**December 16, 2015**

**TO: CLHO Board**

**FR: Morgan Cowling, Executive Director**

**RE: December 2015 Staff Report**

*The last month has been another busy month working on Public Health* Modernization implementation; the new benefits options for staff, and 2016 legislative session preparation. These are highlights of how I’ve been spending my time.

The largest bulk of my time has been spent in organizational administration – grant writing and benefits administration. I’ve been working closely with a small group of CLHO members and the OHA on a grant proposal for the Robert Wood Johnson Foundation to support our efforts to modernize the public health system in Oregon.

***Public Health Modernization Implementation***

*Communications/ Technical Assistance Contractor*

As part of the grant that CLHO received we are working on putting together a rather informal Request for Proposals to work with local health departments to support local communications efforts, and provide some additional technical assistance during the modernization assessment.

We are working on a list of deliverables and will want to get input from the CLHO Board on Thursday and a couple of volunteers to participate in the review of candidates.

***2016 Legislative Session Preparation/ Partner work***

The Oregon Partners for Tobacco Prevention (OPTP) held a retreat to work to strengthen their coalition structure. While CLHO has long been a regular participant we have not been formally a “member” of the Partnership. The new by-laws will be developed over the next six months.

The OPTP including the Heart Association, Cancer Association, Lung Association and Oregon Nurses Association did have a meeting about issues that will be discussed during the 2016 legislative session.

***CLHO Administration***

*Employee Benefits* – I have spent the majority of the last two weeks working to identify solutions for this moving forward. The CLHO Executive Committee gave its blessing to move forward with a plan that will split with the Association of Oregon Counties on December 31, 2015. The AOC Board met on Monday, December 14th and voted for a retirement plan amendment that would ensure the CLHO and AOCMHP employees would be fully vested at the time of the split.

I am currently working to ensure that payroll and health benefits structures are ready to go as of January 1, 2016.