

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

OCTOBER 12, 2015

2:45 – 4:00 p.m.

Lila Wickham, OPHA President, called the meeting to order at 2:45 p.m.

ATTENDEES

APOLOGIES

In Person

Anna Stiefvater
Brian Johnson
Caryn Wheeler
Charlie Fautin
Curtis Cude
Dianna Pickett
Sheri Lilli for Jamie Jones
Jan Wallinder
Jana Peterson-Besse
Katherine Bradley
Laura Spaulding
Lila Wickham
Marie Harvey
Marti Franc
Mitch Haas
Nancy Findholt
Robb Hutson
Robina Ingram-Rich
Tahroma Alligood

Phone

Not Present

Jocelyn Warren
Katy King
Kim Krull
Maria Elena Castro
Mark Shelnut
Rosa Sepulveda Klein
Torrie fields

Staff

Jessica Nischik

Guests

KEY FINDINGS AND DECISIONS

- The membership survey will be used to inform planning at the OPHA board retreat on December 11, 2015.
- Approved new policy for authorization as the treasurer and ED as the only co-signers.
- A debit card may be used by the interim ED position with appropriate controls and authorization from the Treasurer. Once there is a permit ED hired, return to the use of a credit card, not a debit card.
- Revised financial control policies and procedures were adopted.

MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
11/20/15	Discuss approving an Oral Health section in November to assure there are 10 new section members who are currently OPHA members.	
	Explore posting poster contest winners' abstracts on the OPHA website.	Marie and Jessica

DETAILS AND BACKGROUND

Agenda Topic 1: **September Board Meeting Minutes–Dianna Pickett**

- September BOD Meeting Minutes were sent out and reviewed.

Motion: Curtis moved and Laura seconded approval of the revised September minutes.

Revisions:

- Alisa Levitt will be coming to the November meeting not Liz Baxter.
- Profit and loss – We budgeted \$12,000 in grants and contracts and are currently at ~~\$18,000~~ \$8,000
- Pg 3: Alyssa Leavitt and the awards person at OPHI will meet with Jessica to consider possible coordination possibilities.

Agenda Topic 2: **Treasurer’s Report – Jan Wallinder**

- Jan reviewed the 2015 Annual Meeting Treasurer Report which will be shared with the membership tomorrow. We planned for a deficit budget for this year, although there may be a slightly larger deficit than planned. Planned for -20,075 and currently are estimating -36,745. At this time of the year, budget revenue and estimates are conservative. We are still a financially safe organization, but we are using up reserves. Membership and conference registrations are both significantly down. For next year, we will not be able to plan on a deficit budget.

Motion: Marti, moved and Tahroma seconded the approval of the September treasurer report and Annual Meeting Treasurer Report. All approved, motion carried.

- Jan presented the new policy for limiting checking signing authorization to the Treasurer, President and Executive Director.

Motion: Approved new policy for authorization as the Treasurer, President and ED as the only co-signers. Jan, moved, Caryn second, all approved, motion carried.

- Jan reviewed the Revised financial control policies addendum. When signing the interim ED up for an organizational debit card, and the current financial control policies did not allow for debit cards. Recommendation for use of a debit card with the interim ED position with appropriate controls and authorization from the Treasurer. Once there is a permanent ED hired, return to the use of a credit card, not a debit card.

Motion: Jan – adopt the addendum financial control procedures to cover the interim Executive Director. Mitch seconded, all approved, motion covers.

- Jan explained in the review of the financial control procedures, there was a recognition of the need to update and “clean up” the current procedure.

Motion: Jan moved the adoption of the revised financial control policies and procedures. Marti, second. All approved, motion carries.

Lila: Recognized all of the work Jan had done to prepare to step out of the Treasurer role, formalizing procedures and transition to Brian. Many thanks.

Agenda Topic 3: **Executive Director’s Report – Jessica Nischik**

- Charlie got 2 OPHA members to represent the organization at the MidValley Legislative Forum.
- Letter to APHA objecting to the selection of Ed Begley, JR as a speaker at the opening section was sent. APHA acknowledged the concern, but will not be making any changes in the speakers for the 2015 conference.

- Bruce Austin, state dental director is meeting with a group today, and is discussing the development of an oral health section for OPHA. They have identified 10 members, and a representative for the Board. Discussion of approving a new oral health section

Motion: Charlie moved and Anna seconded, to table the discussion of approving an Oral Health section until November to assure there are 10 new section members are currently OPHA members. All approved and carried.

Agenda Topic 4: **Committee Reports:**

Membership Committee – Nancy Findholt – Information and Discussion

- Membership survey results
The membership survey was sent out in July and a summary of the responses was included in the Board materials. Nancy reviewed the survey results.
The findings have been tallied. Summary of preliminary results:
 - Under barriers to involvement, "busy life" was reported by 42 percent @ "inconvenient location of meetings & events by 35 percent. I would leave out everything after "meeting times not convenient" because they were reported by 6 percent or fewer.
 - Under benefits of membership, the conference was reported by 84 percent & "updates on policy & advocacy issues" by 66 percent.
 - Under satisfaction with OPHA, 74 percent were satisfied, 21 percent were neutral, 5 percent were unsatisfied.
 - When asked if they were interested in certain professional development opportunities, 63 percent marked "professional trainings", 62 percent marked "presentations on research findings", 55 percent marked "networking", 53 percent marked "wrap up of public health bills", and 53 percent also marked "film screenings",
 Lila expects the results of the survey to inform planning at the board retreat.

Executive Committee – Lila Wickham—Information and Discussion

- Update on recruitment – The ED position was posted on Indeed and MPH sites. At this time there are 40 applicants, though some may not be appropriate. Marti is screening them with a rubric to get a group of applicants for interviews to be conducted on November 10, 2015. The hope is to have the ED position filled so that person can attend the OPHA board orientation on November 20 and the retreat on December 11, 2015.
- Planning for November and December
 - Update strategic plan and budget
 - Tom Eversole will facilitate the retreat – Lila, Robi and Jessica will be meeting with Tom Eversole during the conference to talk with him about facilitating the retreat.
 - Michael Tynan from OHA will attend November BOD meeting to discuss Public Health Modernization legislation and their plans for implementation.

Program Committee –Marie Harvey & Jessica Nischik --Information

- Registration update – There are 425 people registered.
- Conference sponsorship and exhibitors – We have met our sponsorship goals, with the \$5,000 from OSU included.
- Other conference updates – So far the conference is going quite well and there have been few glitches.
- Thank you cards for sponsors – Jessica will send cards thanking our sponsors and sent them around the table for board members to sign.
- Robi asked if it would be possible to put information about the posters that win the poster conference on the website. Marie and Jessica offered to explore getting abstracts from the contest winners to post.

Policy Committee – Anna Stiefvater—Information and Discussion

- Feb 5th, 2016 will be the capital visit day, with the Board meeting in the afternoon in Salem.
- Would like to have volunteers from the Board to be leaders for the student groups.
- Anna will not be on the Board next year, so not sure what her position will be on the policy committee, but she is willing to continue on the committee. Would also like some section representatives, particularly in the area of "healthy environment".

Lila: Thank you for the behemoth job that Anna lead, and the work of the entire policy committee during this last legislative session.

Agenda Topic 5: **New Business, Coalition & Section Update – Lila Wickham**

- Acknowledgement of outgoing Board President—Robi Ingram-Rich – Robi thanked Lila for her leadership during her tenure and acknowledged the special challenges she found herself facing this year. Lila returned to the board her gratitude for the board’s effective work with her and the support she felt from us.

Agenda Topic 6: **Adjourn**

Motion to adjourn made by Tahroma, seconded by Charlie and passed unanimously. Lila Wickham adjourned the meeting at 4:00 PM.

UPCOMING BOARD SCHEDULE:

November 20, Friday, 11am-1pm (lunch included) - New Board member orientation, Northwest Health Foundation, Portland

November 20, Friday, Regular Monthly Board meeting 1-3pm, Northwest Health Foundation, Portland

December 11, Friday Annual Board Planning Retreat 9:30am-4:00pm, Northwest Health Foundation, Portland; December Board meeting takes place at the Retreat