

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

June 17, 2016

1:00 - 3:00 PM

Salem Hospital, D Building, CHEC 1  
939 Oak Street SE, Salem, OR 97302

### ATTENDEES

### APOLOGIES

#### In Person

Robina Ingram-Rich  
Brian Johnson  
Caryn Wheeler  
Tamara Falls  
Charlie Fautin

#### Phone

Alexander LaVake  
Rebekah Bally  
Laura Spaulding  
Mitch Hass  
Lila Wickham  
Jana Peterson-Besse  
Robb Hutson  
Layla Garrigues  
Marie Harvey  
Mireille Lafont

#### Not Present

Katherine Bradley  
Dianna Pickett  
Marti Franc  
Katy King  
Lindsey Adkisson  
Kurt Ferre  
Abraham Meressa  
Nadege Dubuisson  
Curtis Cude  
Danna Drum

#### Staff

Jessica Nischik-Long  
Kim Krull

#### Guests

### KEY FINDINGS AND DECISIONS

### MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
	Research ways to best allocate accurate section dues, and the implications this adjustment will have on the budget	Brian Johnson
	Send summary of policy related letters that OPHA signed onto in 2016 to the full BOD for review	Jessica Nischik-Long
	Continue making and following up on sponsorship asks	All Directors

## DETAILS AND BACKGROUND

### **Call to Order - Robina Ingram -Rich**

Meeting called to order at 1:10 PM. Introductions of attendees in the room and on the phone. Agenda items not needing a vote will be discussed until a quorum is present. Quorum present after start of meeting.

### **March Board Meeting Minutes – Robina Ingram-Rich**

Minutes were sent out with board packet for review. A few changes noted – Lila was on the phone but joined late so needs to be added to the roster. Rebekah clarified that her suggestion to the Development Committee was that Directors (not members) who haven't contributed get an email reminder mid-year. Also, address and then strike comments from the final version.

**Motion to accept the minutes with amendments, second: Ayes all, motion carried.**

### **Treasurer's Report - Brian Johnson**

Reviewed May financials. Reserves need to be built up, but this should turn around as we receive more sponsorship dollars. The \$1500 grant was received from OHA/PHD for Oregon PH Week; not much left due to slightly elevated expenses from PHW that weren't planned for. The APHA accreditation grant was also received. Section spending is low.

Tabs on report do not add up properly because administrative items haven't been pulled out. Report was not distributed to BOD this month because of this discrepancy. The report will be corrected by our bookkeeper and voted on during the July meeting.

**Vote to accept report has been deferred to next month, second: Ayes all, motion carried.**

### **President's Report - Robina Ingram-Rich**

The Bylaws state that, "Each Section will receive 20% of the Association's membership dues of each OPHA member who affiliates with the

Section." Under a previous dues structure, this equated to 10 per membership. When membership dues were raised, allocations to sections should have also increased. However, in practice we continued allocating \$10 per membership.

Adjustments will need to be made to the overall budget and to additional section allocations. Brian will research implications on budget and how to best allocate funds to sections.

Charlie suggested that we keep these adjustments internal instead of bringing forth a vote to change the Bylaws.

### **Executive Director Report - Jessica Nischik-Long**

Jessica has been meeting with partner organizations to seek aligned missions.

- Meeting with Executive Director of Ceasefire Oregon - Jessica recently met with Penny Okamoto in order for her to learn more about the work of OPHA and the upcoming conference. They discussed sponsorship opportunities and potential abstract submissions.
- Opportunity to represent OPHA on the Public Health Law Center Steering Committee – Katy King is the current rep. for OPHA but wanted to open up the position to a new Director since her term will be ending in October. Katy is happy to continue this position if needed.
- Letter and action alert to members re: DEQ and OHA's air toxics advisory committee – There are no non-governmental health organizations represented; Diana Rohlman, PhD, of Oregon

Public Health Association and Susan Katz, MD of Oregon Physicians for Social Responsibility agreed to have their names submitted. OPHA sent an action alert to members asking them to advocate for the addition of both women to the committee.

- Summary of policy related letters that OPHA signed onto in 2016 – Time frame to sign on is typically only a few days so Jessica has taken these requests directly to the Executive Committee in order to make timely decisions. Jessica will send the summary to the full BOD to review.
  - Tamara suggested that we create a check list for timely decisions and to make sure these sign-ons or requests meet the overall goals of the organization.
  - Rebekah requested that the formal/final letters be sent to the full BOD for review. – Discussion about how to communicate these letters to the BOD and to members moving forward.
- Jessica has been participating White House calls on the President's plans to address the spread of the Zika virus. Discussion and input from around the county about appropriate messaging with OPHA members and through our social media.

### **Committee Reports:**

#### **Policy Committee Report – Jessica Nischik-Long**

Sarah Holland is the new Chair of the Policy Committee and Jennifer Johnson is the new Co-Chair. Jessica and Kim have been working to bring them both up to speed so that committee can reconvene with monthly meetings soon.

Request from CLHO to join a new coalition related to regulation of recreational marijuana and child health and safety in preparation for the 2017 legislative session. Major concerns relating to edibles; packaging and serving size. Policy committee made a recommendation that OPHA join this coalition. Robb Hutson has volunteered to be the representative.

**Motion to join the coalition, second: 12 ayes, 2 abstentions, motion carried.**

Additional update from Charlie – CLHO will be approaching organizations soon for endorsements of the proposed public health modernization plan.

#### **Program Committee – Marie Harvey**

Call for Abstracts – Deadline extended to Monday, June 20<sup>th</sup> in order to build a more robust program. This will not set the committee behind in reviewing or putting program together. Review will take place on July 13<sup>th</sup> in Corvallis.

Hotel blocks have been reserved and are now available to Directors and Program Committee members.

Back-up Keynote will be Andy Houseman. He will present on epigenetics and the influence on diseases.

Charlie is working to put together a closing session panel on Public Health Modernization.

Pre-conference workshop on data visualization will take place Sunday, October 9<sup>th</sup>. Jessica, Brian and Kim are working on a budget to determine registration fees; event promotion will begin once these are set.

#### **Development Committee – Lila Wickham**

Director Giving is now at 50%; Kim sent an email reminder to Directors who still need to give for the year.

Making a donation in honor of someone else will be an available option soon.

Sponsorship Updates:

- Goal tracker just over 34%
- CLHO will sponsor at \$7500
- MultCo will sponsor at \$5,000
- HE&P Section will pursue scholarship opportunities instead of sponsoring part of the conference.
- Laura Spaulding will approach GOHBI
- Rebekah will solicit the Center for Reproductive Health rather than OPHI; Jessica will reach out to newly appointed Deputy Executive Director of OPHI
- Caryn will solicit from Providence vs Maria; Lila will connect with Caryn for additional support resources

Lila reminded Directors to keep working on their asks.

Brian suggested raising the sponsorship goal by \$10,000 due to grant deficit – New target goal of \$66,000. This will be discussed at the next Development Committee meeting.

#### **Membership Committee – Rebekah Bally**

Committee has prepared a recommendation for the Board on how to structure a new organizational membership category. This category would replace the community partner sponsorship. The main goals of the committee were to ensure that this membership category does not take away from sponsorships, while encouraging more individual membership by offering a discount on membership dues to employees. Discussion about when to start offering this category of membership; agreement that adjustments should be made to membership around the calendar year.

No change to the Bylaws required - The BOD may establish a new membership category but it would require a 2/3 vote of the quorum to approve.

**Charlie made an amendment to define discount at 15%, second. Amendment passes.**

**Motion to accept proposal with 15% discount on membership fees for employees and with an effective date of January 1, 2017. Ayes all, motion carried.**

Committee will now be turning their focus to hosting membership drives around the state.

#### **Nominations Committee – Jessica Nishik-Long**

Committee has been actively reaching out to potential candidates; still need recommendations/confirmations for a Region 5 Rep; also seeking Directors with fundraising experience.

#### **Awards Committee – Caryn Wheeler**

Award categories will remain the same: Policy Champion, Emerging Leader & Lifetime Achievement

Robi recommended that if there are no nominations for a certain category, we shouldn't push seeking one out.

Call for nominations will be sent out before registration opens, possibly July 1st.

#### **New Business, Coalition and Section Updates - Robi Ingram-Rich**

### **A Better Oregon – Mirelle Lafont**

Coalition is building momentum around Oregon Corporate tax measure. It will be on the November ballot. Will be hosting house parties, sending out announcements, etc.

### **HE&P Section – Nadege Dubuisson (via Jessica Nichik-Long)**

Co-hosted All Levels Professional Development event on May 22<sup>nd</sup> with the Health Promotion Student Organization at PSU; 90 registered and over 50 attended to network and gain insight on career development. Planning is already under way for 2017 event.

### **Adjourn - Robi Ingram-Rich**

**Motion to adjourn, second; meeting adjourned at 2 :56 PM.**

### **UPCOMING BOARD SCHEDULE:**

- **Board Meeting, Friday, July 15, 2016, 1:00-3:00pm, PSOB (Room 1E-70), Portland**
- **Board Meeting, Friday, August 19, 2016, 1:00-3:00pm, PSOB (Room 1E-70), Portland**
- **Board Meeting, Friday, September 16, 2016, 1:00-3:00pm, NWHF (Bamboo Room), Portland**