Coalition of Local Health Officials

October 15th, 2015

*Coalition Executive Members: Muriel DeLaVergne-Brown (Crook); Tom Machala (Jefferson); Loreen Nichols (Multnomah)*

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*CLHO: Kathleen Johnson*

*PHD Members: Danna Drum, Priscilla Lewis*

*AOC: Stacy Michealson*

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| **MINUTES** | | | |
| **Agenda Item** | **Detail** | **Action Item** | **Responsible Party** |
| **Welcome & Introductions** |  |  | Muriel DeLaVergne-Brown |
| **Minutes Approval** | September minutes approved  ***Ellen Larsen moved to approve, Charlie Fautin seconds, all in favor*** | Review & Approve | Muriel DeLaVergne-Brown |
| **RWJF and Public Health Accreditation Board Funding Opportunity** | Lilian Shirley has been in contact with the RWJF about securing funding to carry out the Public Health Modernization work.  RWJF held a meeting in Seattle with representatives from WA state, Oregon and Ohio to discuss RWJF create a learning collaborative to compare notes and help one another move forward in carrying out their public health system changes.  Funding to support work needs to go to a non-for-profit, meaning CLHO would have to apply for Oregon. The application would be due December 15th.  ***Ellen Larsen moves to endorse a process for exploring the funding opportunity and creating a grant-writing team for the application, Marilynn Sutherland seconds the motion. All voted in favor. Motion passed.*** | Discuss | Charlie Fautin |
| **Modernization Updates** | Small groups are continuing to meet to review and incorporate edits into the program documents.  JLT will review final drafts of all documents before they move onto the technical writer that will draft a policy manual.  CLHO will also be working with Liana Winett and Larry Wallack from PSU to do a several day training with a small group of volunteers to develop communication messages on public health modernization. That work will begin 10/23 and wrap up on 11/9.  Discussion:  It will be important to identify messaging for things (MCH programs) that might not be foundational and being sure that we do not lose funding for things that also provide surge | Update | Morgan Cowling |
| **County Health Rankings** | The County Health Rankings and Roadmaps have released an RFP for state teams to apply for funds. Similar to last year CLHO would like to apply for the funding to support action events hosted by LHDs. If additional funds become available OPHI, same as last year, will apply for them so that we can support 6-8 LHDs.  ***Motion:***  ***Pam Hutchinson moves to approve applying for funding, Marilynn Sutherland seconds the motion. All voted in favor, motion passed.*** | Update and Approve | Kathleen Johnson |
| **CLHO Employee Structure** | For the last 5 years CLHO has had an agreement with AOC to provided CLHO staff with payroll and benefits. This relationship is changing and now CLHO needs to consider it’s structure for payroll and benefits. There are a couple options that we can work with. CLHO is a 501c6 and because of that we can secure our own benefits for employees. The other option is that CLHO becomes an 190 and enters into an intergovernmental agreement with AOC to provide employee benefits, however this may make CLHO ineligible for certain funding opportunities.  The last and least favorable option would be to have a contract with AOC and CLHO staff would become AOC staff.  Discussion:  CLHO could partner with other non-profits in the state to get group benefits.  Sherrie Ford recommends not going the contract route through AOC  Importance to have CLHO has 501c6🡪 Accountant for payroll, benefits would be expensive  Recommend that staff looks up non-profit groups/networks that buys benefits. | Update and Discuss | Muriel DeLaVergne-Brown |
| **Mentorship Program** | There will be an end of year evaluation, and we will ask that administrators/directors identify if they would be willing to be a mentor for any new administrators that join CLHO.  It seems that the webinars have been successful and this is component that we would like to continue to offer.  **If you have traveled as a part of the mentorship program and have not submitted a reimbursement form yet please email Kathleen.** | Update | Kathleen Johnson |