**Conference of Local Health Officials**

**Annual Committee Report of Activities - 2015**

**Committee: Healthy Structure**

**Chair/Co-Chair**: **Pat Crozier-Linn Pam Hutchinson -Marion**

**What is the purpose of your committee (please include the issues are within your committee’s purview)? The Healthy Structure Committee works to develop short and long term priorities and objectives related to local public health standards and funding. The committee’s work includes finalizing standards for local public health, aligning the standards with national initiatives and work being done at the local level, and to provide recommendations to operationalize the standards. The committee also reviews funding formula changes proposed by the State Public Health Division programs and provides recommendations to CLHO.**

**What are the objectives of your committee?**

**The primary focus of the Healthy Structure Committee is to support operating as a system aligned around strategic direction, priorities, and broad operational approaches. Program direction, priorities, funding, and policy development will be presented to CLHO for review and final approval of the recommendations.**

**Required activities for the CLHO Healthy Structure Committee include review and recommendation regarding funding formula, state and local funding issues, and program element recommendations. We have responsibility to review changes in Program Elements and in Funding Formulas and to make recommendations to the CLHO Board.**

**What specific issues did your committee work on in 2015 (please be sure to include Program Element and Funding changes in addition to other topics)?**

* **We started the year with a retreat on December 9. 2014 held in Portland to orient new members and set the stage for the coming years activities. Reviewed previous work and did a SWOC analysis for the committee.**
* **Discussed creating an orientation manual for new members –developing an introductory letter. Discussion on membership structure with small, medium and large representative counties.**
* **Discussion related to new committees that are being formed and how they intersect with the work of this committee. Specifically the JLT Funding Task Group that is being formed to look at funding more globally. Discussions on how to communicate the work this committee will do and the Healthy Structure Committee. Standing agenda item to receive report from this committee.**
* **A lot of discussion on how funding formulas work and when there is a decrease how it impacts the program elements and requirements.**
* **Funding for Ebola –new PE 9. Received an update from Mike Harriman about this money. Committee charged with deciding if they approve the recommendation of the $5K base. - Approved**
* **Triennial Review Quality Improvement Steering committee: Subcommittee to look at the triennial review process. Survey was sent out and results helped drive the committees work. This is a standing agenda item until committee work done.**
* **Discussed funding DIS workers and the decreased support to and impact on the counties.**
* **PH Workforce Development Workgroup –also reported to committee on accomplishments and how this committee can be connected. Discussed promising practices, sharing trainings, cultural competency, and cross reference for trainings so not to interfere with other trainings happening.**
* **On-going review of where the minimum standards landed and how to operationalize them. They went to JLT and from this the Triennial Review sub committee was formed.**
* **Started using Go-To meeting for materials and meetings. Seems to work great. Discussion on meeting management and requirements**
* **Discussion on template for funding formula changes that come to this committee.**
* **Modernization Discussion and review of process and how the work we did on the minimum standards should be woven into the documents.**
* **Reviewed OHA contracting process with counties**
* **Uploaded minutes and meeting materials on the CLHO website – accessible to all CLHO members.**
* **Reviewed and updated the Healthy Structure Committee Charter**
* **Community Liaison updates and functions will now be under “Public Health Systems Innovation and Partnership unit in the Office of the State PH Director.**

**Were there any specific issue challenges or structural challenges your committee encountered this year?**

* **Understanding the funding formulas and how this committee will work with these in the future and how they relate to the program elements. A lot of the funding is becoming competitive and how does this affect this committee decisions.**
* **Lack of clarity on the definition of funding formula**
* **Short timelines result in some items going to “big” CLHO before Healthy Structure**
* **Changing administrative support for this committee for minutes.**
* **Engagement over the phone.**
* **Counties needing to provide the infrastructure for Go To Meeting**
* **Understanding all the topic areas**
* **Continue to question the role of the committee in the future, particularly with Modernization. Relates to Standards work and operationalizing the recommendations presented last year.**
* **Recruitment of members and how to keep them engaged.**

**What there any things that worked well in your committee that you’d like to share with other committees?**

* **When we had administrative support, the minutes were very complete and helpful.**
* **Posting minutes on CLHO website and materials for meetings Go-To-Meeting**
* **Good representation from state and small, medium, large**
* **A lot of sub-committee work, representatives to Triennial Review QI and others reported back**

**What is your planned work agenda for the next year?**

* **Define what is /will be the role of this committee-**
* **Continue to work on orientation for new members.**
* **Work on understanding funding formula and include how funding reductions impacts the requirements in Program elements. Healthy Structure committee will continue to review and make recommendations to CLHO on any changes to existing funding formulas and on formulas for new programs. Clarify definition of funding formula - ie**
* **Standing agenda items:**
1. **Triennial review QI**
2. **Workforce Development**
3. **JLT Funding Task Force report**
* **Discussions regarding annual plans and how this ties into modernization.**
* **Standards Review Process in light of HB 3100- Look at minimum standards for Local Public Health and how they line up with the become operationalized in relation to the modernization work.**
* **Discussion on Projected Revenues and Definitions**

**Anything else you’d like to share with other Committees or the CLHO Board?**

**No**

**Are there any members who have retired from your committee and do you need new members? Yes**

**Please list your committee members:**

**Pat Crozier –Linn Co-Chair**

**Pam Hutchinson-Marion Co-Chair**

**Erin Jolly –Washington County**

**Melissa Ney-Umatilla**

**Cindy Baskerville-Lane**

**Claire Smith-Multnomah**

**Karen Woods-Wheeler**

**Jenna Lorenzen-Umatillia**

**Angie Gerrard-Malheur**

**Dana Drum-State**

**Kathleen Johnson -CLHO**