

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

May 15, 2015
1:00 – 3:00 p.m.

Lila Wickham, OPHA President, called the meeting to order at 1:03 p.m.

ATTENDEES

APOLOGIES

In Person

Anna Stiefvater
Brian Johnson
Charlie Fauntin
Curtis Cude
Dianna Pickett
Elizabeth Miglioretto
Jan Wallinder
Jana Peterson-Besse
Joyce Warren
Katy King
Lila Wickham
Marti Franc
Rob Hutson
Robina Ingram-Rich

Staff

Josie Henderson
Kim Krull

Guests

Phone

Laura Spaulding
Maria Elena Castro
Nancy Findholt
Tahroma Alligood
Torrie Fields

Not Present

Deborah Hobbs
Jamie Jones
Katherine Bradley
Maggie Sullivan
Marie Harvey
Mark Shelnut
Mitch Haas
Rosa Sepulveda Klein

KEY FINDINGS AND DECISIONS

- The position of Executive Director will be filled with and Interim Executive Director through 12/31/15 by Jessica Nischik.
- Kim Krull will be promoted to Interim Program Manager with more hours through 12/31/15
- An interim staffing plan was presented, approved and will be implemented with the intention of hiring permanent staff positions by 12/31/15.
- A financial controls policy was presented and adopted.
- Jessica Nischik will be authorized as a check signer for OPHA. Seconded by Jocelyn and passed unanimously.

MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
5/18/15	Write and email the announcement of her resignation and transition to OPHA board members and partners.	Josie
July 2015	Create a group to assess OPHA staffing needs and recruit for permanent staff positions.	Executive Team
	Arrange for Jessica Nischik to be and authorized check signer for OPHA.	Jan and Lila
	Announce the updates to the donation system of the OPHA website and information about the Fred Myer points donation opportunity timed after Josie's resignation and the transition plan.	Lila
	Josie will check to see if she is able to complete her term on PHAB after leaving OPHA.	Josie

	Strategize with Adolescent Health Section leadership the communication with the members about disbanding the section.	Lila
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{Actions are written in the format: {Due Date} {Action} + {email address}. If there is no due date set then leave blank}

DETAILS AND BACKGROUND

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

Motion: Jana moved and Charlie seconded approval of the April Board of Directors Minutes. The motion was passed unanimously.

Agenda Topic 2: **March-April Treasurer’s Report—Jan Wallinder**

Jan presented the Treasurer’s report. The April financials show the anticipated decrease in assets due to the deficit budget. The board is cautioned to watch this through the budget year. Income has increased with the Health Education and Nursing sections events registrations. Expenses show that the phone is being used by members a bit more, and the expenses for Metropolitan are evident. The approved expense for Lila’s activities over Capitol Visit day is reflected and there was expense for food for events.

Motion: The approval of the Treasurer’s report was seconded by Marty and approved unanimously.

Agenda Topic 3: **Executive Team Report on Executive Director Transition – Lila Wickham – Discussion and Decision (2 votes)**

Josie has resigned as OPHA Executive Director and accepted a position as Membership Services Director for Multnomah Athletic Club starting 5/25/14. The Executive Team believes that leaving the ED position unfilled when the conference is looming in the fall would be unwise. Staff provides increasing support as the conference gets closer and are essential to its success. This transition and interim staffing period will give the board time to consider OPHA’s growth, budget, and staffing needs and recruit the staff needed. The Executive Team is proposing an interim staffing plan through December 2015:

- Hire Jessica Nischik to fill an interim ED position until December 31, 2015. She has been approached and has agreed to work 20 hours/week.
- Promote Kim Krull to interim Program Manager with increased hours. She has been approached and agreed to work 25 hours/week. (Kim left the room for the rest of the discussion.
- Create a group to assess OPHA staffing needs in July and recruit for permanent staff positions at the time if the conference in October.
- Hire permanent staff by December 31, 2015.

Jessica has relevant experience and capabilities, including conference planning, and has been on the OPHA Board in the past. Josie has been mentoring Kim toward taking more program responsibilities and has developed valuable program management skills during her tenure. The costs associated with the proposed changes for both staff positions will be slightly less than currently budgeted.

Motion: Hire Jessica Nischik as Interim Executive Director to begin 5/18/15 at \$27/hour for an average of 20 hours/week through 12/31/15 with \$250 health stipend beginning 6/1/15 and personal time off of 20 hours. Robi amended the motion to add, “pending the hiring of a permanent Executive Director.” Marti seconded and the motion passed unanimously.

Motion: Promote Kim Krull to Interim Program Manager at \$20/hour for an average of 25 hours/week through 12/31/15 with \$225 Health stipend beginning 6/1/15 and personal time off of 25 hours pending the hiring of a permanent Executive Director. Curtis seconded and the motion passed unanimously.

Proposed roles:

- Jessica will be the board and community liaison. She will work on the strategic plan and its implementation, picking up some of the priorities herself. She will take financial responsibilities of the ED and participate in fundraising activities. She will be a point of contact for partners and wrap up policy activities as the legislative session comes to a close.

Josie will write and email the announcement of her resignation and transition to OPHA board members and partners by Monday 5/18/15.

Agenda Topic 4: **Executive Director’s Report—Josie Henderson**

- Jan and Josie asked for approval of the drafted Financial Controls Policy which was emailed to board members for review before the meeting. This will be helpful to have in the fall when a new treasurer will be elected at the end of Jan's term.
 - Motion:** Charlie proposed that the board approve the Financial Controls Policy as drafted. Jocelyn seconded the motion. The motion carried with Robi abstaining.
 - Motion:** Jessica Nischik will be authorized as a check signer for OPHA. Seconded by Jocelyn and passed unanimously.
- PHAB Accreditation – OPHA has received 4 rounds of funding to provide training to counties on accreditation. This year a webinar was presented and there was a training done in Pendleton. Josie will wrap up the trainings before she leaves OPHA. Continued funding through APHA is unsure at this point. Charlie, who is the ARGC representative, will likely hear when that decision is made.
- New Strategic Plan Implementation Tracking Tool – Josie and Kim have created the tool and Kim will use it to track progress on the strategic plan over time and review with board members quarterly.

Agenda Topic 5: **Committee Reports**

Nominations Committee – Torrie Fields-Information

Ronalie Sweet chairs the committee. Members are Torrie Fields, Laura Spaulding, Melissa Langager and Anna Kytonen. The first meeting will be Monday 5/18/15. Open positions are President Elect, Treasurer, 4 directors-at-large (there are currently 2 candidates), Regional Representatives for regions 1 and 3, and nominating committee nominees.

Program Committee—Kim Krull--Information

- Conference dates October 12 & 13
- The committee would like to have one member from each section participate and section representatives were asked to carry the request back to their sections. There is also a need for abstract reviewers.
- Keynote update; Sen. Merkley has confirmed. Elizabeth Steiner-Hayward has also confirmed.
- The call for abstracts went out to OPHA members today and members are asked to forward the call to others who may have presentation ideas to propose. Abstracts are due 6/26/15.

Development Committee—Josie Henderson

- The prospectus and solicitation materials were emailed with the matrix to board members. A template for approaching possible donors was also sent.
- The North West Health Foundation came on as a new Silver sponsor at \$3,000. Salem Health and Good Samaritan are Bronze sponsors.
- Using the matrix, board members assigned the remaining listed organizations for solicitations.
- Discussion – Bringing more dental organizations as sponsors or presenters at the OPHA conference, board or section members. Organizations mentioned were Oregon Oral Health Care Association, Oregon Dental Association, Oregon NW Medical Teams, Oregon Dental Hygienists, and the Oregon Dental Health Officer.
- The OPHA website's contribution system has been updated with more capabilities. Also, it is now possible to donate Fred Meyer points to OPHA. An announcement will be sent to the membership describing these giving opportunities timed after the announcement of Josie's leaving has been sent.

Policy Committee—Anna Stiefvater

2015 Oregon Legislative Session Endorsement Requests

- Background Checks LC 1862 – This bill is one that OPHA endorsed and it passed.
- E-Cigarettes – HB 2546 – This bill also was endorsed and passed.
- Licensing of tobacco bill – Pre-emption is an issue with this bill and could sink it.
- Injury prevention – This one is being held as a bargaining chip on transportation legislation.
- SB 895 – Schools must post immunization roles and elimination of the immunization exemption. There has been some nasty pushback from opponents and is threatened.
- HB 3100 – Public Health modernization – Charlie – This bill is in Ways and Means waiting for the revenue forecast. OHA has put aside funds for the readiness work of the bill, if it passes. The future 2017-19 budget ask will be huge. It is important to build awareness of the needs

now to and funds into the leadership and governor's draft budgets then. There will be competition for those funds from the PERS situation and other interests. Currently, there is no opposition. Rep. Greenlick and Sen. Monnes Anderson support it along with organized labor and others. Discussion – How OPHA can support the work of the bill. Lillian Shirley is expected to create a group of public health partners to participate in the readiness assessment and other tasks. Josie is a governor-appointed member (an at-large position) on PHAB 2.0 representing OPHA. She is going to check to see if she is able to complete her term on PHAB after leaving OPHA. The interim ED will need to pick up the work relating to HB 3100.

Agenda Topic 6: **New Business, Coalition & Section Update – Lila Wickham**

- Adolescent Health Section – The section has very few active members and the chair, Deborah Hobbs, would like to dissolve the section. The by-laws say that the Board must vote to disband a Section if there are fewer than 10 members. There are about 25 members but very few are active. The board will recommend to Deborah that the section leadership contact members of the section to ask if they want to disband. Lila will talk with Deborah and strategize communication with the members. The board can help by using Survey Monkey to get members' opinions about continuing or disbanding.
- The Board recognized the Health Promotion Section for their very active membership and special recognition went to Sheri Lilli, Tracey Smith, Melissa Moran, Nadege Dubuisson, Jamie Jones, Allie Quady, Sarah Petras for their volunteer efforts.
- The Nursing Section's PHN Conference was May 4 and was successful.
- The PSU Career Fair is tomorrow and there will be a Native American at PSU table and a public health panel.
- The next Motivational Interviewing training will be 5/29/15.
- The Disability Section will have a training session on 5/19/15.

Agenda Topic 7: **Farewell to Josie Henderson**

The board expressed their gratitude for the work that Josie has done as OPHA executive director and wished her well in her new position at the Multnomah Athletic Club and director of member services. Josie was presented with an engraved vase, flowers and cards. A celebration was held in her honor after the meeting was adjourned.

Agenda Topic 8: **Adjourn**

The meeting was adjourned at 3:06 PM

UPCOMING BOARD SCHEDULE:

Board Meeting, Friday, June 19, 1-3pm Portland State Office Building, Portland