

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held June 21, 2013, 1pm-3pm at Salem Hospital Community Health Education Center (CHEC), Salem, OR.

### ATTENDEES

People who were present at the meeting:

<i>Name</i>	<i>Name</i>
<b>Tom Eversole</b>	<b>Tom Engle</b>
<b>Marie Harvey</b>	<b>Tahroma Alligood</b>
<b>Lesla Dixon-Gray</b>	<b>Jan Wallinder</b>
<b>Brian K. Johnson</b>	<b>Elena Andresen</b>
<b>Josie Henderson (Staff)</b>	<b>Anna Stiefvater</b>
<b>BY TELEPHONE</b>	
<b>Amanda Lawrence</b>	<b>Jessica Nischik</b>
<b>Tosha Zaback</b>	<b>Katherine Bradley</b>
<b>Kathleen Carlson</b>	<b>Torrie Fields-Bordokoff</b>
<b>Robb Hutson</b>	<b>Chris Kabel</b>
<b>Kate Moore</b>	<b>Pat Crozier</b>
<b>Kim Krull (staff)</b>	

### APOLOGIES

People who were not present at the meeting:

<i>Name</i>	<i>Name</i>
<b>Marti Franc</b>	<b>Joe Pfeifer</b>
<b>Anna Jimenez</b>	<b>Ann Krier</b>
<b>Nancy Findholt</b>	<b>Dianna Pickett</b>

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- An audit of current Board of Director positions revealed that all Director-At-Large positions are currently filled. Nominations for Director at Large position #7 have been suspended.
- Brian K. Johnson was confirmed to serve as President-Elect.
- Tosha Zaback was confirmed as the Secretary.
- Nominations are being accepted to fill the vacancy on the board for Region 2. Nominations should be submitted to Josie by July 6.

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
<b>7/7/2013</b>	Solicit and send nominations for Region 2 Director to Josie	All Board Members; Nominations Committee
<b>6/23/2013</b>	Distribute revised sponsorship/exhibitor matrix	Josie Henderson
<b>Ongoing</b>	Review sponsorship/exhibitor matrix and follow-up with assigned sponsors.	All Board Members
<b>7/17/2013</b>	Explore potential of holding a session on career development at the annual meeting	Program Committee

## DETAILS AND BACKGROUND

### 1:00 Call to Order –Tom Eversole

### May Board Meeting Minutes-- Brian Johnson

**Motion:** Approve the May 2013 Board of Directors Minutes

Motion was seconded. Minutes were approved unanimously.

### 1:10 Executive Director Report – Josie Henderson

Josie provided the following summary of recent OPHA activities:

**Accreditation one day workshop:** On May 7, OPHA hosted a one-day accreditation training workshop funded by APHA, with support by the Oregon Health Authority. Training was provided to local health departments. The training focused on performance management and quality improvement. Funding for ongoing project work will end in September.

**Health Reform Advocacy project:** Through a partnership with CHLO, and with support from the Northwest Health Foundation, OPHA is assisting with messaging the benefit of local public health to Coordinated Care Organizations in Oregon. The project has resulted in the development of a toolkit and webinar to assist local health departments. The toolkit provides information on how local health departments can partner and contribute to the CCOs. It includes a one page document on the role of a local public health authority, and a one page example of what LHDs have done throughout the state, and other resources. It also describes the use of Software (Healthbound) to demonstrate the value of public health for return on investment calculations. CHLO will make materials available via their website.

**Fluoride coalition work in Portland Metro.** Work to support the fluoridation of water in Portland concluded with the vote in May.

**HOPE Coalition:** Josie is looking into opportunities for OPHA participation with the HOPE coalition.

**OPHA Nursing Section conference:** The conference in May had 150+ attendees. Staff support was provided by Kim and Josie.

**APHA President's Elect meeting in May:** Josie attended this meeting in May on behalf of OPHA. The meeting provided training for OPHA President-Elect board members on policy, organizational development, advocacy training and development, and networking.

**Public Health Alignment workgroup:** the workgroup is in transition (originally funded by NWHF, but funding has ended). There may be opportunities for OPHA to help bridge and fill in gaps created by this declining workgroup.

### Treasurer's Report – Jan Wallinder

OPHA financials are consistent with usual trends for this time of year. Revenue continues to outpace last year at this same time of year. Grants and contracts are ahead of what was originally expected. Training and education funds are up (due to conferences/training for Health Education and nursing). Regular expenses are on track where we'd expect them to be.

**Motion:** Moved to accept the Treasurer's Report as presented.

Motion was Seconded. Motion passed unanimously.

#### **Committee Reports:**

##### **Executive Committee –Tom Eversole**

**Results of the President-Elect on-line poll:** Brian K. Johnson received the most votes in the online poll.

**Motion:** Moved to appoint Brian K. Johnson to fulfill the remainder of the term for President-Elect.

Motion was seconded and approved unanimously.

**Motion:** Moved to appoint Tosha Zaback as Secretary for the remainder of the term.

Motion was seconded and approved unanimously.

##### **Director at Large Vacancies**

At the last meeting a vacancy for Director at Large was announced due to the resignation submitted by Vicky Brown; however before Nancy resigned we had 10 Board members who were filling Director-At-Large positions. The bylaws stipulate 9 positions. Since no vacancy exists, the election for Director-At-Large Position #7 has been suspended.

With Brian Johnson assuming the position of President-Elect as of today, a vacancy now exists for the Region 2 position. To fill the position, board members are encouraged submit nominations to Josie by July 6, 2013. The nominating committee will also follow up potential nominees. Each nominee will be asked for paragraph for interests in serving in the role. Elections will occur at the July Board of Director's meeting.

##### **Nominations Committee—Josie Henderson**

The nominations process for the October 2013 election will begin soon. The first meeting of the Nominations Committee is scheduled for June 28 at the Portland State Office Building. The committee will begin creating the ballot. A call for nominations will go out last week of June. The ballot will be compiled by mid-August and delivered to all OPHA members by the beginning of September.

##### **Development Committee—Katherine Bradley & Josie Henderson**

###### **Sponsor/Exhibitor Matrix update**

Board members are encouraged to refer to the sponsor/exhibitor matrix created by the development committee and to begin follow-up with assigned sponsors. An updated copy will be sent by email 6/23. If there are any corrections or questions, please notify Josie. A sponsorship letter and pricing level information is available from Josie to assist in making the financial asks. We are currently at approximately 35% (\$17,000).of our goal to raise \$50,000.

###### **Potential \$10,000 sponsorship:**

A discussion was held of a potential sponsorship in discussion that would be \$10,000. It was proposed that this level of sponsorship would include all benefits currently available at the highest level in our sponsorship plan plus specific benefits requested by the sponsor (circulating video in the lobby regarding "what is public health", promoting workforce opportunities, and recognized sponsorship of a single keynote). If this sponsorship occurs, the would leave the second keynote available for potential sponsorship. The development committee will develop a level for funding the second plenary session.

## **Program Committee—Marie Harvey--Information and Discussion**

The menu for the conference has been finalized.

The call for abstracts closed on June 17. Approximately 150 submissions were received. Abstract review and acceptance decisions will occur on July 8, 11-2 at Oregon State University. Abstracts will be sent to the review workgroup 1 week before. Lunch will be provided for all reviewers.

The board offered a recommendation to the committee to explore the potential of holding a session on career development for public health professionals, which may include a summary of potential careers in the public and private sector.

## **Strategic Plan Update—Josie Henderson**

Josie provided a summary of progress on activities and outcomes in the OPHA Strategic Plan. Accomplishments and areas for continued work included the following:

- Communications expansion: OPHA surpassed goals for social media; website hits have grown substantially; biweekly email updates of OPHA members and partners occur consistently
- Improving Efficacy of PH Community: the annual OPHA conference continues to grow; and new events have been successful (e.g. Nursing conference; Public Health Week; Oregon Environments conference)
- Policy work: Endorsements and participation in coalitions have been consistent; OPHA is represented on the public health advisory board for Oregon (Josie is serving appointed position on the board); “action alerts” are sent out regularly; and we’ve seen increased member participation in capitol visit day
- Professional development and education opportunities: examples include public health week – Michael Moss presentation, “Escape Fire” presentations and discussions; Accreditation workshops, and other conferences mentioned above. There is still a need to grow partnerships with higher education to grow the public health workforce.
- Financial Resource development: created case for support; Board member giving targets continue to improve; and OPHA has increased its paid professional staff
- Areas for continued work: Organizational handbook, strategic board recruitment; and developing and tracking measures/metrics for success.

## **New Business, Coalition & Section Updates**

**Disabilities Section:** The section has two vacant leadership positions. The section will be meeting to discuss new leadership and outreach for potential new members within the next month.

**News:** Congratulations to Kim Krull for the birth of her daughter on June 5, 2013.

## **3:00 - Adjourn**

### **NEXT BOARD MEETING**

The next board meeting will be held on Friday, July 19, 1pm-3pm, Portland State Office Building, 800 NE Oregon Street, Portland, OR.