

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

**September 19, 2014**  
**1:00 – 3:00 PM**  
**PacWest Center, Portland**

Lila Wickham, OPHA President-Elect, called the meeting to order at 1:05 PM.

### ATTENDEES

Present:

#### In Person

Lila Wickham	Katy King
Tahroma Alligood	Torrie Fields
Elizabeth Miglioretto	Jocelyn Warren
Staff: Josie Henderson	Marti Franc
Robb Hutson	Anna Stiefvater
Mitch Hass	

#### By Telephone

Staff: Kim Krull	Charlie Fautin
Mark Shelnut	Nancy Findholt
Maria Elena Castro	Tracy Donnelly
Lesli Leone Uebel	Katherine Bradley
Sheri Lilli	Tom Eversole
Maggie Sullivan	Jana Peterson-Besse
Dianna Pickett	

### APOLOGIES

Not present:

#### Name

Brian Johnson	Maria Elena Castro
Jan Wallinder	Kathleen Carlson
Kate Moore	Marie Harvey

### KEY FINDINGS AND DECISIONS

- A motion was made to approve the August 2014 Board of Directors Minutes, was seconded, and passed unanimously.
- A motion was made to approve the Treasurer's report, was seconded, and passed unanimously.
- A motion was made to approve the Reserve Fund updated policy, was seconded, and passed unanimously.
- A motion was made to approve the Request for Legislative Support or Endorsement updated policy, was seconded, and passed unanimously.
- A motion was made to approve the Whistleblower policy with the edit to change the word "corporation" to "organization," was seconded, and passed unanimously.
- A motion was made to approve the Political Activity policy, was seconded, and passed unanimously.
- A motion was made to approve the Anti-harassment policy, was seconded, and passed unanimously.
- A motion to endorse Yes on Measure 92, GMO Labeling, was made, seconded and the motion passed with 1 nay (Marti Franc), and 5 abstentions (Tahroma Alligood, Charlie Fautin, Robb Hutson, Katy King, and Tom Eversole).
- A motion to table the vote on endorsement of No on Measure 90, Top Two Party Primary, was made, seconded, and passed unanimously with one abstention (Jocelyn Warren).

## MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
2/28/15	Revise Proposed Document Retention & Destruction Policy	Internal Policy Workgroup
10/13/14	Add tabled motion regarding Endorsement of Voting No on Measure 90, Top Two Primaries to October Board Meeting Agenda	Josie Henderson
10/13/14	Get more information on the Campaign to Save Antibiotics sign on letter request	Anna Stiefvater
9/25/14	Volunteer for the OPHA conference	BOD, members
10/13/14	Register for OPHA Conference	All
10/13/14	Commitment forms sent to Directors along with annual giving request.	Development Committee

{Actions are written in the format: {Due Date} {Action} + {email address}. If there is no due date set then leave blank}

## DETAILS AND BACKGROUND

### Agenda Topic 1: **Minutes**

- **Motion:** A motion was made to approve the August 2014 Board of Directors Minutes, was seconded, and passed unanimously.

### Agenda Topic 2: **Treasurer Report**

- Josie reviewed the treasurer report in place of Jan. Josie said that total assets in 2014 are less than in 2013 because the Board decided to use reserve funds to purchase Directors and Officers Insurance. The difference between 2014 and 2013 has reduced markedly from the July report reflecting our receipt of pledged funds. Josie stated that August is 66% of the budget year. Income reflects receipt of the OHA funds for Public Health Week and Accreditation trainings, member dues, corporate contributions and the beginning of conference registration. Expenses are generally as expected. APHA dues were higher than budgeted due to a change in the APHA dues calculation and our increased membership. Although the budget percentage (155%) is high, the dollar amount is low (\$277). OPHA finances are on track for this time of year
- **Motion:** A motion was made to approve the Treasurer's report, was seconded, and passed unanimously.

### Agenda Topic 3: **Internal Policy Workgroup**

- Elizabeth Miglioretto explained that the Board is considering the approval of 6 policies today; 2 revised and 4 new ones. She and Maggie Sullivan comprised the workgroup to develop these policies in coordination with Josie. OPHA is in the process of developing a policy manual, which will include these policies if approved by the Board. The Anti-harassment policy is required for OPHA's Director and Officer Insurance. Board members considered and voted on each of the following policies separately.
- Proposed Changes to Existing Policy: Reserve Funds.  
**Motion:** A motion was made to approve the Reserve Funds updated policy, was seconded, and passed unanimously.
- Proposed Changes to Existing Policy: Request for Legislative Support or Endorsement.  
**Motion:** A motion was made to approve the Request for Legislative Support or Endorsement updated policy, was seconded, and passed unanimously.
- Proposed New Policies:
  - Whistleblower

**Motion:** A motion was made to approve the Whistleblower policy with the edit to change the word “corporation” to “organization,” was seconded, and passed unanimously.

- **Records Retention & Destruction**

The board discussed the policy at length. Marti Franc commented that the policy did not include provisions for secure storage of documents. Josie stated that, given OPHA’s limited staff who work from home using their personal equipment, security measures were limited. Per Josie, very few of OPHA’s documents are sensitive; most are public information. All OPHA documents are stored on Google Drive, a cloud-based application, with a back-up to her home PC. Discussion followed that for most documents this is adequate; however, personnel related documents should receive additional security. The board decided that the policy needed to be updated to reflect document storage and security before it could be approved. The Internal Policy Workgroup will make proposed changes and bring the policy back to the board for approval later.

- **Political Activity**

**Motion:** A motion was made to approve the Political Activity policy, was seconded, and passed unanimously.

- **Anti-harassment**

**Motion:** A motion was made to approve the Anti-harassment policy, was seconded, and passed unanimously

#### Agenda Topic 4: **Committee Reports**

- **Membership Committee – Torrie Fields**

- The OPHA table at the Student Orientation OMPH was not particularly well-attended given the timing of the vendor displays.
- 77% of members are renewing, 23% are new members.
- 25% of members are students.
- The committee is planning another membership breakfast for new members.
- Charlie stated that in CLHO, many members are new (<2 years) and dynamic. Charlie recommends continuing our strong partnership. Lila thought that perhaps OPHA members might meet in person with county administrators who may not support active OPHA participation by their staff. Torrie and Josie mentioned that Regional Directors might be an appropriate resource to bring to bear in this issue.
- Diversity training might be available to OPHA.

- **Elections Committee—Marti Franc—Information**

- Ballots were mailed Sept. 11.
- Ballots will be counted during the OPHA conference; ballots are counted twice separately, and the results are certified. The President will call for a motion to destroy the ballots once the election positions are filled.
- Next year, the committee hopes that voting can be held electronically.

- **Awards Committee – Josie Henderson for Alissa Leavitt**

- Three awards are granted annually: Lifetime Achievement, Emerging Leader, and Policy Champion.
- Nominators provide a short introduction for the nominee before the award is announced.
- The committee and Executive Director know the names of the nominees, but they are withheld from the BOD.

- **Program Committee – Josie Henderson for Marie Harvey**

- Planning is going smoothly; an intern is helping this year in addition OPHA staff
- Registration at 187 as of today (9/19).
- Final flyer was sent to the Board of Directors today (9/19) for distribution.
- Registration used to be combined for some prices, currently it is separated. We should have more detailed registration information going forward.
- There will be tables for the Policy and Membership Committees.
- OPHA attendees earn 10 continuing education credits for CHES certification.

- OPHA needs conference needs volunteers—please volunteer if able! Needs are primarily in registration.
- **Policy Committee** – Anna Stiefvater
  - GMO labeling. Board discussion as to the merits of a request for endorsement of Measure 92. Motion to endorse Measure 92 was made, seconded, and the motion passed with 1 nay (Marti Franc), and 5 abstentions (Tahroma Alligood, Charlie Fautin, Robb Hutson, Katy King, and Tom Eversole).
  - Measure 90, Top Two Party Primary, has requested OPHA endorsement to vote no. Discussion followed and the motion to table the vote on endorsement of No on Measure 90 was made, seconded, and passed unanimously with one abstention (Jocelyn Warren). Josie will add this to the October Board Meeting agenda.
  - Campaign to Save Antibiotics sign on letter request. Policy Committee wants more information before deciding their recommendation and Anna will follow up on and report at October board meeting.
  - PDX People’s Climate March. Jocelyn Warren is representing OPHA. The march is Sunday in downtown Portland, all directors were invited.
  - OAPGV Legislative Day of Action. Possible gun background check of private sales bill to be considered during the Oregon 2014-15 legislative session.
  - Yes on Measure 88, Safe Roads. Wendy Rankin and Maxine Fookson are representing OPHA for this endorsed measure. Wendy hosted a house party and there may be a phone bank, rally and other events in future. Early polls indicate the Measure is failing.
- **Development Committee** – Katherine Bradley
  - To date, fundraising as displayed in the Goal Tracker is at 94% of OPHA goal, and has exceeded the amount budgeted (\$56,500).
  - Robb Hudson will run the Twitter Lab at OPHA, and the Rede Group has donated an iPad mini.
  - OPHA was granted a Strategic Planning award from the Meyer Memorial Trust
  - APHA Accreditation Award for \$7500, which was \$2500 higher than requested. OPHA will submit a revised budget.

Agenda Topic 5: **Executive Director Report**

- Josie provided updates on the following items:
  - Will solicit members for a Strategic Planning Work Group
  - PHAB Accreditation Education Webinar Sept 15
  - Josie is presenting at APHA at accreditation trainings funded by APHA

Agenda Topic 6: **Future of Public Health Task Force – Charlie Fautin**

- The membership of the task force did not include many local public health practitioners, so there were many opportunities for discussion of the nuts and bolts/field realities.
- The final report is online, and deals with public health modernization. Oregon invests much less than the national average of approximately \$30/pp (in the neighborhood of \$12-13/pp). Some of the highest levels of per capita expenditures are in the West.
- The bill that will come forward will call for modest investment in a detailed study to determine what resources would be needed to bring foundational capabilities to public health communities in Oregon.

Agenda Topic 7: **Adjourn**

- The meeting was adjourned at 3:01 PM

**UPCOMING BOARD SCHEDULE:**

Monday, 2:45-4:00pm, October 13, Wells Fargo Room, LaSells-Stewart Center, Corvallis