



July 21st, 2022

Meeting of the Coalition of Local Health Officials

Hybrid Meeting – In-person attendees located at Aviva Health FQHC, 150 Kenneth Ford Dr, Roseburg, OR 97470, virtual attendees via Zoom

Meeting Began: 11:31am

Executive Members:

Present: Jocelyn Warren, CLHO Chair, Lane; Carrie Brogoitti, Vice-Chair, Center for Human Development Union; Katrina Rothenberger, Secretary/Treasurer, Marion; Dr. Pat Luedtke, Health Officer's Rep; Jackson Baures, Large County Representative, Jackson; Shane Sanderson, Medium County Representative, Linn; Katie Plumb, Small County Representative, Crook; Joseph Fiumara, Coalition of Local Environmental Health Specialists, Umatilla; Marie Boman-Davis, Legislative Committee Representative, Washington

Absent: Lindsey Manfrin, Public Health Administrators of Oregon, Yamhill

Members Present (x if present)

X	Baker – Meghan Chancey	X	Hood River – Trish Elliot	X	Multnomah – Adelle Adams
X	Benton - April Holland	X	Jackson - Jackson Baures	X	North Central PHD - Shellie Campbell
X	Clackamas – Armando Jimenez	X	Jefferson - Mike Baker	X	Polk – Naomi Adeline
X	Clatsop – Jiancheng Huang	X	Josephine – Janet Fredrickson	X	Tillamook - Marlene Putnam
	Columbia - Mike Paul	X	Klamath - Jennifer Little	X	Umatilla - Joseph Fiumara
X	Coos - Anthony Arton		Lake - Judy Clarke	X	Union - Carrie Brogoitti
X	Crook – Katie Plumb	X	Lane - Jocelyn Warren	X	Washington – Marie Boman-Davis
X	Deschutes – Pamela Ferguson	X	Lincoln - Florence Pourtal		Wheeler – Shelby Thompson
X	Douglas - Bob Dannenhoffer	X	Linn - Shane Sanderson		Yamhill - Lindsey Manfrin
X	Gilliam – Dailene Wilson	X	Malheur - Sarah Poe	X	HO Caucus - Pat Luedtke
	Grant - Kimberly Lindsay	X	Marion - Katrina Rothenberger	X	CLEHS Caucus - Joseph Fiumara
X	Harney – Alex Jones	X	Morrow – Robin Canaday		PHAO - Lindsey Manfrin



Public Health Division: Danna Drum, Jamie Coleman-Wright, Akiko Saito

Coalition of Local Health Officials: Sarah Lochner, Executive Director; Laura Daily, Program Manager; Cord Van Riper, Policy Intern

Guests: None

Motion: Marie made a motion to approve the June 2022 minutes. Jennifer Little seconded the motion. Unanimous vote, motion past.

Agenda Items

Appointments: No appointments.

NWCPHP Letter of Support: Laura Daily briefly reviewed a draft letter of support for the NorthWest Center for Public Health Practice (NWCPHP). The NWCPHP is applying for Component B of the CDC's *OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems* grant opportunity in collaboration with all the Regional Public Health Training Centers (RPHTCs) in the nation. They would provide training and technical assistance to applicants of Component A of the grant (including Oregon's LPHAs and OHA). The letter details some of the ways the NWCPHP has supported CLHO members and states that CLHO supports their application.

Motion: Jackson Baures made a motion to approve this letter of support for the NWCPHP. Jennifer Little seconded. Unanimous vote, motion passed.

Nurse Licensing Update: Sarah Lochner shared an update on nurse licensing and the nurse shortage in Oregon. CLHO met with the Oregon Nurses Association in June, but scheduling conflicts have prevented them from joining our June or July Board meetings. Sarah reviewed that the Oregon State Board of Nursing (OSBN) has a backlog of licenses to approve and is short-staffed due to the pandemic which makes processing time about one month or so; however, they are slowly catching up and should be back up to their regular processing time soon. Sarah also reviewed that there have been some concerns with nurses who received the education out-of-state who cannot get their license in Oregon. Oregon requires that nurses have a



clinical component in a bachelor program, so someone who received a bachelor's degree in a field without any clinical training (e.g. philosophy) and then got their Master of Nursing would not be able to become licensed in Oregon.

Another reason people have pointed to for the nurse shortage is because Oregon (along with Washington and California) is not part of the Nurse Licensing Compact (NLC) – an agreement between the majority of states that allows nurses to have licenses that span multiple states. ONA does not support entering the NLC for a number of reasons:

- It allows large employers to break strikes by bringing in nurses from out of state
- It lowers standards for nurse licensing (Oregon's standards are higher than that of NLC states)
- ONA doesn't believe it will address the nurse shortage because the states that are part of the NLC are also experiencing this shortage
- It limits the ability to obtain state-level data on the nursing workforce

Sarah also reviewed that the CLHO Legislative Committee is working on a Public Health Workforce Incentive package to help attract public health nurses, and ONA is interested in working with CLHO on this. Some of the other nurse-related policy options CLHO is exploring is to open more seats in nursing school since Oregon produces a low number of nurses in comparison to other states and to explore options that would allow nurses to treat people out in the field (for STIs, for example).

Florence Pourtal stated that Lincoln County is also facing a problem with their COVID vaccinators – they've been working with many nurses who have retired who did not keep their licenses up to date, and now that the COVID Emergency Order has been lifted, they are not able to assist with vaccinations. She is interested in implementing some sort of policy that allows the use of retired nurses without the licensing barriers. Sarah Lochner stated that the grace period for expired licenses has been expanded to 90 days (from 30 days) in which they could still work while the OSBN gets through their backlog. Trish Elliot asked for verification on this since this would be a definite change in Oregon. Sarah stated that she can get hard and fast clarification on this from ONA. Marie Boman-Davis also stated that she agrees with Florence's distinction between supporting the volunteer nurse workforce and the existing paid workforce and is interested in exploring this more.

CLHO Fiscal Policies: Sarah Lochner reviewed the fiscal policies (emailed out to CLHO members prior to the meeting and posted in CLHO's library) since nearly half of CLHO members are new and some questions came up during the budget approval process. This document was last updated in October 2021, so it need revising - Sarah is looking for volunteers to help with this update in September.



Sarah reviewed the major components of the fiscal policies:

- CLHO counts all expenditures in the month in which they were incurred and all revenue in the month in which they were earned/pledged.
- The Executive Director reviews all bank statements and reconciles all information each month. CLHO's Treasurer then reviews, and the ED and Treasurer provide quarterly statements to the full Board.
- For the budget process, the ED and Treasurer will work with an ad hoc budget committee to present a draft budget to the Board. The full Board revises and approves the budget, though the Executive Committee can make minor changes throughout the fiscal year that doesn't impact the overall budget (any large changes must go through the full Board).
- There was a provision in the policies to conduct an annual audit starting in FY16 – Sarah contacted Morgan about this, and this was added before CLHO's accountant advised against doing an annual audit for such a small organization. This is something that will likely be taken out in this next revision.
- CLHO invoices for membership dues are sent out to LPHAs at the beginning of each fiscal year. These just went out, and Sarah has received dues from 22 LPHAs.
- For purchases and procurement, CLHO will get three quotes for anything over \$5,000. Contracts in excess of \$50,000 require an RFP.
- The Treasurer reviews all reimbursements for CLHO employees.
- For asset management, the ED keeps a list of all equipment owned by the organization, and ED and Treasurer can deposit CLHO reserves in more than one banking institutions to ensure that all reserves are fully FDIC-insured.

Sarah asked for questions and volunteers to help revise the fiscal policies. Bob Dannenhoffer asked if CLHO depreciates assets – Sarah stated that CLHO hasn't in the past but that our accountant advised that we begin (with the purchase of new technology for hybrid meetings). Bob referenced that it may also be appropriate to have the Executive Committee function as the Budget Committee while inviting additional people who may want to participate.

Shellie Campbell asked if travel reimbursements match federal standards. Sarah stated that CLHO does use the federal standards for mileage but that other expenses are just reimbursed in full while using common sense to judge. Shellie stated that it might be worthwhile to working in the federal reimbursement standards (per diem).

Marie Boman-Davis asked about getting input from people not participating in the budget committee ahead of time in the case of dues increases. Washington County Public Health must submit their proposed budgets to leadership in December,



and then budgets are approved in February, so CLHO's budget process (usually beginning in February/March and finalized in May) does not match up making it more difficult for the county to accommodate a dues increase. Sarah suggested that the budget committee go over potential changes in Fall and then review with the Board prior to December to give all counties info in advance. Sarah asked if anyone needed to have the potential budget reviewed prior to December – no county's responded that their budget process begins before then.

Sarah stated she will reach out in the coming months to find people to revise the fiscal policies and will begin pulling together the Budget Committee for an initial review and proposal.

Legislative Meetings and Trainings: Sarah Lochner provide an update on the meetings she's been having with legislators and all planning activities for the upcoming session.

Sarah is participating on the Speaker of the House's Reproductive Health and Access to Care workgroup. There have been two meetings so far which have largely centered on the current state of affairs in the nation and in Oregon.

Sarah met with Representative Sanchez who is supportive of CLHO's priorities around the public health workforce but advised that the Interstate Bridge Project is taking up a lot of attention and funding this year.

Sarah, Marie Boman-Davis, and Christina Baumann (both with Washington Co.) met with Senator Steiner Hayward who is very interested in supporting public health and wants to put in a "placeholder" bill for the 2023 session to act on the results of the COVID-19 After Action Report (SB 1554) which Rede Group is conducting right now. Sarah is monitoring both the process of the AAR and the Senator's unknown bill. Marie added that this meeting was a good temperature test for the session.

Sarah also reviewed that the Speaker of the House submitted committee assignments last week and that Representative Nosse has been taken off of the Joint Ways & Means subcommittee for Human Services, which is a loss because he has been an ally for many years. Representative Valdarrama will be the new co-chair, and Sarah has a meeting with her coming up.

Sarah also met with Senator Gomberg who seems supportive of public health and could be an ally for CLHO. Sarah is also meeting with the chair of the BIPOC Caucus to ensure public health is on their platform for the upcoming session. Sarah also



noted that Washington County's Government Relations person, Paige Spence, is moving to Oregon Nurses Association. She has been a great partner while at WA Co., and she will continue to be while at ONA.

Sarah also reviewed that two petitions will be on the ballot for November. The first is the Reduction of Gun Violence Act brought by the Lift Every Voice Coalition – this would reduce the amount of ammunition allowable per magazine to 10 rounds and would require a background check, finger-printing, safety training, photo ID, a fee, and a license to all be completed prior to the purchase of a firearm. The second ballot measure is a constitutional amendment to disqualify legislators from re-election if they have 10 or more unexcused absences from a session – this ballot measure stems from past walkouts that have halted the legislative process.

Sarah also reviewed that CLHO has offered legislative trainings in the past. These have been held as half-day trainings and, most recently, as multiple one-hour training sessions during the lunch hour. Topics can include: how to testify, how to lobby, how to write an op-ed/letter to the editor, and more. Sarah and Laura launched a Zoom poll (and handed out paper surveys to in-person attendees) to ask what days of the week work best for these trainings (from 12pm-1pm) and what topics people would like to cover.

Sarah stated that one request for one of the first sessions is to review OHA's budget/policy option package process since it is currently happening and can be a confusing process. Danna Drum added that OHA's budget process requires the Public Health Division to put forward budget cuts, usually between 10-15%, and it must be for General Fund items (which include State Support of Public Health or PE 01, Public Health Modernization or PE 51, and home visiting programs or PE 42.). Danna clarified that this is not something to be concerned about – this is an exercise every division has to do, and it generally does not result in major cuts to our requests.

Pat Luedtke added in the chat that the previous ED would join a monthly lunch time health officer call each fall to provide legislative training (prior to COVID). Since there are many new health officers, Pat would suggest something like this again.

September Mini Retreat: Laura Daily reviewed that CLHO is holding a quarterly, virtual, mini-retreats on September 29th from 1pm-3pm (calendar invites went out a few weeks ago). The topic of this session will be a follow-up/debrief on the Health Resources in Action (HRiA) sessions from August. HRiA encouraged CLHO to establish settings to continue conversations about equity goals and how CLHO will work together as a system to support each other, so the September 29th meeting will be the first of these where CLHO can establish next steps/points of connection going forward.



Sarah Poe stated that Malheur County is hold their own health equity conference over this same time frame as a way to bring community partners and health systems together. She asked if it were possible to change the date of CLHO's virtual session or to hold it in person in Ontario to coincide with Malheur County's conference. Some other health administrators were interested in this possibility. Sarah Lochner requested that Sarah Poe send the details about this conference to CLHO staff to explore this option.

October In-Person Retreat Options: Laura Daily reviewed that the Retreat Planning Committee has had one meeting to discuss meeting topics and which facilitator to contract for our in-person October retreat in Corvallis. The first day of this retreat usually allows for two sessions, one morning and one afternoon – they can be related or on different topics. There were a wide range of topic possibilities, and selecting a facilitator depends on the topics since each facilitator stated they have expertise in different areas. With that in mind, the Retreat Planning Committee would like to get input from the Board to narrow down their choices. Laura launched a Zoom poll (referred in-person attendees to fill out the paper form provided). Laura and Sarah will take these results to the next Retreat Planning Committee meeting.

November AOC Conference/CLHO In-Person Meeting: Laura Daily and Sarah Lochner reviewed that the Association of Oregon Counties is holding their annual conference in Lane County on November 15th through 17th, and CLHO's Board meeting is the 17th. CLHO is considering coordinating with AOC and holding an in-person meeting so that CLHO members can attend both. Laura launched a Zoom poll (referred in-person attendees to paper poll) to gauge interest in attending the AOC Annual Conference and/or attending an in-person CLHO Board Meeting in Lane County on 11/17. Laura and Sarah will review these results after the meeting and plan accordingly.

Several members stated they were not sure if they were going to the AOC Conference, and others stated they did not know the content of this Conference. Sarah Poe offered that many rural, conservative county commissioners only attend the AOC Conference and that it is often the one opportunity to expose them to public health.

June 9th Meeting: Danna Drum reviewed that OHA sent follow-up to the questions from the June 9th meeting via email about two weeks ago. Danna, Sarah, Laura, and Jocelyn thought it would be good to hold some time at this meeting for any lingering questions. Bob Dannenhoffer asked if there were going to be standards for where information about important meetings will be posted. He raised the issue of the BM 108 Advisory Committee meeting materials and minutes being posted



on an external website and not accessible via OHA's website. Danna stated that she would raise that concern with OHA leadership.

Non-Agenda Items: Laura Daily reminded everyone that CLHO staff are trying to restart the mentorship program. Laura sent out a survey to people interested in participating to match mentors and mentees and to determine starting topics, and people who are interested in participating but who didn't receive the survey should reach out to her.

Danna Drum provided the update that OHA is going to seek reaccreditation. OHA had to spell out their intentions on accreditation in the CDC Public Health Infrastructure grant application, and since Danna had spoken to CLHO previously about OHA's uncertainty, she wanted to let CLHO know their decision. She reiterated that this does not influence local efforts – pursuing accreditation is still up to each individual county, and OHA has no plans to change that.

Meeting adjourned at 12:30pm.