

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held on Zoom on January 15, 2021. The meeting started at: 10:05am and finished at 11:59AM.

ATTENDEES

People present at the meeting:

<i>Zoom</i>	<i>Phone</i>	<i>Not Present</i>
Aldo Solando	Allison Myers	Jackie Leung
April Lawless		Rebekah Bally
Beth Doyle		Tabitha Jensen
Chandra Char		Therese Hooft
Clair Raujol		
Danielle Droppers		
David Huntley		
Glendora Claybrooks		
Karen Chase		
Marie Harvey		
Mary Ann Wren		
Mitch Hass		
Nora Frank-Buckner		
Physuin Myint		
Rebeckah Berry		
Renee Menkens		
Robb Hutson		
Sierra Prior		
Tamara Falls		
Tom Engle		
Yesenia Castro		
Jessica Nischik-Long (Staff)		

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Motion passed to accept November and December financials.
- Policy and Advocacy Committee Chair to provide standing update on HB 2337 (Racism as a public health crisis).
- Motion passed to endorse HB 2388.

DETAILS AND BACKGROUND

December Board Meeting Minutes – Sierra Prior

Motion: Approve the December 4, 2020 Board of Directors Minutes as provided.

Danielle Droppers motioned. Glendora Claybrooks motion was seconded. Minutes were approved unanimously.

Treasurer's Report – David Huntley

2021 Budget - ALL	CONFERENCE	OTHER PROGRAMS	TOTAL CONF & PROGRAMS	SECTIONS	TOTAL ALL
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ 57,091	\$ 57,091
INCOME					
Grants & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Membership Dues	\$ -	\$ 22,640	\$ 22,640	\$ 5,707	\$ 28,347
Direct Public Support					
Corporate Contributions	\$ 24,200	\$ -	\$ 24,200	\$ -	\$ 24,200
Individual Contributions	\$ -	\$ 2,885	\$ 2,885	\$ -	\$ 2,885
TOTAL Direct Public Support	\$ 24,200	\$ 2,885	\$ 27,085	\$ -	\$ 27,085
Program Income					
Conference Registration	\$ 44,615	\$ -	\$ 44,615	\$ -	\$ 44,615
Exhibit Booth Fees	\$ 2,250	\$ -	\$ 2,250	\$ -	\$ 2,250
Training Registration	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500
TOTAL Program Income	\$ 46,865	\$ -	\$ 46,865	\$ 7,500	\$ 54,365
Other Types of Income					
Interest	\$ -	\$ 15	\$ 15	\$ -	\$ 15
In-Kind Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Types of Income	\$ -	\$ 15	\$ 15	\$ -	\$ 15
Total Income	\$ 71,065	\$ 25,540	\$ 96,605	\$ 13,207	\$ 109,812
EXPENSES					
Payroll Expenses					

Salaries and Wages	\$ 14,630	\$ 40,574	\$ 55,204	\$ -	55,204
Payroll Taxes	\$ 1,346	\$ 3,733	\$ 5,079	\$ -	\$ 5,079
Payroll Expenses - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total Payroll Expenses	\$ 15,976	\$ 44,307	\$ 60,283	\$ -	\$ 60,283
Contract services					
Accounting Fees	\$ -	\$ 2,700	\$ 2,700		\$ 2,700
Advertising and PR	\$ 100	\$ -	\$ 100	\$ -	\$ 100
Catering/Food	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Speaker Fees	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Payscale Basic Fee	\$ 96	\$ 192	\$ 287	\$ -	\$ 287
Consultant Services	\$ 2,324	\$ -	\$ 2,324	\$ 300	\$ 2,624
Total Contract Services	\$ 2,520	\$ 3,892	\$ 6,411	\$ 2,300	\$ 8,711
Facilities and Equipment					
Facility Rental	\$ 3,880	\$ -	\$ 3,880	\$ 2,000	\$ 5,880
Total Facilities and Equipment	\$ 3,880	\$ -	\$ 3,880	\$ 2,000	\$ 5,880
Operations					
Dues and Memberships	\$ -	\$ 1,125	\$ 1,125	\$ 850	\$ 1,975
Bank Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -
Business Fees & Taxes	\$ -	\$ 215	\$ 215	\$ -	\$ 215
Payscale transaction fees	\$ 1,420	\$ 990	\$ 2,410	\$ 1,000	\$ 3,410
Memberclicks annual fee	\$ 1,848	\$ 3,696	\$ 5,544	\$ -	\$ 5,544
Phone	\$ -	\$ 804	\$ 804	\$ -	\$ 804
Postage, Mailing Service	\$ 10	\$ 928	\$ 938	\$ -	\$ 938
Printing & Copying	\$ 25	\$ 1,020	\$ 1,045	\$ -	\$ 1,045
Supplies	\$ -	\$ 419	\$ 419	\$ 1,500	\$ 1,919
Replacement equipment		\$ 1,500	\$ 1,500	\$ -	\$ 1,500

Total Operations	\$ 3,303	\$ 10,697	\$ 14,000	\$ 3,350	\$ 17,350
Other Types of Expenses					
Awards, Gifts, Donations	\$ 595	\$ -	\$ 595	\$ 980	\$ 1,575
Credential	\$ 50	\$ -	\$ 50	\$ 225	\$ 275
Insurance - Liability, D and O	\$ -	\$ 2,865	\$ 2,865	\$ -	\$ 2,865
Total Other Types of Expenses	\$ 645	\$ 2,865	\$ 3,510	\$ 1,205	\$ 4,715
Travel and Meetings					
Conference, Convention, Meeting (Travel, Food, Lodging)	\$ 285	\$ 2,728	\$ 3,013	\$ 2,800	\$ 5,813
Food	\$ -	\$ 783	\$ 783	\$ 500	\$ 1,283
Speaker's Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Professional Development	\$ -	\$ 500	\$ 500	\$ -	\$ 500
Travel/Parking	\$ -	\$ 1,911	\$ 1,911	\$ 150	\$ 2,061
Total Travel and Meetings	\$ 285	\$ 5,922	\$ 6,207	\$ 3,450	\$ 9,657
Inkind Expense					
Inkind Facility Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Inkind Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 26,609	\$ 67,683	\$ 94,291	\$ 12,305	\$ 106,596
Net Income	\$ 44,456	\$ (42,143)	\$ 2,314	\$ 902	\$ 3,216
ENDING BALANCE	\$ 44,456	\$ (42,143)	\$ 2,314	\$ 57,993	\$ 60,307
Reserve Fund Total	\$ 75,447				

- David reports usually based on the year to date so his summary focused December financials, which are inclusive of the November financials.
- Karen Chase asked for additional information on Individual Contributions in the Executive Summary. These are generally contributions we would normally have from the conference. They are at 70%. Jessica Nischik-Long asked for clarification if that includes corporations and exhibitors, or if it is just individuals. David clarified it's not membership dues, and does not include the conference. This line was not updated in the executive summary and it's actually at 85%.
- Income for P&L was at 85%. Total operations were at 52%. Total expenses were at 38% of what we budgeted. Income was 158%.

Motion: Approve the Treasurer's report for December 2020 as presented.

Mitch Hass moved. Mary Ann Wren seconded Motion approved unanimously.

2021 Budget Highlights - David Huntley

- David recapped the budget highlights for 2021. The board approved the budget for an online conference. The budget has slight adjustments for operations. There is a 3% COLA adjustment for the Executive Director and Program Assistant and equipment allocations. There are funds included for APHA membership for the OPHA President. There was an hour increase for the Program Assistant to roughly 17 hours per week to allow the ED to focus on more strategic directives.
- We expect to make about \$2,300 for the year.
- Tom Engle raised concern with the combination of staff salary increase as a combination of COLA and merit. He did not raise issue with the 3% raise, but said COLA and merit should be considered separately in the future. Jessica said the Executive Committee started this discussion, and more details are in the minutes included in the board packet. The Executive Committee agreed with the premise of tying COLA to an index of some kind.
- Danielle added that we settled on 3% because that was close to the COLA for state employees.

PPP Loan Update - David Huntley

- US Bank informed us last year they would contact loan recipients when they could file for PPP loan forgiveness. When the new PPP loans were announced, the US Bank suspended the loan forgiveness application process for prior PPP loans. We are waiting for updates from US Bank for forgiveness of our loan.

President's Report – Danielle Droppers

- Jennifer Konick resignation, Region 5 Representative, term ends 2022
 - Region 5 (Valley) – Benton, Clackamas, Hood River, Linn, Marion, and Polk Counties
- Per the vacancy policy, we notify the board and give an opportunity for directors to recommend replacement candidates. Danielle asked for recommendations.
- Danielle recommended Angel Harris and Rocio Munos.
- April Lawless asked if it's appropriate to announce the vacancy to sections or other parties. Danielle said that's not common practice but it's not a closed vacancy process so board members can share information about the vacancy.
- Jessica will share the Director job description for board members to share so that potential candidates understand the responsibilities.

- The Vacancy Policy has the information that candidates need to submit.
- The Nominations Committee reviewed candidates from the last election and none of them qualified for Region 5.
- Tom Engle suggested increasing the Nominations Committee responsibilities to support filling vacancies. Danielle asked the board if there is interest in adjusting bylaws to have the Nominations Committee make these suggestions. Glendora Claybrooks and Karen Chase supported the idea. Danielle tabled the discussion for next month to adhere to the current agenda timeline. David added that the Nominations Committee typically only meets once per year so that would need to be addressed. Clair Raujol asked for a reminder of the current members of the Nominations Committee. Next month Jessica will also review the bylaws relevant to this discussion.

Strategic Plan – Danielle Droppers

- Last month during the board retreat we formed three groups: membership and revenue, policy, and diversity equity and inclusion. Danielle asked for updates on work done since the retreat for each group.
- Membership: The Membership Committee has primarily discussed low-income membership rates and sponsorships. David shared the current idea is to consider sponsorships on a case-by-case basis.
 - Jessica said the Membership and Revenue Work Group (which is currently separate from the Membership Committee) sent out a survey for board feedback. Current staff capacity is insufficient to achieve many of our strategic goals. Work group members concluded that the best way to raise funds is through consistent programming. Jessica thinks we will need to apply for a capacity building grant to get a program up and running with the goal that it would become self-sustaining.
 - Please complete the survey by January 31, 2021.
- DEI Committee: Phyusin Myint said the DEI group has met once since the retreat and they focused on the history of racism in Oregon and having a dialogue about moving DEI work forward as an organization. Diversification of the OPHA board is priority. The group has another meeting scheduled and board recruitment process will be a topic of discussion.
- Policy group: Sierra Prior said that the Policy group didn't schedule another meeting. Sierra said that she doesn't quite understand how to continue the work separately from the committees. Danielle suggested having additional conversation with the Policy Chair, Nathaniel Boehme, about how to move conversations forward that include strategic direction from the board.
- Jessica added that it's the board's task to provide strategic direction and that was the idea behind the board retreat, which is why we are trying to keep these work groups going.
- Robb Hutson added that the committees often get bogged down so they often don't have time for long-term strategic planning or visioning.

Policy Committee – Nathaniel Boehme

- The Policy and Advocacy Committee met on 1/14/15 and had about 20 attendees. The committee discussed a few LCs (some are now bills) but doesn't have any recommendations to bring forward to the board at this time. The committee discussed focusing on legislative items that have health and racial equity considerations.
- The committee agreed on a tiered endorsement process:
 - We'll strive for a consensus model of giving a policy proposal one of these –
 - Strongly endorse
 - Endorse
 - Neutral
 - Oppose

- Race, Ethnicity, Language, and Disability (REALD) data collection standards: <https://www.oregon.gov/oha/OEI/Pages/REALD.aspx>
- There's a link within that page for the updated templates in multiple languages.

New Business, Coalition and Section Updates

- No updates.

11:59AM – Adjourn

NEXT BOARD MEETING

The next board meeting will be held on February 19, 2021 from 100:00am-12:00pm on Zoom.