COALITION OF LOCAL HEALTH OFFICIALS

**July 20, 2017**

**Meeting Minutes**

**In attendance:** Nancy Staten (Baker), Charlie Fautin (Benton), Dawn Emerick (Clackamas), Muriel DeLaVergne-Brown (Crook), Hilary Saraceno (Deschutes), Bob Dannenhofer (Douglas), Ellen Larsen (Hood River), Teri Thalhofer (North Central Public Health), Jackson Baures (Jackson), Mike Baker (Jefferson), Jared Wheeler (Josephine), Courtney Vanbragt (Klamath), Jocelyn Warren (Lane), Angie Gerrard (Malheur), Pam Hutchinson (Marion), Tricia Tillman (Multnomah), Katrina Rothenberger (Polk), Carrie Brogoitti (Union), Tricia Mortell (Washington), Karen Woods (Wheeler), Lindsey Manfrin (Yamhill), Frank Brown (CLEHS), Pat Luedtke (Health Officers)

**Public Health Division**- Danna Drum, Sara Beaudrault

**AOC**- Stacy Michaelson

**CLHO**- Morgan Cowling, Kathleen Johnson

Guests – Cyreena Boston Ashby, OPHI; Julie Wilkerson, Rede Group; Jill Hutson, Rede Group; Rebekah Bally, OPHA;

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| **Item** | **How** | **Notes** |
| Convene &  Introduce |  |  |
| Minutes | APPROVE | ***Pat Ludetke moves to approve April minutes as amended, Ellen Larsen seconds the motion, all voted in favor, motion passed.*** |
| Appointments |  |  |
| OPHI |  | Cyreena Boston Ashby CEO of OPHI  Joined national network of public health institute  Last few years have much more focus on health equity to really naming social issues as public health issues. Will be focusing on core capabilities to hopefully build ability to compete for federally opportunities. |
| AIMHI Technical Assistance | Update and discuss | Technical Assistance Opportunities  Could it support facilitating statewide brainstorming? Webinars, facilitating local conversations to see where alignment exists, finding resources to support change in business models  will also need to think through how we support the use of tools developed beyond an RFP process.  Working with small group to identify how to spend additional funds to support LHDs  Change management- focus on specific change related to $5M for communicable disease  AOC district meetings could be venue to discuss modernization work? |
|  | Update |  |
| OPHA Membership |  | Rebekah Bally- new membership opportunity  Traditional membership has been just individual, and would now like to offer organizational memberships to partners. With org membership will offer 15% discount for employees along with one free membership for employee of choice.  Would CLHO like to be an organizational member of OPHA?  **Teri moves to approve CLHO becoming a member, Tricia Mortell seconds the motion, all voted in favor.** |
| PHAST |  | The Public Health Activities and Services Tracking project would like to recruit some volunteers to review the way the data is being presented. There was quite a bit of dialogue about how the local health departments do not have access to ALERT IIS in a way that they could run reports etc.  Volunteers:  Benton County epi  Lindsey Manfrin  Marion County  Action step – give Aaron Dunn and heads up to see if the data is possible. |
| Legislative Update | Update | End of session report is posted, and will be hosting a webinar to do a deeper dive debrief in the next couple of weeks.  Will add appendices including one-pagers and could also add bill track spreadsheet.  Webinar in early august to talk through major priorities.  We will also need new leadership for CLHO legislative committee. |
| Program Manager- Hiring | Update &  Discuss | Kathleen is leaving, have begun recruitment process  Hiring timeline posted on CLHO webpage, looking to close position on August 11th.  In past have had hiring committee, would like volunteers to participate in hiring committee. Morgan will do initial screening to 5-10 most qualified applicants and committee would then select candidates for interview.  Volunteers-  PHD staff (Danna or someone else), Tricia Mortell, Charlie Fautin, Dawn Emerick, Teri Thalhofer. |
| CLHO Staff Salary |  | Researched LPHA administrator salaries in metro area as well as surrounding.  Motion-  **The budget committee would like this to be adopted into personnel manual, and is recommending approval of the proposal, all voted in favor, motion passed.** |
| Retreat Planning |  | Expand Modernization pieces of agenda to focus on draft scope of work?  September may be too late to bring partners together to work on RFP.  Pull together small group to brainstorm ideas for Modernization agenda and how to support LHD work.  Muriel, Lindsey Manfrin, Tricia Tillman |
| AOC Conference |  | AOC is moving in a different direction with it is annual conference, and looking to see if CLHO would like to submit a proposal.  Topic ideas:   * Creating efficiencies in CD, protecting health * Business partnerships in public health (woodsmoke, NCPHD obesity prev)   Morgan will take these ideas and submit them as proposals by July 30th, 2017. |
| Adjourn |  |  |