

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

**June 19, 2015**  
**1:00 – 3:00 p.m.**

Lila Wickham, OPHA President, called the meeting to order at 1:10 p.m.

### ATTENDEES

### APOLOGIES

#### In Person

Anna Stiefvater  
Curtis Cude  
Dianna Pickett  
Jan Wallinder  
Katherine Bradley  
Katy King  
Lila Wickham  
Marti Franc  
Mitch Haas

#### Staff

Jessica Nischik  
Kim Krull

#### Guests

#### Phone

Jamie Jones  
Jana Peterson-Besse  
Laura Spaulding  
Marie Harvey  
Mark Shelnett  
Robina Ingram-Rich

#### Not Present

Brian Johnson  
Charlie Fautin  
Deborah Hobbs  
Elizabeth Miglioretto  
Jocelyn Warren  
Maggie Sullivan  
Maria Elena Castro  
Nancy Findholt  
Rob Hutson  
Rosa Sepulveda Klein  
Tahroma Alligood  
Torrie Fields

### KEY FINDINGS AND DECISIONS

#### MEETING ACTIONS

- Membership survey - Limiting the survey to 10 questions, rather than paying for a Survey Monkey account.
- Health Care Workforce Committee - The Board will put Katherine Bradley's Name forward as a committee member.
- OPHI Leadership Award Committee – Katy King will participate

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
	Approach ONA to be a conference sponsor	Anna
	Develop procedures for the Nominations Committee	Jessica
	Look for and approach a non-board member to fill the vacant spot on the Elections Committee	Lila

### DETAILS AND BACKGROUND

Agenda Topic 1: **May Board Meeting Minutes–Dianna Pickett**—Information and Adoption  
Several corrections to the minutes were requested. The minutes were approved unanimously with corrections.

Agenda Topic 2: **Treasurer's Report – Jan Wallinder**—Information and Adoption  
The budget continues on the planned deficit course. The balance with some outstanding checks is \$-57.29. Funds were moved to cover the checks that are expected. This part of the year is not typically a time of revenue generation but revenue is anticipated as the conference approaches. The section balances are recorded quarterly so section activity is not reflected revenue in this report but the profit and loss shows funds used for training by the Nursing and Health Education sections. Our expenses were higher with the overlap of staff as interim staff changes were made. The phone and postage expenses are still running a bit high.

Motion: Mitch moved to accept the report and Katy seconded the motion. The report was approved unanimously.

Agenda Topic 3: **Executive Director Report—Jessica Nischik—Information**

Josie provided Jessica with an orientation to the role and the priorities for work in the next 6 months. She has begun to meet and work with the Membership, Development, Nominations and Program committees. Josie was able to finish work on the accreditation grant. Jessica is continuing work on the APHA school-based health grant award. She encouraged the board to communicate with her if there are questions or issues that arise.

Lila expressed her appreciation for the teamwork of the board, Josie, Kim and Jessica in making the staffing transition go smoothly.

Agenda Topic 4: **Membership Survey—Information**

The Strategic Plan says the membership will be surveyed in 2015 and 2017. A survey draft has been completed but it has more than 10 questions. Currently, OPHA is using the free version of Survey Monkey with limits questions to 10. The survey designers want to know if they should reduce the number of survey questions or if it is possible to upgrade Survey Monkey to include more questions. The board favors prioritizing the questions and limiting the survey to 10 questions, rather than paying for a Survey Monkey account.

After talking with members of the Healthy Environments Section, Curtis requested changing the one option in question #2- "In your opinion, what unique public health challenges do the citizens of your region face?" He recommends replacing "Environmental Health" to "Healthy Environments" which includes climate change, built environments, etc.

Agenda Topic 5: **Identify volunteers for unassigned tasks—Lila Wickham**

- PHAB Participant (Commitment 3 hours Quarterly) – Josie can continue to the end of her term. Katy described the process. A candidate should be proposed to the governor's office and they will make the appointment to PHAB. She believes OPHA should be represented on PHAB. Suggestions: Tom Engle, Robbie Ingram-Rich, Lila Wickham, Brian Johnson, Nancy Findholt. Marti Franc says she would be interested in the spot.
- Health Care Workforce Committee (Commitment 3 hours Quarterly) – It is an OHA committee. Lila asked for are a representative to the committee. It is currently very focused on clinical workforce. OPHA representation keeps the public health perspective of the committee front and center. Lila suggested Katherine B. Though Katherine is interested, there are already two from OHSU. The board decided to put Katherine forward as a member.
- Lila would like to have the Executive Team evaluate the OPHA budget and design staff Job Description Options. Then a Director Recruitment Team will be formed to review the Job description options recruitment staff to fill them – The board agreed to the strategy.
- OPHA has been asked to be on the committee to choosing the recipient of the Public Health Leadership award for OPHI. The presentation of the award is the Friday before the conference. Need someone who is available and can participate in the selection process. Katy offered to participate.

Agenda Topic 6: **Committee Reports:**

**Program Committee—Marie Harvey--Information and Adoption**

- Call for abstracts closes June 26
- Abstract review July 20
- Blocks of rooms at Hilton Garden Inn, Best Western Grand Manor Inn & Suites and Comfort Suites have been confirmed
- Alternative Keynote Speaker – Checking with someone right now.
- Registration opens 8/17. Let everyone know!

**Development Committee—Katherine Bradley--Information and Discussion**

- OPHA 2015 Sponsors and Exhibitors
- Messaging for sponsorships and donations  
We are just a little behind our hoped for sponsorships. See Development Committee's spreadsheet. Lila's successful process will be shared with the board. Her strategies include contacting governmental PH in June when they often have funds to spend down before July.

CLHO's budget year ends in May so she asked Morgan to put it on the agenda in July to get them thinking when they have funds. She is also suggesting contacting ONA. Anna agrees it is a good fit and will approach them. Katherine outlined the follow-up process after the sponsor has committed.

- Lila was approached by Organizing People Activating Leaders for a \$500 sponsorship. Jan says we have done some limited sponsorship in the past and there is a line item in the budget. The board chose not to sponsor.

#### **Policy Committee – Anna Stiefvater - Information and Discussion**

- Update on OPHA endorsed bills
  - The Sick Days bill passed!
  - E-cig legislation passed and is signed by governor.
  - Safe well water bill – Is still in Ways and Means
  - HB3100 – PH Modernization. OPHA signed onto a House floor letter – Floor letters are distributed on the chamber floor just before a vote and show endorsements for a measure. There will be up for a floor vote possibly as early as next Monday,
  - School nutrition – Died
  - Toxic Free Kids Act – OPHA signed onto a Senate floor letter. It is still moving forward and is scheduled for Ways and Means. It looks good. There are some funds in it for OHA.
  - Diesel bill – There may be a task force to continue to investigate solutions.
  - Child Access Prevention bill – Died in committee
  - Transportation package – Katy says that it is stuck in political negotiation and doesn't look like it will go through. OPHA's interest is in issues for senior and disabled people, which is part of the package.
  - Public Health budget – There was a \$500,000 allocation. May be an indication that HB3100 will likely pass.
- Legislative wrap-up. Anna and Katy are thinking about making a summary available to board members and also the membership, including Morgan and Rosa. Curtis suggested a webinar or phone conference format to be most accessible. A summary will be posted on the OPHA website.

#### **Nominations Committee – Laura Spaulding—Information and Discussion**

- Calendar has been set - Nominations due 8/7.
- The committee needs suggestions for nominees. This year's open slots: president elect, treasurer, directors at large: positions 1, 2, 4, and 5, Regional representatives 1 and 3, nominations committee (3)
- Voting will be done electronically. Paper ballots will be available upon request. Lap top and paper ballots will be available at the conference
- Jan W. suggested Treasure nominees – Tom Engle, Pat Crosier, Brian Johnson, Marti Franc and Katherine Bradley. The financial controls document is helpful to describe the position, but it would be useful to have a job description. Jessica says there have been some other nominations and the committee will divide the list and contact nominees.
- The Nominations Committee – All of the committee members are new to OPHA. They are 1 year terms and there is complete turn-over every year. Jessica suggested that there be a change to the bylaws to make it 2 year overlapping terms. Mitch had suggestions. There isn't much guidance in the bylaws for the committee. It may be helpful to have a job description for the committee with timelines and procedures. The ED is always a member. Consensus is that we do not change the bylaws, but develop procedures. Jessica will work on that.

#### **Agenda Topic 7: New Business, Coalition & Section Update – Lila Wickham—Information & Discussion**

- Adolescent Health Section; Survey Results  
Last month Deborah Hobbs asked the board to dissolve the section; however, here are too many members for the board to dissolve according to the bylaws. Lila sent out the survey to the section members asking what they would like to do with the section. The response rate was 27%. Plan - Deborah will step down as chair, which she wants to do, and then ask the members if they want to fill the position. If not, the section will be disbanded.
- Election committee – Non-board member suggestions. Connie Guist, Carol Elliott. Lila will look for someone.

- Health Ed. - Wed.9/23/15 event meet and greet.
- Disability section with Health Education section – Jana talked about the training a few weeks ago on sexuality and disability. About 30 attended and a sign language interpreter was there. Very successful.

Agenda Topic 9: **Adjourn**

Katherine moved and Marti seconded the motion to adjourn and it passed unanimously. Lila Wickham adjourned the meeting at 3:55 PM.

**UPCOMING BOARD SCHEDULE:**

- Board Meeting, Friday, July 17, 2015, 1:00-3:00pm, PSOB (Room 1A), Portland
- Board Meeting, Friday, August 21, 2015, 1:00-3:00pm, NWHF(Bamboo Room), Portland