**Memorandum of Understanding**

**ORGANIZATION NAME:** Oregon Coalition of Local Health Officials (CLHO)

**MAILING ADDRESS:**  3333 NE Sandy Blvd, Portland, OR 97232

**CONTACT:** Morgan Cowling, Executive Director

The parties to this Memorandum of Understanding are Oregon Coalition of Local Health Officials (CLHO) hereafter called “SACCHO” [state association of county and city health officials] and the National Association of County & City Health Officials (hereinafter called “NACCHO”).

**WHEREAS,** it is NACCHO’s interest to work with this SACCHO toward fulfilling NACCHO’s mission to improve the health of people and communities by ensuring an effective local public health system through workforce and leadership development, collaboration with state and federal health agencies, and communication with other local health departments nationwide;

**WHEREAS,** it is NACCHO’s interest to increase the number of local health departments who are active members of NACCHO, to increase the revenues for NACCHO, and to ensure NACCHO’s financial sustainability;

**WHEREAS,** it is this SACCHO’sinterest to increase the number of health departments in **their state** who enjoy the membership benefits of NACCHO and to be compensated for efforts towards increasing and maintaining SACCHO members’ membership in NACCHO;

**WHEREAS,** it is the SACCHO’sinterest to increase opportunities available to their state’s local health departments for 1) advocacy, 2) national representation, and 3) connections to other local health departments nationwide though NACCHO;

**THEREFORE,** the parties are entering into this Memorandum of Understanding to address their interests, and agree as follows:

1. **Purpose:** The purpose of this Memorandum of Understanding is to secure an increase in membership of the local health departments in NACCHO and to provide benefits to the SACCHO for effort toward this purpose.
2. **Responsibilities of the SACCHO:**  This SACCHO agrees to the following:
3. Designate primary and secondary contact persons for NACCHO (e.g. president, executive director);
4. Wherever possible, increase membership in NACCHO by local health departments in **their state;**
5. Work with NACCHO to mutually define the number of potential local health department members in this SACCHO’s state[[1]](#footnote-1) and which date, April 1 or October 1, will be used to determine attainment of benefits as described in #3.
6. **NACCHO Responsibilities:** NACCHO agrees to the following:
7. NACCHO will provide this SACCHO either the maintenance incentive or the growth incentive annually (the SACCHO will choose one) for the duration of the agreement between NACCHO and this SACCHO**.**
8. The benefit will be based on NACCHO dues received by NACCHO no later than 90 days after the payment deadline (9/30 for July renewals, 3/31 for January renewals). Benefits to the SACCHO will be processed by NACCHO no later than 11/15 for July renewals, 5/15 for January renewals.
   1. If NACCHO membership dues are not received within ninety (90) days of the payment due date, the benefits to this SACCHOas described in this agreement may be reduced or cancelled.
   2. NACCHO will notify this SACCHO immediately upon any decision by the board to of NACCHO to increase member dues.
9. Upon request, twice annually, and within a reasonable amount of time, provide updated membership listing in electronic format to NACCHO Membership Department. (NACCHO is responsible for providing an excel template that the SACCHO will be encouraged to use to capture updates.

* **Maintenance Incentive**

***Benefits to this SACCHO***

1. One complimentary registration to the NACCHO Annual Meeting and a two percent (2%) rebate if **70%** of the state’s local health departments membership (as defined in 2c, above) is maintained or
2. Two complimentary registrations to the NACCHO Annual Meeting and a three percent (3%) rebate if **85%** of the state’s local health departments membership (as defined in 2c, above) is maintained or
3. Three complimentary registrations to the NACCHO Annual Meeting and a five percent (5%) rebate if **100%** of the state’s local health departments membership (as defined in 2c, above) is achieved.

* **Growth Incentive for those SACCHOs with less than 70 percent NACCHO membership:**

***Benefits to this SACCHO***

* 1. One complimentary registration to the NACCHO Annual Meeting every year where NACCHO membership by this SACCHO’s potential members increases by at least 15% until 70% is reached (as defined in 4 below).
  2. Once 70% is reached, this SACCHO has the option of changing from the growth incentive to the maintenance incentive (as described above).
* **Dues Collection Incentive (optional)**

**Provisions for Payment in instances where SACCHOs collect NACCHO dues:** This SACCHO’s local health departments will pay NACCHO dues directly to this SACCHO. This SACCHO will remit payment for all dues to NACCHO within 90 days of the payment due date listed on the annual renewal invoice.

***Benefits to this SACCHO***

1. In addition to any other incentive benefits, a three percent (3%) rebate of the state’s local health departments dues (as defined in 2c, above) collected and received by NACCHO in full within 90 days of the payment due date will be provided.
2. Both NACCHO and **this SACCHO** agree that the potential number of local/district public health agency members (as described in 2c) in this state is **33, of which 17 are currently NACCHO members.** The date to be used to measure attainment on an annual basis is **October 1.**
3. Goal for year 1: **19**
4. Goal for year 2: **21**
5. Goal for year 3: **23**
6. **Cancellation:** Either party may cancel this agreement with 90 days’ notice prior to the next renewal cycle. (July 1 for January renewals and January 1 for July renewals.)
7. **Term of Agreement:** This Memorandum of Understanding shall be in effect for three (3) years upon signing by both parties.

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Executive Director/President Date

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Chief Executive Officer, NACCHO Date

1. Note: Generally, NACCHO’s minimum target membership rate for a given state in order for a SACCHO to be eligible for the incentives within this agreement would be at least 70%. However, noting the variation in local public health systems size and complexity, NACCHO will work with individual SACCHOs to define reasonable and equitable membership targets. [↑](#footnote-ref-1)