

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, November 20, 2020**. The meeting started at: 10 AM and finished at 12 PM.

<https://zoom.us/j/124492697>

Meeting ID: 124 492 697

669-900-6833

646-558-8656

ATTENDEES:

<i>In Person on Zoom</i>	<i>In Person on Zoom</i>	<i>Not Present</i>
Board Members:		Glendora Claybrooks
Aldo Solano		Nora Frank-Buckner, MPH
Allison E. Myers, PhD, MPH		
April Lawless, MPH		
Beth Doyle, DNP, APRN, GCPH		
Clair Raujol		
Danielle Droppers		
David Huntley, MPH MS		
Glendora Claybrooks		
Jackie Leung, MS		
Jennifer Konick, BS, BSN, RN		
Karen Chase, MBA, MSPH		
Marie Harvey, PhD		
Mary Ann Wren, BS, RDH, EPP		
Mitch Haas, DC, MA		
Nora Frank-Buckner, MPH		
Phyusin Myint, PhD		
Rebeckah Berry, MS, MCHES		
Rebekah Bally, MPH, CPH		
Renee' Menkens, RN, MS		
Robb Hutson, MA		
Sierra Prior		
Tabitha A. Jensen, MBA		
Tamara Falls		
Therese Hooft, MHS, RN		
Tom Engle, RN		
Yesenia Castro		
Staff:		
Jessica Nischik-Lon, MPH		

10:00 Call to Order – Danielle Droppers

- Introductions/Roll call
 - April taking virtual roll call as people join
- Welcome new members
 - Tamara Falls is joining us today
 - Sierra Pryor also here today

- Aldo also here today

10:05 October Board Meeting Minutes – April Lawless – Information and Adoption (vote)

- Tabitha offers a motion to approve the October 2020 meeting minutes as written
- MaryAnn Wren offered a second
- Motion approved with two members abstaining:
 - Rebeckah Berry
 - Renee' Menkens

10:10 Treasurer's Report – David Huntley – Information and Discussion (vote)

October financials (October is 83% of the year.)

- **Executive Summary:**
 - Our first ever on-line conference went extremely well. Net Income was 43,756 – **151%** of budget.
 - Member dues are at **150%** YTD which is great news.
 - Individual Contributions (25,885 - 8 J) is about 70% of budgeted
 - We were able to secure a \$10,200 PPP loan to help minimize the COID impact which shows in October Liabilities. The forgiveness application process will be available soon according to recent US Bank email.
 - Our payroll expenses are currently a slightly higher but well within reason.
 - This years' Reserve Fund is \$69,771 and is higher than our current \$60,253 unrestricted net assets.
 - We will be transferring section funds from unrestricted net assets to temporary restricted asset before the end of the year.
 - **Required Reserve Fund:** for the year is \$69,771 Unrestricted Net Assets for October 2020: **\$60,253**
 - **Balance Sheet:**
 - Total Assets for October (2020) are 155,414 which is **770** less that of October 2019 (row10 F,H).
 - Total Liabilities October (2020) is 12,110 (24 F) which is mostly due to the 10,207 PPP loan.
 - Unrestricted Net Assets October (2020) is 60,253 which is 9,609 grater than a year ago (27 F,H)
 - **Highlights:**
 - Total operations and travel and meetings much lower
 - Direct support was lower this year
 - Total operations were 50% but since we didn't spend as much, it was okay that we didn't take in as much
 - Not as much section work this year
- Motion to accept October financials as presented
 - Mary Ann Wren offers a motion to approve September 2020 meeting minutes as written
 - Robb Hutson offers a second
 - Motion approved unanimously

10:15 President's Report – Danielle Droppers – Information, Discussion & Vote

- Review of OPHA board meeting voting procedures

- We use Robert’s Rules of Order for voting procedures (link to Robert’s Rules in the chatbox).
- When we are making any important decisions, there will usually be a motion. Then we ask for a second to the motion. Everyone offers a “yes” or “no” vote or a person can “abstain.”
- “Calling the question” means that we can make a motion to end the discussion and vote.
- Conflict of Interest Forms
 - All members received with meeting materials. Please complete ASAP and return to Jessica before December 4, 2020.
 - If someone doesn’t have access to a scanner, it is fine to take a picture of the signed document and send to Jessica.
- Results of the board election for vacant Region 1 and 2 directors-at-large:
 - We had an election to fill these positions
 - Tamara Falls will fill the Region 1 seat
 - Glendora Claybrook and Sierra Pryor will serve in the Directors at Large positions
- Select a new Secretary (Vote)
 - Sierra Prior is interested in the position
 - MaryAnn Wren offered a motion that we accept Sierra Prior as the new incoming Board Secretary
 - Allison Myers offers a second
 - The motion passes unanimously
- Organizational statement on Governor’s latest COVID order:
 - Request that we make a statement on the recent 2-week freeze and that we issue a statement in support on the 2-week freeze
 - [OMA’s statement](#)
 - April will summarize all comments and work with Marie Harvey to create a draft statement. The statement will be circulated with all board members for feedback via email.

Committee Reports:

10:35 Program Committee – Marie Harvey & Jessica Nischik-Long – Information and Discussion

- Final numbers:
 - 412 participated in the conference
 - Feedback is being evaluated and summarized
- Presentations and awards on website
 - Jessica noticed that the award nominations that come in are amazing!
 - Jessica asked Dana to also capture all the names and work of those nominated.
- Dates set for next year’s conference: October 11 & 12, 2021
 - We have reserved LaSalle Conference Center at OSU if we are able to host in person
- Expanding access to recordings – see suggested registration fees
 - Proposal that we give access to conference presentations for a fee. Proposing that we offer a 40% discount off all rates if folks would like access

to all presentations. Jessica sent out a “proposed rate” spreadsheet in the meeting materials.

- Robb thinks we may be able to download and archive the presentations.
- Possibly a “Join OPHA promotion” – get the membership rate
- Set up registration to access the recordings in a way that they get the membership rate for access if they join OPHA
- Having an online archive of presentation could be a good selling point for membership

10:40 Development Committee – Allison Myers – Information and Discussion

- Final numbers for OPHA 2020 sponsors, exhibits
 - Development Committee raised over \$34,000
 - For new members, an important reminder is that the money raised from the conference sponsorships supports all of OPHA operations, not just the conference.
 - Looking for members to join the Development Committee
 - **We should be reaching out to those that sponsored OPHA this year and have them put it into their 2021 budget**
 - Ask 2020 sponsors to budget for 2021 before the end of the year
 - Allison will send description of how to do outreach

10:45 Diversity, Equity and Inclusion Committee – PhyuSin Myint – Information and Discussion

- PhyuSin and Tabitha are the new co-chairs of this committee and have discussed the recruitment process for the committee.
- Workshop planned with Jillene Joseph and Kelly Gonzalez:
 - Looking at hosting a workshop with the Native Wellness Institute
 - Thinking about how we implement this work into our committee and board and prioritize these values
 - How we build an inclusive culture in our board
- Process for joining this committee:
 - Working on drafting an application that includes questions to identify their fit for the work on the committee
 - Other committees are able to be joined by checking a box when they join as a member but this committee is handling recruitment differently
 - Will ensure the process is very transparent and supportive of OPHA’s values

11:00 Policy Committee – Nathaniel Boehme – Information and Discussion

- Outcomes of the ballot measures we endorsed
- Update on Legislative Concept (Racism at a Public Health Crisis) progress:
 - Been able to connect with Governor’s Office and senior policy officials at OHA and possibly BCBS.
 - Created a constituent guide for “how to talk about racism as a public health crisis.”
 - Urging folks to remember that this legislative concept is part of a larger initiative

- Endorsement survey is out and we have identified over 100 individuals and organizations in support
 - Revising our endorsement process:
 - The Policy Committee was able to have a thorough conversation of the endorsement process:
 - We agree on the following:
 - Submission process will stay the same. Online application needs to be filled out to describe the specific policy proposal and then will go to the Policy Committee
 - Don't necessarily want to pick specific priorities but assign roles for people on the committee. There will be a "champion" who will be assigned and serve as the main POC regarding the specific policy proposal and will keep Nathaniel updated so he can update the BOD.
 - Each policy proposal (legislation, ballot measure, or legislative concept) is assigned an "endorsement level." The proposals with a "strongly endorsed" and a "champion" assigned are the ones that will move forward with OPHA logo and other outward-facing support.
 - Made a decision regarding how we vote and determine a quorum. The challenge is that the email goes out to 150 people but we never have that many people on the calls. The people on the calls are who votes.
 - Previously endorsed policy proposals – any previously endorsed policy proposals will stand until the next session unless there have been any changes to it or if a board member wished to re-address it.

11:30 OPHA Board Retreat – Danielle Droppers – Information and Expectations

- All day, Friday, December 4, beginning at 9:00 am – 3:00 pm
 - Please mark your calendars
 - Spend the day talking about what we want the future of OPHA to look like
- Goals and structure for the day:
 - Reflect on and discuss our mission, vision, and values
 - Break for lunch and mindfulness (guided meditation if you choose)
 - Will break into 3 planning groups. There will be a small amount of homework (5-minute survey to figure out your creative type). Also, take a look at the breakout groups and think about which group you would like to join. Each of those breakout groups will become an ongoing work group.
 - Three main topic areas (under the umbrella of Equity):
 - DEI capacity building for the BOD (including continuing education)
 - Revenue building and related programming for the board and members
 - Policy committee priority issues
 - Entire group will meet also to bring ideas together from these three groups
- December board meeting is part of the retreat
- 2021 Budget Proposal, vote in January

11:45 New Business, Coalition & Section Updates – Danielle Droppers – Information & Discussion

- Section leadership changes:

- Possibly a new nursing representative
- Gary Schultz will be the new chair of the Chiropractic Section
- Emily York has stepped down from Healthy Environments Chair and a new person has stepped in as the new Chair (Briana Arnold)
 - Does this include “built environment?” Allison says “yes” and that the focus of this section depends somewhat on who is in charge
 - Jessica was the first person to chair the section. The section has a description on the website to take a look at
 - New APS section leadership, Bernardino De La Torre
- Jessica requested that everyone email her any changes in section leadership
- There is a group of chiropractors that are advocating that mask wearing not be “mandatory” for chiropractors. One specific chiropractor was speaking publicly saying chiropractors shouldn’t be required to wear masks.
 - Mitch was approached by the Chiropractic Board and asked to make a statement from a scientific, public health perspective on the importance of mask wearing
- Link to Endorsement Survey in the chat bar
- Email that folks can send out in support of the legislative concept
- Also sending the full text of the legislative concept but is not yet for public
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12:00 – Adjourn

Upcoming Board Schedule:

Board Retreat, December 4, 9:00 am – 3:00 pm
 December Board meeting takes place during the retreat

Board meets the third Friday of every month from 10:00 – 12:00 except October and December

Board Meeting, Friday, January 15, 10:00 – 12:00

Committee Meetings:

DEI December 16, 9:00 am

Program, Friday, January 8, 2021, 9:00 am