica Nischik-Long**

- August one more item came up to review
  - How do we fill board vacancy when it occurs in the middle of the board member’s individual term
    - Was unclear in Bylaws if the position should be voted on by the entire membership or by the Board
    - Bylaws Committee reviewed
      - Revised – strike out phrase that states “during interim between annual elections”

**Motion:** To send amended new language in Bylaws relating to vacancies to the membership for vote (Craig Mosbaek). Second (Robb Hutson) Unanimous.

**Marie Harvey – Program Committee**

- Registration currently 286
  - Last year this tune 310
  - Remind colleges to register
  - Early registration closes Sept 25<sup>th</sup>
  - Program finalized
    - Sent to print
  - Need more volunteers
    - Begging for volunteer
    - Caryn Wheeler volunteers (wiling to be flexible)
  - Dinner at the del Alma Resturant
    - Monday, Night October 8<sup>th</sup>
    - All board members are encouraged to attend
      - Spouses, Significant other encouraged to attend

**Development Committee – Brian Johnson**

- Have gone beyond our goal
  - Details in sponsorship matrix
- Board Donations
  - Donations by all board members 75%
    - Last reminder
    - Donate online or when you register at conference
- Stop by and personally thank

**Communication Committee – Robb Hutson**

- Tweeting and Instagram
  - Prizes iPad
  - Free membership
- Live streaming the Keynotes

#### **AWARDS – Caryn Wheeler**

- Met September 20<sup>th</sup> (yesterday)
  - Lifetime recipient Rep. Mitch Greenlick
    - Only way to win
- Award budget \$350
- Length of time
  - 4 awards what is the time frame (15 minutes)
    - Policy Champion
    - Life Time Achievement
    - Emerging Leader
    - Environment

#### **Section Updates & New Business**

##### **Section Updates**

- Were attached with the Agenda
  - Please review

##### **New Business**

Regarding Audit Committee – Think about appointing an audit committee and getting it started

#### **3:03 PM – Adjourn**

#### **NEXT BOARD MEETING**

The next board meeting will be held at the OPHA annual conference in Corvallis, October 8, 2018, 2:45pm-4:00pm