

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

**July 17, 2015**  
**1:00 – 3:00 p.m.**

Lila Wickham, OPHA President, called the meeting to order at 1:02 p.m.

### ATTENDEES

### APOLOGIES

#### In Person

Lila Wickham  
Rosa Sepulveda Klein  
Robina Ingram-Rich  
Jan Wallinder  
Katherine Bradley  
Charlie Fautin  
Brian Johnson  
Mitch Haas  
Marti Franc

#### Phone

Jamie Jones  
Nancy Findholt  
Laura Spaulding  
Marie Harvey

#### Not Present

Anna Stiefvater  
Maggie Sullivan  
Dianna Pickett  
Deborah Hobbs  
Elizabeth Miglioretto  
Jocelyn Warren  
Curtis Cude  
Maria Elena Castro  
Torrie Fields  
Tahroma Alligood  
Katy King  
Robb Hutson  
Mark Shelnut  
Jana Peterson-Besse

#### Staff

Jessica Nischik  
Kim Krull

#### Guests

Daniel Morris, Research  
Director, Our Oregon

Alissa Leavitt, Chair,  
OPHA Awards  
Committee

Ronalie Sweet, Chair,  
OPHA Nominations  
Committee

### KEY FINDINGS AND DECISIONS

- In June, OPHA funds dipped below organizational policy of six months reserve in all accounts. July income will put us back in line with the policy and income is expected to increase as conference sponsorships and registration increase.
- Board voted to dissolve Adolescent Health Section
- Robi, Marti, and Brian will complete PHAB applications and OPHA will also submit their names to Michael Tynan
- Full slate of board nominations, but search is ongoing
- Conference registration fees will increase for all attendees
- Request from YMCA Columbia-Willamette regarding diabetes advisory board members will be sent to OPHA membership
- Lila and Jessica will finalize member survey and it will be sent out to all members in early August with results reported back in October.

### MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
8/31/15	Research CEUs from APHA	Charlie Fautin

11/1/15	Request that the policy committee do a GAPS type analysis, similar to APHA's, of our policies during short legislative session years	Jessica
8/1/15	Complete PHAB applications and send Lila a two sentence summary of their added value to the advisory board	Robi, Marti & Brian
8/21/15	Research context of NDD United's campaign to "end sequestration"	Rosa, Lila
9/1/15	Invite OHA staff to present to OPHA Board on public health modernization	Lila, Jessica
7/24/15	OPHA Annual award nomination form and criteria will be sent out on listserv and posted to website	Kim
7/31/15	Finalize membership survey and distribute to members	Lila, Jessica
7/27/15	Distribute YMCA Columbia-Willamette recruiting message to OPHA members to serve on an advisory committee for the National Diabetes Prevention Program in the Portland Metro area.	Lila, Jessica, Kim
7/31/2015	Send email to Adolescent Health Section members about board vote to dissolve section	Lila, Kim

## DETAILS AND BACKGROUND

### Agenda Topic 1: **Executive Report – Jessica Nischik**—Information

- APA and APHA received an award from the CDC as part of the National Dissemination and Implementation program within the Division of Community Health
- Plan4Health Grant Applications – Status update
  - Working with the Oregon Chapter of the American Planning Association on Plan4Health grant applications; 4 proposals were discussed; initially received 10 applications; applications due July 31<sup>st</sup>;
  - Jan inquired about level of competition – Jessica says the application process is competitive, all states are submitting applications and only 20 grants are available;
  - Equity focus will make Oregon stand out; applications submitted from outside Portland metro area were given special attention along with those from counties with a tremendous lack of resources; applicants were asked to specifically highlight what a county in Oregon is actually like.
  - Oregon APA will be fiscal agent; however OPHA may need to sit on an advisory board.
- APHA Accreditation grant wrapped up - Kathleen Johnson from CLHO did follow up for APHA Accreditation with case study and surveys.
- APHA sub-award for School Based Health Centers – School Based Health aims to use OPHA as resource

### Agenda Topic 2: **ARGC Report – Charlie Fautin**—Information

- Summary of mid-year APHA Governing Council meeting –
  - Report out from ED on strategic reports, preview of policy issues that governing council deals with at annual meeting;
- Relationship between OPHA and APHA
  - Budget situation looks like ours. Feeling is that it's okay, but APHA is experiencing a down turn.
  - Questions Addressed: How do we re-adjust? Will dues increase drive away membership? (APHA affiliate dues were also increased); a lot of other affiliates are dealing with similar issues;
  - APHA governing process is dealing with the creation of new sections (i.e. pharmacy)

- OPHA may want to consider membership marketing to medical & pharmacology school at OSU since it is very public health oriented –Marie confirmed the potential here.
  - APHA also considering how to include student assembly in governing council
    - Joyce Gaufin talked about her trip to OPHA 2014 - The student assembly would be difficult to make a section, obvious need for faculty stability. APHA is considering how to include representation from the student assembly on governing council.
    - Katherine mentioned the great energy around OHSU student activities –IHI work has given OHSU students a strong standing point for this opportunity w/ APHA;
    - Jan explained that there is more of a section focus for students members of OPHA (Epi, HE&P) and not so much toward our governing council;
    - Mitch introduced the idea being discussed by the Epibiostats Section - Can sections reserve a spot for student representation on OPHA governing council? – Would require change to bylaws. There are student leaders out there, we just need to attract them.
- APHA policy / process updates
  - Charlie found value in APHA’s process of policy adoption; APHA brought forward a gaps analysis for missing policies or ones that need to be updated.
  - Charlie proposed that OPHA should consider utilizing the policy committee to do the same “review” of organizational policies between legislative sessions.
- Highlights of President Elect Meeting — (Robi)
  - Meeting started on Monday before Pope talked about climate change;
  - APHA policy focus - Climate change, federal child nutrition programs, adult Nutrition Program, affordable care act, more funding for ph agencies and programs;
  - Annual Conference - 10,000 abstracts submitted; planning for a flash mob or two!
  - Membership - Significant amount of members are students; APHA sees this as a resource affiliates should be using; APHA offers continuing education credits for affiliate meetings; OPHA should look into this option for conference

Agenda Topic 3: **May Board Meeting Minutes – Kim Krull**—Information and Adoption

- A few corrections to the minutes were requested.
- **Motion** made to approve w/ corrections; passed unanimously

Agenda Topic 4: **Treasurer’s Report – Jan Wallinder**—Information and Adoption

- Balance sheet –
  - Continued negative downward trend as anticipated, funds dipped below 6 month reserve in June; should have been at \$52,000, but instead at \$42,000
  - July will correct minimum reserve amount and funds will be rolling in over the next few months and funds will gradually return to where they need to be
- Section balance is accurate to date
- P&L Budget/Performance – June is the 50% period of the year; income is low at this point for the year (40% instead of 60%); membership and corporate contributions are trending upward.
- Phone is up reflecting time of year activity
- Supplies, speaker fees, & registration fees up due to section activity that wasn’t budgeted accurately
- **Motion** to approve; no discussion; passed unanimously

Agenda Topic 5: **President’s Report – Lila Wickham**—Information

- Adolescent Health Section Update –
  - Lila sent message to members and no one replied to step up into a leadership role; Katie Riley was the only one who replied at all;
  - **Motion** to dissolve Adolescent Health Section. Second. Approved unanimously (w/ a somber farewell)
- OPHA representation for PHAB –
  - Lila reached out to potential people to put forward for PH advisory Board, and will let Michael Tynan know who; Robi, Marti & Brian agreed to fill out applications –
  - Action Item: All candidates will send Lila a two sentence summary of their added value to the advisory board
- Lila visited Clatsop & Tillamook Counties –

- Tillamook - Met with Director; no OPHA members
- Clatsop - Met with County HD staff; no OPHA members
- Efforts confirmed that rural participation is difficult at a county HD level
- Donation message – Updates & checks will be sent quarterly from Fred Meyer
- Received email from NDD United asking OPHA through APHA to sign on to letter to replace sequestration with a balanced approach to deficit reduction that takes into account the deep cuts Non Defense Discretionary Programs have experienced since 2010.
  - Katherine suggested that we pass it to the policy committee to research the context
- Executive Session to discuss Personnel Roles after dissolution of the Interim Roles
  - Kim and Jessica stepped out of room from 1:55pm - 2:07pm for this discussion - Lila to follow up accordingly post meeting
  - Next Steps: Generate job descriptions, and coordinate interview panel
  - Lila will provide an update next month

Agenda Topic 6: **Committee Reports:**

**Nominations Committee – Ronalie Sweet – Information and Discussion**

- Call for nominations ongoing
- Open slots: president elect, treasurer, directors at large: positions 1, 2, 4, and 5, Regional representatives 1 and 3, nominations committee (3)
  - Status of ballot so far – many confirmed including Dianna Pickett for President-Elect and Brian Johnson for Treasurer
  - Full slot of officers except for nominations committee

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

- Abstract review July 20 (114 submissions total), presenters notified early August
- Preliminary program will be available in early August
- Registration opens August 17
- Back up key note speaker – Marie has confirmed Alberto Moreno; if not keynote he will get 75 minutes to present in a session block
- Ending plenary session – title and panelists confirmed
- Registration Fee Increase –
  - Option 1: increase of \$10 to general member admission & \$5 for special member admission
  - Option 2: increase \$15 to general and \$10 to special
  - For both options, non-member rates would increase appropriately to meet increase of membership dues.
  - LaSells and Alumni will increase venue costs 3-5% from 2015 to 2016
- Discussion: Consideration of additional increase from membership as well; we will likely lose attendees if we increase too much, however this increase should cover costs for some time
- **Motion:** Brian made motion to approve Option 2; Seconded;
  - Motion tabled until after presentation due to time; Seconded; Motion carried.
- Discussion continued:
  - Brian: A larger stretch is safer to cover costs moving forward.
  - All: It's agreed that the goal is to not increase fees again in the near future.
  - Rosa: Focus on the quality and relevance of conference as a selling point.
  - Katherine: OPHA messaging about increase is important for the success of this decision.
- **Motion carried:** Approve Option 2; Passed unanimously (Marie abstained)

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

- OPHA 2015 Sponsors and Exhibitors –
  - Goal tracker is at 40%
  - Both keynotes are now covered

- Sponsor messaging – Everyone is in a conversation with someone and things are moving forward
- BOD contributions only at 23% for the year

#### **Awards Committee—Alissa Leavitt – Information and Discussion**

- Overview – Each year OPHA recognizes fellow colleagues at annual meeting
- Nomination form and criteria will be sent out next week on listserv and posted to website; nominations due sept 4<sup>th</sup>
- Volunteers for committee members: Jamie, Rosa, Robi

#### **Membership Committee – Jessica Nischik**

- Final draft of member survey ready with minor adjustments
- Questions proposed: Everyone agreed that survey edits have captured what the Executive Committee proposed; Lila will address these questions with Jessica and survey will be finalized for distribution.

#### **Policy Committee – Jessica – Information –**

- Legislative wrap-up for members was July 9 – OPHA 2015 Legislative Wrap-up was sent out to members and posted on website.
- Skipped this agenda item due to time limit; no discussion needed.

#### **Agenda Topic 7: A Better Oregon Campaign – Dr. Daniel Morris, Research Director, Our Oregon—Information & Discussion**

- Daniel provided information on campaign details and asked for help from OPHA; a PH voice will be very important; more money is needed, low graduation rates, shorter school years, huge need for investment; have to raise \$1.5 billion to move up 1 slot; \$7 billion to get us up to national average from business taxes; proposing to increase the business tax on corporations incorporated outside of Oregon with sales in excess of \$25 million in Oregon
- Working to build coalition - Now that ballot title has been set the focus is aimed at organizational building
- Daniel provided a sign-up sheet for OPHA Directors to get involved

#### **Agenda Topic 8: New Business, Coalition & Section Update – Lila Wickham—Information & Discussion**

- YMCA Columbia-Willamette is recruiting key individuals to serve on an advisory committee for the National Diabetes Prevention Program in the Portland Metro area.
  - Discussion: Will this member be a representative for OPHA? Or do they just need a source of informed people?
  - OPHA will put a call out to members for recruiting.
- Strategy and communications regarding staffing at state Public Health Division –
  - Lesa Dixon-Gray has received requests for OPHA to tweet on the subject – How should we handle this?
  - All: Agreed that it is not in the best interest of OPHA to respond; we will work on creating a more strategic message;
  - Charlie provided more info about press release which resulted in a firestorm of rumors about what would happen to funding streams; Lillian is not willing to name those positions; each manager will work on a team level to manage the situation; Lillian has been addressing issues through reorganization and has received a positive response from the CDC offices.
  - Katherine: This is a legislative issue; may be a good idea to invite OHA leadership to speak to OPHA Directors about PH modernization

#### **Agenda Topic 9: Adjourn**

Motion made to adjourn meeting; motion was seconded; motion passed unanimously. Lila Wickham adjourned the meeting at 3:12 PM.

#### UPCOMING BOARD SCHEDULE:

- Board Meeting, Friday, August 21, 2015, 1:00-3:00pm, NWHF(Bamboo Room), Portland
- Board Meeting, Friday, September 18, 2015, 1:00-3:00pm, NWHF(Bamboo Room), Portland