

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

SEPTEMBER 18, 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

Brian Johnson
Curtis Cude
Dianna Pickett
Jana Peterson-Besse
Katy King
Lila Wickham
Marti Franc
Mitch Haas
Robb Hutson
Robina Ingram-Rich

Phone

Caryn Wheeler
Charlie Fautin
Jamie Jones
Jan Wallinder
Jocelyn Warren
Katherine Bradley
Laura Spaulding
Tahroma Alligood

Not Present

Anna Stiefvater
Maria Elena Castro
Marie Harvey
Mark Shelnut
Nancy Finholt
Rosa Sepulveda Klein
Torrie Fields

Staff

Jessica Nischik
Kim Krull

Guests

Katie Riley

KEY FINDINGS AND DECISIONS

- Caryn Wheeler is appointed to the Board to fill the position until October 2016.
- Kim Krull will support the Membership Committee going forward.
- Tom Eversole is engaged to facilitate our annual retreat.

MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
October 2015	Convene the ED interview panel, including the new executive team and Kim	Lila
September 25, 2015	Review the announcement and the interview questions and then it can be posted.	Robi and Rosa
ASAP	Robi and Brian will apply for PHAB seats.	Robi and Brian
Fall/Winter 2015	Arrange a meeting with Alyssa Leavitt and OPHI to consider possible opportunities for coordinating awards and arrange for Alyssa to report the results to the board.	Jessica

DETAILS AND BACKGROUND

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

- One correction to the minutes was requested - Treasurer's 5th bullet point – "Jessica is able to write checks."
- **Motion** – Marti moved and Mitch seconded the minutes be. Dianna clarified that the track changes would be included in the revisions. Approved unanimously.

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

- Balance – The budget is running a deficit which is a bit more than anticipated. The report doesn't show some of the conference checks that were deposited. The balance bears watching.
- Profit and loss – We budgeted \$12,000 in grants and contracts and are currently at \$8,000. Corporate contributions are up. Some pledges have not yet come in so \$9,000 not yet reported.
- Expenses - Nothing of note. Payroll is on target.
- The transition to the roles in the financial control policy is completed. Because the policy is new there are a few bugs to work out and recommends for some minor modifications will be made.
- **Motion** – Robi made a motion and Chris seconded to approve the minutes; no discussion; passed unanimously.

Agenda Topic 3: **President's Report – Lila Wickham**

- Caryn Wheeler is willing to take Maggie Sullivan's open position and was appointed to complete the term in Oct. 2016.
- Update on Recruitment – Robi and Rosa will review the announcement and the interview questions and then it can be posted. Lila asked for suggestions on where to post: Lund Report, Craig's list, Indeed.com, Idealist.org. Interviews are planned for October. The goal is to have a permanent ED by the orientation in November and the retreat in December. We now need an interview panel. Lila suggested that the new executive team and Kim would be best on the interview team. Board agreed. Lila will convene the group.
- Letter to APHA regarding Ed Begley, Jr. – Charlie – APHA has invited the actor, Ed Begely, to be a plenary speaker on climate change at the annual conference. He is an outspoken and active opponent of fluoridation and vaccination. APHA is getting pressure to uninvite him because of his outspoken opposition. The APHA president, Dr. Benjamin, wrote a letter to all affiliates in favor of keeping him as a speaker. OPHA has sent a letter opposing his inclusion and sent copies to all APHA affiliates. The APHA executive board has received many letters opposing his inclusion. Jessica has had contact with Oregon oral health advocates and it seems there may be interest in membership in OPHA.
- Salary Revisions due to Health Stipend – The IRS rules do not favor health stipends because they not taxed. Jessica has health insurance through her husband's work and Kim lives in Washington. Some are unavailable in WA and some are unavailable because they require at least two enrollees. The health stipend was removed and the executive team agreed to increase their hourly rate to cover stipend. (\$225 for Kim, \$ 250 for Jessica) Jessica has been talking with Heidi Carter at AKT Benefit Advisors LP a consultant and next week she will have about 7 suggestions for insurance plans that might work.
- PHAB update – There is only 1 open position on the board. After talking with Michael Tynan it, filling the seat seems to be very competitive. Robi has offered to be put forward for the Education seat, Brian for Mid-Willamette seat. Marti withdrew because it is unlikely that OPHA will be selected for three seats. Diversity is important to PHAB and there are specific designated seats. There is a new structure in development, called PHAB 2.0, that will be coming soon and have a different number of seats and designations. Robi and Brian will apply for seats.
- Lillian and Michael Tynan have been invited to talk about the restructure of OPHD at the Nov. board meeting.

Agenda Topic 4: **Executive Director's Report – Jessica Nischik** – Information and Discussion

- OPHA is sponsoring a table at OPHI Genius Awards Luncheon & ORCHWA Conference – Double Tree Hotel Friday Oct 9, 2015. OPHA has a table for 8 (4 left). Let Jessica know if you'd like to attend. Oregon Community Health Workers Association (ORCHWA) and OPHI are combing for the conference. OPHI has a table at the OPHA conference that includes 1 complimentary conference registration.
- OPHI coordination meeting with Liz Baxter – Our awards and OPHI awards are nearly identical and are presented in the fall each year. Liz Baxter is interested in exploring ways to coordinate these awards with us. She suggests there be about 6 weeks separation between the Genius Award and OPHI's conference. The OPHA Conference and the OPHI Luncheon are very close together and are in competition for sponsors. Board members believe that there are significant difference in the organizations and the focus and intent of the awards conferred by each. Also, the OPHA awards are presented at the annual meeting at the conference and are very brief. The OPHI luncheon is 3 hours long with the awards as a significant part of the agenda. Rob suggested that we consider and address any issues about OPHA awards separately from the OPHI awards. Katherine suggests that timing is an issue between the 2 organizations. Tahroma thinks that combining awards isn't necessary because

there are plenty of deserving people doing excellent PH work. Marti sees the two events, the conference and luncheon as different events for different organizations and hopes our sponsors understand the differences. Brian pointed out the differences between us and OPHI. OPHA should be seen as a strong leader in the state while not getting in the way of our friend organization. He suggested that OPHI might consider presenting awards during PH Week and OPHA could assist them by publicizing the event with other events. Alyssa Leavitt and the awards person at OPHI will meet with Jessica to consider possible coordination possibilities. Jessica will find a board meeting for Alyssa to update the board on the outcome of the meeting.

Agenda Topic 5: **Committee Reports:**

- **Updated Nominations Committee – Jessica Nischik – Information**
 - All positions have candidates. The nominations committee is working on getting policies together to make the future processes easier. Thanks to the committee from the Board.
 - Torrie Fields has removed her name from the ballot.
 - Caryn Wheeler has been appointed to finish Maggie Sullivan’s position until October 2016, so was removed from the ballot.
 - **Motion** – Charlie moved and Robi seconded approval of the report and it was passed unanimously.
- **Elections Committee—Marti Franc—Information**
 - Ballots sent electronically September 11, 2015 election process. As of 9/10/15 14% members had voted. Reminders will be sent 10/5/15. New members will be sent ballots 1 week prior to the conference and there will be a computer at the registration desk for members to vote as well as paper ballots. Balloting will end 4 hours before the board meeting on Tuesday of the conference. Those who have voted agreed that the ballot was easy to use.
- **Awards Committee—Alyssa Leavitt —Information and Discussion**
 - 2015 Awards to be presented at conference – Multiple nominations were submitted and were reviewed and using a rubric, the awardees were chosen.
- **Membership Committee—Jessica or Kim—Information**
 - Torrie stepped down as committee chairperson and leadership has begun looking for a new chairperson. It does not necessarily need to be a board member. Asked for recommendations of people who could lead this committee. Personal outreach is really helpful. Lila discussed it with Eric Gebbe and he is thinking about it.
 - Kim will be the primary staff support for this committee going forward.
- **Program Committee—Kim Krull--Information and Discussion**
 - Registration Update – The committee is a “well-oiled machine.” The Raising of America will be added to the agenda at the time of the poster session. The conference announcement has been placed in the Lund Report. The presentations are posted online for people to use at the conference.
 - The full preliminary program is set.
 - Section Chairs will lead section lunches on Monday and give 3 minute reports on Tuesday to the entire membership at 9am.
 - Section & Committee Tables – Lunches are scheduled on Monday and reports on Tuesday. There will be a table available for sections. Some sections are providing CEUs to eligible section members.
 - Volunteers needed onsite – Board members can sign up on line right on the Google Doc.
 - Moderator sign-up before Monday 9/21/15.
 - Reminder: Invitation to Del Alma Monday night at 7pm. Unfortunately, the dinner is scheduled at the same time as the Nursing Section evening event at the Laughing Planet.
 - Rede Group will sponsor the Twitter Contest again; prize will be I-pad Mini.
- **Development Committee—Katherine Bradley--Information and Discussion**
 - Update on OPHA 2015 Sponsors and Exhibitors – We have achieved our goal for sponsorships. 16 different people were involved in the effort (almost ½ of our funding was solicited by many people). Lila was able to get significant sponsorships from CLHO and Multnomah County through making personal contacts. Congratulations to Katherine and all! Dean Brae is retiring from OSU. This relationship has been critical to OPHA and Charlie reminded us that future relationships will need to be developed and maintained there. Katherine was recruited to mentor the next Development Committee chair and she agreed.
- **Policy Committee—Anna Stiefvater--Information and Discussion**
 - Safe Routes to School – the Policy committee recommends OPHA join the For Every Kid Coalition. That means we commit to stay aware of work of the coalition and join in efforts.

- Motion – Robbie made the motion and the board approved joining For Every Kid Coalition.
- **Update on United for Kids Initiative – Katie Riley** – Information and Discussion
 - Children First for Oregon led a coalition of non-profits and produced the 2015 Children's Agenda – Formed last fall. OPHA agreed to be represented on the group. Children First supported Children's Initiatives and lobbied for them at the legislature this year. At the end of the session Children First lobbyists called together the groups supporters who agreed that there should be a unified voice for children in Oregon. Children First will set up a process to decide on priorities. Katie is helping. She believes that our inclusion in this group gives us a chance to advocate for children's health. The policy committee will be considering suggested priorities and will take suggestions from members.
 - We will invite other coalitions in future meetings.

Agenda Topic 6: **New Business, Coalition & Section Updates—Lila Wickham—**Information & Discussion

- Anna requested that all sections be represented
- Health Education Section event – Laurel Hurst Park 5:30-7:30 Meet and Greet.
- Epidemiology section -Tahroma – Need a chair. Would like to have an event in the spring.
 - Kay Riley asked if it is possible to create a listserv for the former Adolescent Health Section members. Kim and Jessica are willing to help put something together.
 - Tom Eversole agreed to facilitate our annual retreat.

Agenda Topic 7: **Adjourn**

Motion made to adjourn meeting by Marti and seconded by Katy; the motion passed unanimously. Lila adjourned the meeting at 2:56 PM.

UPCOMING BOARD SCHEDULE:

Upcoming Board Schedule:

- Board Meeting, Monday, October 12, 2:45 pm – 4:00 pm, Wells Fargo Room, LaSells-Stewart Center, Corvallis
- New Board Member Orientation, Friday, November 20, 11:00 am – 12:45 pm, NWHF, Bamboo Room, Portland
- All Day Annual Retreat, Friday, December 11, NWHF, Bamboo Room, Portland