

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, May 15**. The meeting started at: 10 AM and finished at 12 PM.

ATTENDEES:

<i>In Person on Zoom</i>	<i>In Person on Zoom</i>	<i>Not Present</i>
Board Members:	Jennifer Konick	Caryn Wheeler
Allison Myers	Jackie Leung	Sheree Smith
April Lawless		Nicole Fields
Beth Doyle		
Clair Raujol		
Craig Mosbaek		
Danielle Droppers		
David Huntley		
Glendora Claybrooks		
Tabitha Jensen		
Marie Harvey		
Mary Ann Wren		
Mitch Haas		
Phyusin MK. Myint		
Rebekah Bally		
Robb Hutson		
Kim La Croix		
Therese O'Donnell		
Tom Engle		
Yesenia Castro		
Angela Weaver		
Staff:		
Jessica Nischik-Long (Staff)		

10:00 Call to Order – Robb Hutson

- Introductions/Roll call
- Welcome new director-at-large Karen Chase
- Welcome new OPHA Program Assistant Dana Merrill

10:10 April Board Meeting Minutes – Angela Weaver – Information and Adoption (vote)

- Mary Ann offers motion to approve April 2020 meeting minutes as written
- Clair offers the second motion
- Motion approved unanimously

10:15 Treasurer's Report – David Huntley – Information and Discussion (vote)

- Treasurer Report for April 2020

Executive Summary: The first part of the calendar year we generally just have admin type cost as shown below in **P&L w/o Sections & Conference**. Our expenses are currently higher because we pay

our Memberclicks yearly. Based on this year's budget the Reserve Fund is \$69,771 and is higher than our current \$59,512 unrestricted net assets. Given the reduced number of conference corporate sponsors last year we should start reaching out as soon as we can to previous supporters and now to reach new potential sponsors.

(April is 33% of the year.)

Required Reserve Fund: for the year is \$69,771 Unrestricted Net Assets for April 2020: **59,512**

1) Balance Sheet:

Total Assets for April (2019) is 95,602 which is 16,930 over that of April 2019 (row10 F,H) and unrestricted Net Assets April (2020) is 59,512 which is 2,334 grater than a year ago (26 F,H)

2) P & L w/o Sections & Conference.

Grants & Contracts	Grant this year from State of Safety for \$2,500 (5 J)
Membership Dues	\$ 4,836 YTD 14.8% (6 J L)
Total Income	\$ 7,960 YTD 30.4% (16 J -L)
Payroll Expenses	\$ 15,552 YTD 40.9% (22 J L)
Total Operations	\$ 4,701 YTD 44.2% (40 J L) (when prorated \$2,237 /
21%)	
Total Travel & Meetings	\$ 138 YTD 3.6% (49 J L)
Net Income	\$ -14,332 YTD 40.3% (52 J L) (when prorated \$-11,868 /
33.4%)	

3) P & L Conference

Total Direct Public Support	\$
Total Income	\$ 555 from 2019 conference (13J)
Total Payroll Expenses	\$ 913 YTD 5.8 % (19J)
Total Operations	\$ 1,856 YTD Memberclicks yearly fees \$1848 (35 J)
Total Expenses	\$ 2,801 YTD. (45 J)
Net Income	\$ -2,246 YTD - 7.8% (47 J)

4) P & L Sections (No Change from last month)

Total Income	\$ 200 YTD 4.2 % (9 J L)
Total Expenses	\$ 700 YTD 45 % (34 J L)
Net Income	\$ -500 .YTD -15.3% (36 J L).

Glossary: P & L – Profit and Loss

YTD -Year To Date (Combined amounts from January 1 of the year to the last day of the current month.)

- Reserve fund a bit low
- Membership income is a bit low by about 14%
- Payroll expenses is a bit higher
- Approval of the April financials/Treasurers Report
 - Mitch offers a motion to accept the April financials/Treasurers Report
 - Danielle offers a second
 - The motion passes unanimously
- Updated Nursing Section budget
 - Worked on the budget for the year. Dave will determine if their contributions was \$900 or \$700 for the Legislative Days. Approval for the section's modified budget:
 - Tom Engle offers a motion to accept the nursing budget as amended by the nursing section
 - Mary Ann offers a second
 - The motion passes unanimously

10:25 President's Report – Robb Hutson – Information and Discussion

- Region 1 position still vacant (ends October 2021)
 - Sierra is interested and she is a member and some people work with her through CLHO.
 - Vote to approve her for the Region 1 position
 - Tom moves to have Sierra take the Region 1 position
 - Tabitha offers a seconds
 - The motion passes unanimously
- Policy Committee chairperson vacancy
 - Beth Crane has been the chair for the last two sessions. Consideration to have one or two people co-chair the committee. Craig shared that Nathaniel says he would like to chair or co-chair the committee. He works for ODVA and is the LGBTQ liaison for the Veteran's Affairs. He is excited about this opportunity. The second person is Emily York she works with OHA in the Environmental Health and in an active OPHA member, chairing the Environmental Section. We will ask her if she would like to be the Co-chair. Danielle is following up with her. Emily is very busy and it might not be a good time. Since Emily might be busy, we will ask Nathaniel to take over as the Chairperson for now and down the road, closer to the session, we will invite someone to work with him. *FYI, post meeting: Emily declined the policy chair/ co-chair offer due to bandwidth issues.*
- Does OPHA want to submit any comments on the 2020-2024 State Health Improvement Plan (SHIP)? Comments are due June 10
 - We are not going to comment as OPHA, but the Board encourages each of Board Member's organization and us as individuals to take the survey and provide any comments.
 - <https://www.oregon.gov/oha/PH/ABOUT/Pages/ship-process.aspx>
- Does OPHA want to comment on or seek more information from OHA on some of their recent statements and/or approach, such as their recommendation to not test people who have been exposed to coronavirus but are asymptomatic given some studies show that up to 50% of the spread is from asymptomatic carriers?
<https://www.oregonlive.com/coronavirus/2020/05/is-oregon-brushing-off-the-importance-of-asymptomatic-spread-of-the-coronavirus.html>
 - Tabled this item

Committee Reports:

10:45 Program Committee – Marie Harvey – Information and Discussion

- Virtual event – we are having a virtual 2- day event (with some differences from our typical conference)
- Registration fees – Jessica will send out a survey to have everyone vote on the new fee. We will ask people vote ASAP.
- Keynote update –
 - 1st keynote speaker is Lisa Carlson, President of APHA
 - 2nd keynote speaker is Mandy Davis and talk about climate change and trauma and trauma systems. She can also talk about COVID-19 and related trauma.
 - Plenary panel – doing two panels, one each day. They would focus on lessons learned and have state and/or local county health departments' representatives talk about it. One day might be a rural focus and one day might be an urban focus.

- Abstracts accepted May 1-June 19 – asking for oral presentation and posters. We will be updating the conference materials to let everyone know that we are now offering a virtual event. We hope to get more people involved from rural communities.
- Early bird registration opens June 1? Yes it was agreed that it is a good idea.
- Archived materials will be password protected so only people who had registered will be able to access the archived presentations. We will decide when to post the archived materials.
- Committee to work on developing the platform to use during the conference. Board members can volunteer to be on the committee to help Robb and others.

11:15 Development Committee – Allison Myers – Information and Discussion

- New proposed virtual sponsor/exhibitor options and prices
 - How do we get sponsors for a virtual conference? Allison is revising the materials for the “ask”. The conference sponsorship is also “an ask” for supporting the work of OPHA year around. Organizational memberships are more important than ever. Allison shared the list she has developed about the different ways people can sponsor. There are many options. The list can be found here: https://docs.google.com/document/d/14bwY_DiuRDfrDGz5zdSumlBxZ1qoi5p2Noi-CLjatmw/edit?usp=sharing
 - Maybe look at other conferences in the state that have canceled, like the Epi Conference and see who their sponsors are and follow up with them.

11:40 Membership Committee – David Huntley – Information & Discussion

- Update on Membership Drive – Dave is verifying the list of people - 250 members who are listed as members right now but who have dropped off since the end of the year of 2019. Looking at APHA list and the OPHA list and finding overlap with people who are members with APHA, and asking them if they would also consider becoming members of OPHA. One idea shared is to offer free memberships to graduate schools’ public health graduates. This way, when they start their careers they will see the value of OPHA and will continue to be members. Student memberships are \$25 so we will not lose money (they may not have joined anyway) and we offer the free memberships for one month after they graduate. Board members think it is a nice/good strategy. We could also ask the schools to become organizational members and in return, we give their graduates 1 year free membership. For this year, the timeline is too tight for this ... but for future years, it is agreed to be a good idea. This is also a great way for graduates to network and build their resumes.

11:50 New Business, Coalition & Section Updates – Robb Hutson – Information & Discussion

- Disability and Oral Health Section collaborative webinars
 - An informative 2-part webinar series featuring people with I/DD, dental professionals and American with Disabilities Act (ADA) consultants. Will discuss oral health barriers experienced by people with I/DD, and what disability service providers and oral health providers can all do to help people with I/DD have successful dental visits and overall dental care.
 - **Session 1:** June 3rd, 2020 from 12-1:15 p.m.
 - Intended audience: people with I/DD and other disabilities, their families and disability service providers support staff, and dental students. (Might also be of interest to dental hygienists and other dental professionals.)

- Session 2: June 10th, 2020 from 11 a.m.-12:15 p.m.
 - Intended audience: Dental hygienists, other dental professionals and dental students. (Might also be of interest to people with I/DD and other disabilities, their families and disability service providers support staff.)
 - 1 continuing education credit of ADA CERP is available for Dentists, Dental Hygienists, Oral Surgeons, Dental Assistants, Denturists, Dental Lab Technicians, and Dental Front Office Staff at no cost.
 - This webinar series is brought to you by the University Center of Excellence on Developmental Disabilities and the Oregon Office on Disability and Health within the Institute on Developmental Disabilities at OHSU, the OHSU School of Dentistry, the Oregon Public Health Associations' disability and oral health sections, and the NW ADA Center.
- Disability Section is offering two Conference Scholarships again this year.

12:00 Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, June 19, 10:00am-12:00pm, Zoom
 Board Meeting, Friday, July 17, 10:00am-12:00pm, Zoom
 Board Meeting, Friday, August 21, 10:00am-12:00pm, Zoom

Other upcoming meetings:

Executive Committee meeting, Tuesday, June 9, 12:00 – 1:00 pm
 Program Committee meeting, Friday, June 12, 9:00 – 10:00 am
 Development Committee meeting, Friday, June 12, 10:30 – 11:30 am
 Last day to submit Abstracts, Friday, June 19
 Abstract Review, July 10