Coalition of Local Health Officials

August 20th, 2015

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

*Coalition Members: Muriel DeLaVergne-Brown (Crook); Tom Machala, Vice-Chair (Jefferson); Robin Nudd (Baker); Charlie Fautin (Benton); Dana Lord (Clackamas); Cathy Perry (AOPHNS, Clackamas); Brian Mahoney, (Clatsop); Sherrie Ford, (Columbia); Tom Kuhn (Deschutes); Dawnelle Marshall (Douglas); Ellen Larsen (Hood River); Jackson Baures (Jackson); Marilynn Sutherland (Klamath); Jocelynn Warren, (Lane); Rebecca Austen (Lincoln); Pat Crozier (Linn); Loreen Nichols, (Multnomah); Teri Thalhofer (NCPHD); Katrina Rothenberger (Polk); Marlene Putman (Tillamook); Meghan DeBolt (Umatilla); Carrie Brogoitti, (Union); Tricia Mortell (Washington); Karen Woods (Wheeler); Frank Brown (CLEHS);*

*CLHO: Morgan Cowling; Kathleen Johnson*

*PHD Members: Priscilla Lewis, Michael Tynan, Tom Eversole, Marti Baird*

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| **MINUTES** | | | |
| **Agenda Item** | **Detail** | **Action Item** | **Responsible Party** |
| **Welcome & Introductions** |  |  | Muriel DeLaVergne-Brown |
| **Minutes Approval** | July minutes approved  ***Teri Thalhofer moved to approve, Ellen Larson seconds, all in favor*** | Review & Approve | Muriel DeLaVergne-Brown |
| **Modernization of Public Health** | Prevention and Health Promotion and Environmental Health definition documents will come down from GovSpace on August 31st. The documents posted on the CLHO webpage are appreciated.  The PHD received guidance from the Attorney Generals office to simplify rule-making process to form a policy manual or operations manual based on definition documents and adopt the manual into rule by reference.  How do the documents become aligned, and incorporated into rule.  What are the questions we need to answer in the process?  What is the state local collaborative role in this process?  What is the funding needed to carry out process?  Documents at this point inconsistent.  Environmental Health Definition Document:  More vision and macro level focus need in the EH document  EH includes, broadly, the way the environment impacts individuals health. These are items that have not gone under EH in the past (i.e EMS under hospital)  Would it be best to have small group review outside of webinar and govspace process?  What will foundational capabilities and programs look like compared to PEs? Details may end up in PEs—OCL has cross-walked PEs with foundational capabilities and programs. | Update and Discuss | Morgan Cowling |
| **Billables Project** | Mimi Luther provided update on billable projects  The PHD has been able to extend Kelly McDonald’s contract to early December with SIM grant and have broadened her work from immunizations to all clinical services. | Update | Mimi Luther |
| **PHAB Recruitment** | There are several Governor appointed positions to the Public Health Advisory Board (PHAB).  CLHO needs to provide recommendations to OHPB that will be shared with the Govenor’s office  For the first year PHAB will meet monthly for about 2-4 hrs in length, realistically will skip some months. Meetings will take place at the PSOB with option to call in. The PHAB will have final say on all of it. Term for serving = 4 year terms (staggered) 4 people would serve 1 year term and could be reappointed to 4 year term. | Update | Michael Tynan |
| **OSPHL Update** | Working with vendor to resolve issues that submitters, especially LHDs, put forward. Sara Humphreys has been working to resolve. Please continue to provide feedback related to errors on bills received.  The PHD had a focus group for ideas on how to change format on bills to make it easier to read. The new bills will only include charges for the current or previous months of billing. Will suspend carrying forward of invoice until vendor can ensure bills are correct. For time being will only include current charges.  Problems were internal to vendors process not related to anything LHD or the OSPHL was doing. Will be auditing for double billing. | Discuss | Tom Eversole |
| **DIRECTIVE Grant: Catalyst Survey** | In addition to collecting data related to CD measures the study also involves a cross-jurisdictional sharing survey. The survey was opened on Monday, June 29th, and arrived as an email from Sharee Squires at the University of Washington ([shareesq@uw.edu](mailto:shareesq@uw.edu" \t "_blank)). A reminder has from Sharee Squires at the University of Washington was sent on Monday, August 24th. The e-mail contains a url - unique to your local health department - to follow to the survey. If you do not see it, please check your spam filter. The survey should take 30-45 minutes. The survey must be **completed by August 31**st.  Kathleen to check in with research team for current survey complete count and will follow-up with LHDs that still need to complete. | Update | Kathleen Johnson |
| **CLHO Retreat Agenda** | The retreat committee met and provided ideas for a draft Retreat agenda that is available here. What are items that you feel are missing and need to be added/adjusted to the agenda?  Add higher level visioning for local public health to agenda, criteria for core of core, discussion around personnel.  Overall the agenda is headed in right direction. | Update | Morgan Cowling |
| **OPHA Conference Sponsorship** | Morgan has received a request from Lila Wickham for OPHA sponsorship at a $7500 level  CLHO typically supports at $5000 level.  What is the background for the increase in OPHA sponsorship, have they lost funding?  Fees have increased for programming.  Does CLHO have budget for $7500 level sponsorship? We have reserve funding, however grants going away next year.  ***Motion:***  ***Karen Woods moves to support OPHA at $7500 level, Muriel DeLaVergne-Brown seconds motion, all voted in favor. Motion passed.*** |  |  |
| **CLHO Office Move** | Due to staffing expansions at CIS, as non-paying tenants, we have been asked to move out of the space that we currently occupy. Morgan and Kathleen have been looking for office space in Portland have looked at a few options, and provided a proposal for a space on NE Sandy and 33rd to the CLHO Executive Committee. At this moment in time we are experiencing a few glitches in signing for the space that include general liability insurance requirement, and the requirement for a personal guarantee from Morgan. We have secured general liability insurance for the organization and have had a laywer review the lease. Morgan is currently in negotiation with the landlord at the advice of counsel to put a limit on personnel guarantee or other option suggestion is that CLHO indemnify Morgan. | Updates | Morgan Cowling |
| **Public Health Modernization Grant and Workplan:** | CLHO staff drafted a workplan for funding ($120K) granted by PHD to carry out modernization work. The workplan has been organized into five categories of work:  Project Management  Communication  Outreach and Engagement  Assessment Development  Assessment Implementation  The budget for grant is high-level and organized to correspond with workplan. | Update and Discuss | Morgan Cowling |
| **End of Year Budget Report** | Budget documents can be accessed [here](http://oregonclho.org/about/clho-meetings/).  We have a nearly 30,000 deficit that is primarily due to a delay in payment related to the UW Directive research work.  At the recommendation of our financial advisor we are trying to increase our programming to use more reserve funding. CLHO staff need to begin planning for programming early so it is helpful to have CLHO member input, on what it is you all need and would like to see. | Update and Discuss | Morgan Cowling |