

# MEETING MINUTES

## HOREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at Northwest Health Foundation, Ramona Room 211 NW Second Ave, Portland, OR on November 16, 2018. The meeting started at 1:00 p.m. and finished at 3:00p.m.

### ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Angela Weaver	Caryn Wheeler	Diana Rohlman
April Lawless	Marie Harvey	Elizabeth Sampetro
Beth Doyle	Mireille Lafont	Kim La Croix
Craig Mosbaek	Jackie Leung	Maija Yasui
Danielle Droppers		Marti Franc
David Huntley		Mary Ann Wren
Katie Harris		Scott Brown
Mitch Haas		Jenny Faith
Rebekah Bally		Tabitha Jensen
Robb Hutson		
Sheree Smith		
Tom Engle		
Tony Lapiz		
<b>Staff</b>	<b>Guest</b>	
Jessica Nischik-Long	Laura Ziegen	

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
January 2019 BOD Meeting	Turn in Commitment Form with committee selections	All Board Members

### DETAILS AND BACKGROUND

#### Call to Order – Craig Mosbaek

- Introductions/Roll Call
- October Board Minutes (Mireille Lafont)

**Motion:** To approve October Board of Directors Minutes as written (Tom Engle). Second (Caryn Wheeler). New members abstain. Motion Passes.

#### Presidents Report – Craig Mosbaek

- House Keeping
  - Per request of NW Health Foundation please go around (through the outside of Ramona Room) to access bathrooms
- Oregon Public Health Division - State Health Improvement
  - Looking for survey input
    - Looking to capture a wide array of responses

- Eastern Center for Independent living
        - Anyone involved with this group submit response so that underrepresented groups get more representation
- Information and Discussion
  - Review of voting
    - Please use hand raise method to speak
    - If attending virtually, please use hand raise function on Zoom
    - When speaking for the benefit of those participating via phone please introduce yourself each time you speak (e.g. This is Jane Doe) then make your statement or pose question
    - We follow Roberts rules of order when conducting the meeting
  - Conflict of Interest forms
    - These are filled out annually
      - Please fill out the forms and return to Jessica no later than the December Board of Directors meeting
      - If you have a conflict of interest, you may refrain from voting on the issue
- Appoint a new secretary
  - Mireille Lafont has completed her term as secretary
    - This is a one-year appointment
    - Role and responsibility
      - Take notes for the monthly board meetings
      - Participate on the monthly executive committee meeting call (occurs the on Monday the week prior to the BOD meeting)
        - Take notes for executive committee meeting
      - Be available to weigh in on pressing decisions or take action on time sensitive issues that need decided on between board meetings
  - Call for volunteer
    - No board members expressed interest at this time
- Treasure
  - Dave Huntley new Treasurer
    - Brian Johnson has completed his term
    - Brian Johnson needs to be removed from the OPHA checking account and Dave Huntley needs to be added
      - Vote needed

**Motion:** To remove Brian Johnson from OPHA checking account and add Dave Huntley (Tom Engle). Second (Danielle). Pass unanimous.

- Mohamed Alyajouri – Director at Large
  - Mohamed has resigned effective immediately
    - Work and other obligations with PCC were the decisive factor in his resignation
  - Need to appoint a replacement to serve out the term
    - Board vote vs. member vote
      - This is a board responsibility per bylaws
      - When filling a vacancy board is to appoint
  - Therese Hooft
    - Was interested in a board position ran in October was not elected
      - Reached out to Therese Hooft
        - She is interested in the Director at Large position
        - Vote needed
  - Some board members expressed that in the future we need to reach out to more non-traditional representatives. Look outside public health.
    - Transportation, City Planning etc.
    - Other organizations

- Also good to keep this in mind at all time so for all general elections

**Motion:** Appoint Therese Hooft to serve as Director at Large for the remainder of the term (2019) (Dave Huntley). Second (Tom Engle). Pass unanimous.

- Process to review legislative concepts for the Children’s Agenda
  - Policy Committee
    - Give opinions about different concepts of legislation
      - Then recommend to the board
      - If time sensitive make executive committee to make decision
  - In the future we can discuss as a board putting something on the agenda (but this period has passed)
- December Retreat
  - 9:00 a.m. start
  - 3:30 p.m./4:00 p.m. (finish)
  - Short Board Meeting at the Beginning
  - Get to know each other
  - Covering Large Concepts
    - Where does OPHA want to go?
    - Details of what we want to achieve
  - Going to be a lively day
  - Please attend in person
    - Large group and various activities make it difficult to participate by phone
  - Thank you to the group who has been working to structure the discussion and the day

#### **Treasurer’s Report – Dave Huntley**

- Budget Preparation & Process
  - Meeting with Marie and Jessica to go over upcoming year budget
  - Will be taking input from a number of sources
  - Make assumptions
  - Bring to the Board in December
  - Each section will have a budget based on membership
    - Feedback given
    - Then these funds will then be allocated to the sections
  - If you have questions or comments about the process please contact Dave by email or phone
- October Financials
  - Comparing last year (2017) to this year (2018) we are up 12% in our overall assets
  - Overall liabilities in comparison to last year we are up 25% to 40%
  - Conference
    - Overall good
    - We were close to where we needed to be
    - Catering was slightly under budget
    - Facilities on target
    - Training and registration was up from targeted budget
    - Member clicks was high
  - Some conference numbers still coming in so report does have some incomplete areas but these numbers should be available for November Financials
  - Member clicks issues still not resolved
    - Looking into other services
    - Looking into a work around with database profiles

**Motion:** Adopt treasure’s report (Danielle). Second (Tony). New member Abstain. Accepted.

#### **Executive Director’s Report – Jessica Nischik-Long**

- Report sent out
- Updated profile
  - Fill out preferences (which committees you want to join)
  - Turn in preference forms by January
    - Data base will be updated
  - Will be added to personal profiles
- Some committees need new chair people
  - Development
  - Communications
  - Can be decided later
- Public Health Week
  - Director Kim La Croix works for the health department in the director's office. Is asking someone from the board to serve on the planning committee
    - Time commitment – once a month, in person, by phone
    - Duties: Review proposals, promoting public health week activities and implementing tasks such as hosting/facilitating
    - Please contact Kim if interested
- Oregon Environmental Council
  - Request to sign onto a letter to Congressman Schrader a bill regarding labels on products containing harmful chemicals. OPHA several years ago endorsed a bill titled the toxic free kids act that enabled Oregon to provide more details on products. This new bill would preempt that bill.
    - The decision was made to sign on
  - Asking board members to contact his office and let the office know why OPHA is not in support of new legislation
- Jessica needs board permission to remove certain “non-members” from the Member Clicks list to reduce cost. This list includes those who are not current members, their email is not working, or there is a duplicate account.  
If Amy was regularly receiving the “bounced back emails” from the sections, that would make it easier to keep the list clean. Some members need to update their member profiles and maybe there would be a way to do some outreach to encourage people to update their profiles or find other ways to connect with them. The Board recommended that the names of the deleted profiles be kept for potential follow up.

#### **New Business, Coalition and Sections Updates**

- **Development Committee**
  - Did better than expected \$60,000.00 (goal was \$43,000)
  - Need members for the Development Committee and also needs a Chair. Craig mentioned that people who are comfortable...
  - Proposed to have two different development strategies
- **Policy Committee**
  - Three endorsement requests (descriptions were part of board packets for review by Board):
    - Translating prescription bottle labels
    - Clean Energy Jobs
      - The bill is a cap so we could calculate the amount that will be removed.
    - Diesel
    - Committee recommends voting on all 3 as one package
    - The Board voted to endorse all three bills
  - Some concerns about things being transformed before the bills are published in December.
  - We have a pretty clear idea of the concepts. Tony said he personally, wouldn't hold back from endorsing based on small changes that will be made.

- The Committee found from their OPHA membership survey in June 2018 that Health Equity and Social Determinants of Health as high priorities but it is challenging because no one policy focuses on these. The recommendation is that we should put bills forward that focus legislative advocacy efforts on specific areas that members identified as priority areas.
  - Universal Access to Health Care
  - Gun Violence Prevention/Gun Safety
  - Children’s Health
  - Support for Working Families, Including Paid Family Leave
  - Governmental (State, local, municipal) public health Infrastructure and Modernization
  - Women’s Health
  - Climate Change
- The Board voted to approve the recommendations from the Policy Committee for the framework and focus for OPHA’s
- Public Health Advocacy Day
  - Jessica discussed potential OPHA involvement
  - Rebekah suggested a focus on students. Beth brought up the timing of reaching out to students and doing the “prep call.”
  - Open registration earlier this year and to include a “prep call” with signing up
  - Caryn brought up the idea of recording the “prep call” and having the ability to share the recording
  - In terms of building capacity in students and in OPHA, there should be more collaboration between faculty and OPHA
  -
- **Program Committee** - Marie Harvey & Jessica Nischik-Long
  - 463 in attendance at the 2018 OPHA Conference
  - Presentation and awards are now on the website
  - The date has been set for the 2019 OPHA Conference, which will be October 14-15, 2019.
  - Rebekah suggested that OPHA share data (number of conference attendees) about the conference with exhibitors, speakers, sponsors. Jessica sends thank you’s to all these folks so she could add this data to the “thank you” template.
  - Comments from the conference will be reported back to the Board
- **Highlights from APHA Conference**
  - Caryn said it was nice to see the younger generation of PH professionals involved in issues like gun violence
  - Great diversity represented at the conference
  - Rob spoke positively about the Surgeon General’s presentation
  - Idaho and Washington have expressed interest in having the APHA president speak when she comes to Oregon
  - Affiliate Day was great and the Governing Council passed some controversial policies

**New Business**

**3:00 PM – Adjourn**

**NEXT BOARD MEETING**

The next board meeting will be held at Friday, December 14, 2018 at Northwest Health Foundation, Board Retreat to follow

Board Meeting, Friday, January 18, 1:00-3:00 pm, location TBD

**Committee Meetings:**

Program, Friday, January 11, 2019, 9:00 am