



November 18, 2021

Meeting of the Coalition of Local Health Officials

Meeting Began: 11:03 AM

Executive Members:

Present: Carrie Brogoitti, Vice-Chair, Center for Human Development Union; Katrina Rothenberger, Secretary/Treasurer, Marion; Shane Sanderson, Medium County Representative, Linn; Nic Calvin, Small County Representative, Harney; Joseph Fiumara, Coalition of Local Environmental Health Specialists, Umatilla; Lindsey Manfrin, Public Health Administrators of Oregon, Yamhill

Absent: Jocelyn Warren, CLHO Chair, Lane; Dr. Pat Luedtke, Health Officer's Rep

Members Present (x if present)

X Baker - Nancy Staten	X Jackson - Jackson Baures	X North Central PHD - Shellie Campbell
Benton - April Holland	Jefferson - Mike Baker	X Polk - Jacqui Umstead
X Clackamas - Philip Mason-Joyner	Josephine - Janet Fredrickson	Tillamook - Marlene Putnam
Clatsop - Margo Lulich	X Klamath - Jennifer Little	X Umatilla - Joseph Fiumara
Columbia - Mike Paul	Lake - Judy Clarke	X Union - Carrie Brogoitti
X Coos - Anthony Arton	Lane - Jocelyn Warren	X Washington - Marie Boman-Davis
X Crook - Katie Plumb	X Lincoln - Florence Pourtal	X Wheeler - Shelby Thompson
X Deschutes - Nahad Sadr-Azodi	X Linn - Shane Sanderson	X Yamhill - Lindsey Manfrin
X Douglas - Bob Dannenhoffer	Malheur - Sarah Poe	
X Grant - Jessica Winegar	X Marion - Katrina Rothenberger	HO Caucus - Pat Luedtke
X Harney - Nic Calvin	Morrow - Nazario Rivera	X CLEHS Caucus - Joseph Fiumara
X Hood River - Trish Elliot	X Multnomah - Jessica Guernsey	X PHAO - Lindsey Manfrin

Public Health Division: Danna Drum, Joey Razzano

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



Guests: None

Motion: Jennifer Little made a motion to approve the October 2021 Coalition minutes. Katie Plumb seconded the motion. Unanimous vote, motion past.

Agenda Items

Appointments: Carrie Brogoitti appointed the following people to the CLHO Legislative Committee:

Anthony Arton (Coos)

Nahad Sadr-Azodi (Deschutes)

Jackson Baures (Jackson)

Marie Boman-Davis (Washington)

Executive Director Recruitment Update: Morgan Cowling provided an update on the recruitment process for the new Executive Director. The Executive Committee completed a robust recruitment and interview process and offered the position to Sarah Lochner. Sarah has accepted the position and will begin on November 29th to overlap with Morgan for two days.

Motion: Bob Dannenhoffer made a motion to endorse the Executive Committee's decision to hire Sarah Lochner as the CLHO Executive Director. Katrina Rothenberger seconded. Unanimous vote, motion past.

Accreditation Work Group Changes: Laura Daily and Joey Razzano discussed the Accreditation Work Group (AWG) which is a collaboration between CLHO staff and OHA to support local health department accreditation. Attendance has been decreasing over the past few years (even prior to COVID), and it has been a struggle to set up the work group in a way that benefits counties that are in different parts of the accreditation process. Laura and Joey offered two ideas for changing the group to benefit all counties regardless of accreditation status: shifting the group to focus on quality improvement, or shifting it to focus on intersections of the Public Health Modernization foundational capabilities with the Public Health Accreditation Board's 2022 Standards and



Measures. Because exploring and implementing these changes would be a significant time investment, Laura and Joey would like feedback from the Board on these ideas.

Several administrators voiced support for one or both ideas. Jessica Guernsey offered that Multnomah County is not accredited and asked counties that are accredited what benefits they have seen. Administrators from multiple counties stated that they became accredited and/or reaccredited but are considering not pursuing it in future years because of the time commitment, the cost, and the lack of promised benefits such as additional funding opportunities.

Based on the discussion, Laura and Joey will explore options for restructuring the AWG and will bring proposals to future CLHO meetings.

Public Health Advisory Board Appointment: Morgan Cowling discussed that Bob Dannenhoffer's term on the Public Health Advisory Board is ending. However, Bob was appointed to PHAB halfway through a term and is eligible to serve one more term should the CLHO Board approve it. Bob is willing to serve again or give up the seat for another person who would like the opportunity. The counties that are able to serve in this seat are Coos, Douglas, Josephine, Klamath, Linn, Polk, Umatilla or Yamhill County. The Board agreed that Bob is doing a great job representing them to PHAB, and no one from these counties expressed interest in serving right now.

Motion: Joe Fiumara moved to approve Bob Dannenhoffer's reappointment to the Public Health Advisory Board. Lindsey Manfrin seconded. Unanimous vote, motion past (Bob Dannenhoffer abstained).

CLHO Fiscal Policies: Morgan Cowling and Katrina Rothenberger presented some changes to CLHO's fiscal policies. These changes came up as Morgan has prepared for the transition to a new Executive Director. In the Employee Handbook, the cost-of-living adjustments have been updated as well as the salary caps. The salary caps have not been changed since 2017, and negotiations for a new Executive Director showed that they needed to be raised. Juneteenth and Veteran's Day were also added as observed holidays.



A change to the personnel policies includes a new credit card policy. CLHO has not had a credit card, and during the transition our bookkeeper encourage Morgan to get a company credit card for business purchases rather than reimbursing the Executive Director.

Motion: Marie Boman-Davis moved to approve the above CLHO fiscal policy changes and to issue the new Executive Director, Sarah Lochner, a CLHO credit card. Florence Pourtal seconded. Unanimous vote, motion past.

County Health Rankings and Roadmap Grant Application: Laura Daily reviewed the funding opportunity with the Robert Wood Johnson Foundation through County Health Rankings and Roadmap (CHRR). As discussed at the October Coalition meeting, the CLHO is applying for this \$4,900 grant available to Oregon to convene a shared learning experience for administrators during the Spring 2022 retreat to collaborate and share their health equity strategies. The application was sent out one week in advance for review and is posted with the meeting materials. No questions on the application.

Motion: Katrina Rothenberger moved to approve the Robert Wood Johnson Foundation County Health Rankings and Roadmap grant application for Oregon. Marie Boman-Davis seconded. Unanimous vote, motion past.

December Virtual Retreat Agenda: Morgan Cowling discussed the agenda for the December Virtual Retreat to be held on 12/22 (draft agenda is available in the meeting materials). There is time set aside for additional connection and getting to know colleagues from around the state, then an review of the challenges discussed at the retreat in September, and then a World Café style breakout room session for discussions for solutions and what the steps are for those solutions.

Members generally approved of this agenda, but several administrators stated that they would be out of the office that week for the holidays. Laura Daily will send out a poll to find a time in the first two weeks of January that works instead.



Spring 2022 Retreat: Morgan Cowling reviewed the proposed dates for the Spring 2022 Retreat. Morgan had originally proposed March 23rd-24th, but this is spring break in most parts of Oregon. The group had proposed looking further into April, but the Hood River Best Western Inn is not available in April. Because the hotel allowed us to cancel our September retreat without any financial penalties with the idea that we would return later in the spring, Morgan would like to try to use dates that work best for the hotel to honor that and to keep our good relationship with them. The group agreed that March 30th-31st, dates that are open at the hotel, should work for most folks. Laura will send out a calendar hold for this date.

2022 Legislative Session Update: Morgan Cowling discussed the Legislative Concept (LC) that Morgan and Lizzy Atwood (Association of Oregon Counties) have presented this to Senator Steiner-Hayward that proposes a bill for the 2022 short session that would commission an COVID After-Action Report (AAR) of the Oregon public health system. This LC was not posted with the meeting materials but will be sent out in a follow-up email. CLHO should be receiving a full draft back on December 10th and will bring it back to the CLHO Legislative Committee and the CLHO Board at that time to go over language and suggested changes.

Morgan would like the Board to review this LC and to send feedback for discussion at the next Legislative Committee meeting in December. Morgan requested feedback on language and priorities. Several members expressed support of having a third party conduct the AAR. Lizzy stated that asking for this AAR will create more work for everyone in LPHAs because the entity conducting the AAR will need collaboration. Senator Steiner-Hayward also wants to have the AAR completed by November 2022 in order to act on it for the 2023 session. Joe Fiumara offered that while this may create more work, it is work that needs to be done and that having a statewide process could result in impactful system change.

Future CLHO Meetings: Morgan Cowling discussed the format, length, and preparation for future CLHO meetings. Prior to COVID, the Conference and Coalition meetings were held in-person at the OHA Portland State Office Building and were longer (the Conference ran from 9:30 – 11:30 and the Coalition ran from 12 -2). Morgan asked members about their thoughts on extending the meeting time and/or meeting in person. This conversation is coming out of recent discussions that there are too many agenda items and not enough time in each meeting for proper background and discussion.



Multiple members stated that having virtual meetings has saved them a great deal of travel time and gas money. Bob Dannenhoffer also made the point that less travel is good for the environment. Jennifer Little stated that when meetings were in person and she called into a phone conference line, it was easy to become disengaged because the meeting was geared towards those who were in-person. Joe Fiumara stated that lengthening virtual meetings is not ideal because it is also easy for people to become disengaged when sitting at a computer with other work in front of them. Multiple members agreed that a hybrid in-person/virtual meeting would be very challenging, and many people from rural counties stated that traveling once a month was difficult (particularly in the winter for Eastern Oregon counties). Philip Mason-Joyner offered that this could be an ongoing conversation as CLHO transitions with a new Executive Director. Members agreed that for now, the meetings should remain as they are.

Non-agenda item: Members stayed on past the meeting's end to celebrate Morgan Cowling's last meeting as the Executive Director. Katrina Rothenberger presented her with a gift card to a spa in Portland that CLHO members pitched in to buy for her. There is a tribute video posted with the meeting materials, and members took a few moments to say goodbye and thank Morgan for all of her time and effort put into CLHO and Oregon public health.

Meeting adjourned at 12:40pm.