



April 15, 2021

Meeting of the Coalition of Local Health Officials

Meeting Began: 11:00am

Executive Members:

Present: Jocelyn Warren, CLHO Chair, Lane; Carrie Brogoitti, Vice-Chair, Center for Human Development Union; Muriel DeLaVergne-Brown, Crook, CLHO Legislative Committee Co-Chair; Katrina Rothenberger, Secretary/Treasurer, Marion; Dr. Pat Luedtke, Health Officer's Rep; Lindsey Manfrin, Public Health Administrators of Oregon, Yamhill; Shane Sanderson, Medium County Representative, Linn; Nic Calvin, Small County Representative, Harney

Absent: Joseph Fiumara, Coalition of Local Environmental Health Specialists, Umatilla

Members Present (x if present)

x Baker - Nancy Staten	x Hood River - Trish Elliot	Multnomah - Adelle Adams
Benton - April Holland	x Jackson - Jackson Baures	x North Central PHD - Shellie Campbell
x Clackamas - Philip Mason-Joyner	Jefferson - Mike Baker	x Polk - Jacqui Umstead
Clatsop - Margo Lalich	x Josephine - Audrey Tiberio	Tillamook - Marlene Putnam
Columbia - Mike Paul	x Klamath - Jennifer Little	Umatilla - Joseph Fiumara
Coos - Anthony Arton	Lake - Judy Clarke	x Union - Carrie Brogoitti
x Crook - Muriel DeLaVergne-Brown	x Lane - Jocelyn Warren	x Washington - Tricia Mortell
Curry - Sheree Ward	x Lincoln - Florence Pourtal	Wheeler - Karen Woods
x Deschutes - Rita Bacho	x Linn - Shane Sanderson	x Yamhill - Lindsey Manfrin
x Douglas - Bob Dannenhoffer	x Malheur - Sarah Poe	
Grant - Kimberly Lindsay	x Marion - Katrina Rothenberger	x HO Caucus - Pat Luedtke
x Harney - Nic Calvin	x Morrow - Nazario Rivera	CLEHS Caucus - Joseph Fiumara
		AOPHNS - Vacant
		x PHAO - Lindsey Manfrin



Public Health Division: None

Coalition of Local Health Officials: Morgan Cowling, Executive Director; Laura Daily, Program Manager

Guests: Megan Rogers and Ashley Bullock (NorthWest Center for Public Health Practice)

Motion: Katrina Rothenberger made a motion to approve the February minutes. Phillip Mason-Joyner seconded the motion. Unanimous vote, motion past.

Agenda Items:

Appointment: Katie Plumb (Crook) is appointed to the legislative committee (replacing Muriel DeLaVergne-Brown who is retiring in June).

Public Health WINS:

Ashley Bullock and Megan Rogers from the NWCPHP provided information on the PH WINS Program. DeBeaumont Foundation is conducting this survey to understand workforce development needs in LPHAs, and NWCPHP is working to have small/medium included in the conversation. In 2019, NWCPHP spoke with 9 small/medium county LPHA administrators in Oregon, and many expressed interest in participating in this survey. This survey is meant to capture workforce needs of both long-term staff and those hired for the COVID response. Tricia Mortell (Washington County) offered that they participated in this survey a few years ago, and while it was some effort, the data Washington County got back was worth it. Ashley and Megan reviewed the requirements of participating in this survey (attending a webinar, having IT contact whitelist the email, identifying a workforce champion, and getting a complete staff list). NWCPHP needs to get certain response rates from each sized county in order to return de-identified results. If a participating county does not get the right response rate, their results will be grouped with regional data.

Now that CLHO Members have background, NWCPHP and CLHO Staff will make sure the participation email is forwarded to all current administrators.



Health Officer COVID Response Debrief:

Morgan Cowling and Dr. Pat Luedtke discussed that the Health Officer Caucus would like to have a COVID response debrief, and there was a discussion with CLHO of having a system debrief, as well. The HO debrief would be viewed through several different categories: supply, legal, partners and collaboration, administration, infrastructure, IT/communications. Morgan requested feedback on how to best go about this debrief for the LPHA system. There were a variety of suggestions, such as:

- Begin with the PHAO Caucus to have a smaller starting group decide important areas for review
- Have an outside entity conduct this system debrief
- Include OHA since the debrief is meant to help everyone plan for future events
- Wait on after-action reports until after the COVID response or at least closer to the end (a counter to this was that events or problems from the beginning of the pandemic might not be captured because so much has happened)
- Pull from counties who are already doing their own after-action reports and identify themes
- Have the Emergency Preparedness Committee be a resource and leading group
- Marion County has a staff member who has facilitated many after-action reports and can be a resource

Morgan wants to ensure that the LPHA voice is not lost in all of the after-action/debrief reports going on. This will be an ongoing discussion in future meetings.

CLHO Budget: Katrina Rothenberger (CLHO Treasurer) reviewed the work of the CLHO Budget Committee for the next FY (July 1st, 2021 - June 30th, 2022). The Budget Committee recommended an increase in business insurance coverage, an increase in contractors for workforce development (enough for 1-hour presentations every 2 months), an increase in technical assistance for new administrators, and an increase in training funds for CLHO Staff. There was also a discussion of lowering rental costs since CLHO Staff have worked remotely for the past year with little disruption.

CLHO has been operating at a loss for a few years; however, CLHO has had savings (now at about \$300,000) to cover that shortfall. This savings is being spent down, but the Budget Committee recommended having at least 3-6 months of operating costs in reserve (\$20,000 per month). The income from current dues and the proposed budget results in a \$68,000 loss for FY21-22, which would deplete reserves in 3-5 years.



To continue spending down savings while also lessening the shortfall, the Budget Committee is recommending a due increase, which CLHO has not had in 10 years. This includes:

- A \$500 increase in base (is currently \$250 and would be raised to \$750).
- A per capita increase to 0.053 (is currently 0.0455).

The combination of a base increase and per capita increase is meant to be fair to both small and large counties. This proposed due increase would raise revenue by about \$50,000 per year.

Because of time, Morgan requested that administrators with concerns with these budget proposals email her, and the budget will be voted upon next month.

Legislative Updates: Due to time, Morgan will summarize these updates in an email and send this out to the group.

Non-Agenda Item - County Health Rankings & Roadmaps: Laura Daily updated the group on the grant opportunity for County Health Rankings & Roadmaps (CHRR). Due to COVID and local capacity, CHRR is offering two options: a project period of June 2021-December 2021 (application deadline is May 14th, 2021) or a project period of January 2022 - June 2022 (application deadline is November 19th, 2021). CLHO Staff recommends waiting for the 2022 option due to member capacity and to allow more time for member engagement. No objections to this.

Meeting adjourned at 12:02pm.