Conference of Local Health Officials

July 16th, 2015

*Conference Executive Members: Muriel DeLaVergne-Brown (Crook); Tom Machala (Jefferson); Carrie Brogoitti (Union); Cathy Perry (AOPHNS), Teri Thalhofer (PHAO); Loreen Nichols (Multnomah)*

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*CLHO: Morgan Cowling; Kathleen Johnson*

*PHD Members: Jan Kaplan, Lilian Shirely, Priscilla Lewis, Danna Drum, Tom Eversole, Marti Baird*

*AOC: Stacy Michaelson*

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| **MINUTES** |
| **Agenda Item** | **Detail** | **Action Item** | **Responsible Party** |
| **Welcome & Introductions**  |  |  | Muriel DeLaVergne-Brown |
| **Minutes Approval** | June minutes need to be corrected to reflect that Tom Machala is from Jefferson County, not Crook County***Tom Machala moved to approve corrected minutes, Meghan DeBolt seconds, all voted in favor. Minutes approved*** | Review & Approve | Muriel DeLaVergne-Brown |
| **Appointments** | Muriel DeLaVergne-Brown appointed:Matt Davis (Washington County Public Health) to CLHO Healthy Communities  | Appoint | Muriel DeLaVergne-Brown |
| **Pharmacy MOU & Operational Guidelines:**  | The Public Health Division has been working with pharmacies to establish an MOU between local public health departments and pharmacies in communities to build relationships and help contain outbreaks when they occur. Some examples of public health and pharmacies working together to contain an outbreak include the Crook County Meningococcal outbreak and the Lane County/ University of Oregon Meningitis outbreak. In Lane county, approx. 90% of vaccines for Meningitis have been given by pharmacies.The state of Washington Department of Health, their LHDs and several pharmacies have MOUs. This served as the framework for the work in Oregon. The Center for Practice is ready to share with pharmacies and LHDs to see if there is interest in making use of the tool. Request to share with LHD administrators and preparedness coordinators to provide an opportunity to be signatory on MOU. The MOU is currently under review at Fred Meyer, Safeway, Albertson, and WalmartThe pharmacies that have reviewed the MOU include Walgreens and Higgins.The Center for Practice will finish the work with pharmacies prior to final approval from LHD administrators.**Discussion:**When MOU will get to local business (pharmacies)? The Center for Practice will work with pharmacy headquarters to inform local pharmacies.Has the MOU been Reviewed by county counsels? The Center for Practice has run it by Shannon O’Fallon in the DOJ, but has not sent to county counsels. Volunteers to have discussion with County Counsels and provide feedback (Charlie Fautin, Brian Mahoney, Muriel DeLaVergne-Brown)Email Kristen Corchran with questions.  | Update | Richard Leman (PHD Center for Practice)Selene Jamarillo (Lane County) |
| **Vital Records** | The Legislature has approved a vital records fee increase as a part of the OHA budget. The fee increase was carried out through Ways and Means process; the last fee increase was in 2003.Fee schedule:In effect Jan 1, 2016If purchased online some counties can charge expedite fee Fees are in ORS all LHDs and State must charge same fee. Rule making process:LHD volunteer for rule making process (two meetings)Plan to have rules to secretary of state by January and the rules in place by November 1stPublic comment will be in October.Things to keep in mind for LHDs:* Change forms
* Change communications (webpages)
* Communication plan (FAQs within next week ready to share with county commissioners)
* Everything will be posted on vital records webpage
* Come back in year to explore sharing costs
* Vital records at county can only issue certificate up to 6months after event
* County registrar list serve to also receive FAQs, funerals are aware of changes.

**Discussion:**Have Tribal members been informed of process? Jennifer will work on it. When would be a good time for next set of reminders for administrators? Is October sufficient? | Update | Jennifer Woodward |
| **Committee and Caucus Updates:**  | CLEHS is working on their 5 years strategic plan, prioritizing items to address. Sending out survey to caucus members. | Update | All |
| **PHD Staffing Changes**  | OHA is getting to the point where it is meeting promises made with health system transformation.Created new divisions (7), health licensing is now a part of OHA🡪 will report to Lillian until fully evolved under Protection, marijuana is also in Protection. Recruiting for director of communications (internal, external, and legislative)🡪 recruitment begins in September. OHPB oversees all of OHA (governance structure)OEI now its own division.Has an organizational chart published? The Org chart can be accessed by Lynne Saxton’s message, Lillian will forward chart to Morgan.Changes in staffing:Rumor 1- Limited Duration staff being eliminated: OHA has laid-off 32 positions, 5 within the PHD, no further planned layoffs. Rolling layoffs? No plan at administration level to have layoffs. No unionized layoffs. Office of Community Liaison Manager position has been eliminated.Triennial review staff have been transitioned to Danna Drum’s office (now Community engagement and performance management). Danna is meeting with Morgan and Muriel about what the transition will look like. If LHDs have questions they can contact Danna or Priscilla at any point, and are working to appoint Marti or Ronit as point of contact for LHDs. Working on scheduling Meet and Greets for the Fall. Visits will be assigned regional so staff have a sense for what is happening in surrounding LHDs. Staff are wanting to hear about needs to be addressed. At the August CLHO meeting PHD staff will bring plan for what work and LHD support coming out of office will look like. Website will be maintained, and updated. Jan is with PHD through August 14th It might be helpful to have CLHO and OCL do inventory and find gap areas to address needs.Limited Duration employee is hired at the OHA with an end date. PHD leadership working with OHA and Legislature to help understand PH business model (grant funded). Getting a plan for position control, who is in the PHD, the work they are doing and what is their funding. Principle is that all limited duration at end of their duration will not be extended. There will be 2 options for limited duration position, one they will be either extended depending on work need, or two they will become a permanent position because the work is essential to core public health services. The PHD will be a smaller agency, decision will be tied to work and getting work done. PHD leadership will deed to hear from LHDs about any unintended consequences that may arise.Rumor 2- Federal funding streams are at risk/being returned: We are not giving back money, but are on a hiring pause | Update | Lilian Shirely |
| **State Public Health Lab** | The OSPHL is implementing a new process for billing for service. The billing vendor has sent out notice to submitters for lab, to disregard bills, if paid will the vendor will refund money and are hoping that within 20 days they will do so. Going back from January 1 to June 30th, we are asking LHDs to do synopsis of bills. Duplicate charges are being worked so that does not happen in future. Sara Humphries is working with submitters to minimize glitches. LHDs have Incorrect bills outstanding in 2014. | Update | Tom Eversole |
| **Updates:** | **ELC (Teri Thalhofer):** The ELC meets July 22nd-23rd in Tillamook. Going back to non-Legislative session of doing community day and meeting following. July 22nd community meeting, July 23rd full meeting day at Tillamook community college. **JLT (Muriel DeLaVergne-Brown):** Report on staff changes at PHD. Discussed time frame for modernization, and communication for definition feedback. **HO Report:** July call will be all about HB 3100, Morgan is assisting with the webinar. Discussion will be centered on where HOs can be involved..  |  |  |