

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Northwest Health Foundation 221 NW Second Ave, Suite 300, Ramona Room, Portland, OR on July 20, 2018. The meeting started at 1:00 p.m. and finished at 3:06 p.m.

ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Alexander LaVake	Brian Johnson	Brook McCall
Caryn Wheeler	Diana Rohlman	Katherine Bradley
Craig Mosbaek	Jackie Leung	Kim La Croix
Danielle Droppers	Jenny Faith	Layla Garrigues
Dianna Pickett	Mary Ann Wren	Lindsey Adkisson
Kurt Ferre	Nadege Dubuisson	Maija Yasui
Mireille Lafont		Marti Franc
Mitch Haas		Mohamed Alyajouri
R. Scott Brown		S. Marie Harvey
Robb Hutson		Samantha Schafer
Tom Engle		
Staff	Guest	
Jessica Nischik-Long		

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>
August 1 st	Intent to Run and Candidate Statements Due	Persons interested in an Appointment to the Board of Directors

DETAILS AND BACKGROUND

Call to Order – Criag Mosbaek

- Introductions/Roll Call
- June Board Minutes

Motion: Approve June Board of Directors Minutes (Caryn Wheeler). Motion was seconded (Diana Pickett). Minutes were approved unanimously.

Treasurer's Report – Brian Johnson

- June Financial Report
 - We are half way through the year.
 - We will begin to see expenses and income aligning
 - Organization health better than previous years
 - Mostly because sections have not had much activity in recent months
 - Sections accumulating savings

- Unrestricted net access down from previous
 - \$15,000 below our 6-month reserve level that we want to maintain
 - Currently we are about 30% lower than where we would like to be
- Conference P/L
 - Small amount of income starting to come in
 - Accreditation
 - Will start to pick up in July and into August
- General operating expenses
 - On target
 - Memberclicks and pay pal much higher than we have budgeted
 - Jessica looking into expenses
 - This is something we need to pay attention to
 - We have already spent what we have budgeted for Memberclicks for the year
 - Salary lower because late hire of program assistant

Motion: Adopt treasure's report (Tom Engle). Second (Robb Hutson). Accepted unanimously.

Presidents Report – Craig Mosbaek

- Upcoming board meetings
 - New Board of Directors Members Orientation
 - November 16, 2018 (tentative)
 - Regular BOD meeting following at the regular time 1:00-3:00pm
 - All day board retreat
 - December 14, 2018 (9:30 a.m.-3:00 p.m.)
- Need chairperson for election committee
 - One board member
 - Tom Engle volunteered
 - Two non-board members
 - Tom Engle to recruit and announce
- Revision to Board of Director Job Description
 - Fundraising language requirement included to make clear that fundraising is a board responsibility
 - What is the definition of fundraising? The term is vague
 - What is going to be required?
 - One ask per year
 - but loosely enforced
 - Do we define the term or do not define the term?
 - Leaving definition loose
 - Do not define because it leaves it open for interpretation – can play to people strengths
 - Intent was to suggest that there were several ways to raise funds
 - Jessica comfortable sharing updated description with potential candidates so that they are aware of requirements
 - Craig suggest pass now with the general statement and have continued conversation regarding how fundraising works
 - Need to talk with development committee regarding expectations

Motion: Move to approve revision and addition of language of Board of Director Job Description to include fundraising. (Caryn Wheeler) Second (Alexander LaVake). Two Opposed. One Abstained. Passed

- Date Change of Board of Director Meeting
 - Due to previously scheduled obligations Craig Mosbaek will be unable to lead two Board of Director Meetings in 2019
 - Options:

- Change
- Don't change
- Change all future
- Change 2 dates
- After brief discussion the Board decided that the dates will remain the same – 3rd Friday of the month
 - In Craig's absence the President-elect and executive Director will preside over the meetings
- Draft policy on guidelines for what to post on OPHA Resources Webpage
 - Executive Committee Discussed and Came Up with a Draft Policy
 - Covers what will and will not be to posted
 - Posted at <https://www.oregonpublichealth.org/resources>
 - Posting is a privilege
 - Board Reviewed Draft

Motion: To Approve Resource Webpage general policy as drafted (Tom Engle). Second (Mitch Haas). Passed unanimously

- Policy on Job Posting
 - Executive Committee discussed
 - Want to get an ad-hoc group together to discuss
 - Board members
 - Membership committee
 - Sections that heavy solicit jobs (e.g. health promotions, epi, prevention section)
 - Would like ad-hoc group to look into
 - What other groups charge to post?
 - Benefit to members
 - Benefit to employers
 - Charge
 - Member vs. Non-Member
 - How time consuming is this endeavor what is a reasonable amount of time to spend tracking down every job link
 - Rebecka has been emailed regarding ad-hoc group
 - Caryn and Robb have volunteered to be part of the ad-hoc group

Executive Director's Report – Jessica Nischik-Long

- Report was sent out via an attachment with this month's board material
- No questions or comments were voiced

New Business, Coalition and Sections Updates

Bylaws – Mitch Haas

- Noticed that vacancy in nominations committee was not covered bylaws committee has drafted language. This came to our attention because there was a vacant position
 - So the Bylaws committee adapted language for that
 - Found on page 6 of the handout (included in Board Materials for July)
 - Took the precedent of how we appoint board members
 - For Nominations Committee who get elected the board would then elect a replacement from the general membership
 - Somebody who is not on the board
 - For Nominations Committee Members who are Board Members
 - Appoint someone to fill that vacancy from the Board

- If chair position is vacant
 - The chair position will be filled by one of the two people that were elected by the membership
 - All contingencies with this language is covered
 - Bylaw are not clear that the person will complete the term
 - Added language mirrors APHA language
 - Supervision of Paid Staff
 - Adding to the president's duties that the president can appoint a designee. The president supervises executive director, executive director supervises other staff
 - Unpaid Staff
 - Bylaw committee recommends that Board have a policy for dealing with non-paid staff and also defining it
 - Volunteers, interns (at every level)
 - To include unpaid staff at every level (e.g. sections)
 - Bylaws language is not gender neutral
 - Some members do not identify as he/she, him/her
 - Only occurs in three places in the bylaws
 - Pg. 2, 10, 11
 - Two ways to address this
 - One way is to replace with they/their
 - Reword so that no pronouns are used at all
 - Draft that is being presented removes all pronouns

Motion: To remove adopt bylaws changes to remove pronouns all together. (Dianna Pickett). Second (Robb Hutson). One abstain. Passed.

Development Committee – (Brain Johnson/Jessica Nischik-Long)

- 78% of our solicitation goal has been met
 - \$33, 750.00 committed there was a goal of \$43,000
 - Grand Ronde \$5000
- Request from Dianna
 - Has had difficulty contacting Multnomah County
 - Dianna is having surgery needs help following up with mult.co
 - Has left multiple messages
 - Tom volunteered to follow-up with mult.co
- Vetting of Conference Vendors
 - Falls under the Development Committee
 - The committee does some level of vetting of the vendor/organization before allowing them to participate at the conference
 - This year we have been approached by a probiotic drink company that want to exhibit and give away some of their products.
 - There was a conversation regarding this company between board members Kim La Croix and Katherine Bradley
 - Findings beverage contains more sugar than a Coca Cola
 - Nutritional claims can't be verified

- Do we need to have guidelines? We have no policy committee takes it case by case.
- APHA does not have guidelines that we can follow. APHA's policy is if it is of interest to their members they allow the vendors. The only exception in tobacco & firearms
- Development Committee to come up with policy and the board to decide
 - If you would like provide input, please send it to the development committee

AWARDS – Caryn Wheeler

- Call for nominations went out
- Healthy Environment section will be adding an award
- Next week second push to highlight new Healthy Environment Award

Nominations Committee – Jessica Nischik for Sandra

- Sent out ballot worksheet
 - To show who the nominations committee had been in touch with
- Rob Hutson is putting his name forth for President-Elect
 - Also have talked to Rebekah Bally and Mohamed Alyajouri
- Dave Huntly is on the nominations committee and he is considering running for Treasurer
 - Wants to talk to current Treasurer Brian Johnson to get more information
- Need to find some more people to run
 - Director at large
 - Region 1 director
 - Nominations committee
 - Jim Gaudino, MD – considering
 - Clarice recommended by Danielle Dropper needs to be reached out to
 - Reminder to reach out to diverse groups

Program Committee – Jessica Nischik-Long for Marie Harvey

- Abstracts
 - Review completed
 - First run through to group abstracts for breakout session
 - Will discuss with Marie next week
 - Will be contacting letting people next week know their position in the program and what format they will be presenting in
- Registration opens August 1, 2018
 - Preliminary program online by end of August
- Update on closing plenary and pre-conference workshops
 - Panelist will share their perspective in the value of investing in population health and discuss how the 2017/19 investment in public health modernization is being used to address Oregon's population health priorities.
 - Dr. Bangsberg or OHSU/PSU School of Public Health will moderate
 - Panelist
 - Rep. Rayfield
 - Lillian Shirley
 - Still looking for two commissioners to participate
 - Top picks
 - Commissioner Cameron of Marion County
 - Commissioner Hege of Wasco County

- Pre-Conference workshop starting to promote
 - Legislative Literacy How to Make an Impact on Policy that Effects Public Health
 - Clean Energy Bill will be used as a case study
 - Would like feedback on what to charge
 - It is a half-day workshop
 - Suggesting \$65 members and \$85 non-members
 - Treasurer is requesting that a budget be run on it
 - Need to try to break even
 - Space is free
 - Lane County Environmental Health is providing refreshments
 - Would like to include on flyers that there is an optional social gathering at a nearby establishment
 - Board is ok with this

Section Updates & New Business

Section Updates

- Were attached with the Agenda
 - Please review

New Business

- 2020 Census
 - Collecting public comment & feedback
 - Opposition to add question regarding documentation
 - Large fiscal impact to public health funding
 - Can we share this information on the listserv?
 - Can OPHA write or sign a letter in opposition to adding documentation status
 - Will find out if there is a letter we can sign onto in lieu of writing our own
 - What is PSU population reporting office stance on the question?
 - Unknown

Public comment to

Motion: To support OPHA signing on to any letter of in opposition to including documentation or immigration status question on the 2020 census (Caryn Wheeler). Second (Dianna Pickett). One abstain. Passed

3:06 PM – Adjourn

NEXT BOARD MEETING

The next board meeting will be held on Friday, August 16, 2018, 1:00pm-3:00pm at Northwest Health Foundation

Upcoming dates:

August 31, 2018 OPHA Awards Nominations Due