



## Conference of Local Health Officials Annual Committee Activity Report - 2023

*During the Annual Meeting of the Conference of Local Health Officials in October, the six subcommittees review their work from the past year, discuss future work, and present any needs for support or additional representation.*

*Co-Chairs: please provide the answers to the following questions in writing and send it to [laura@oregonclho.org](mailto:laura@oregonclho.org) by October 6<sup>th</sup>. In addition, please plan on attending the October 19th, 2023 CLHO meeting to provide a brief (~5-minute) summary of this information. If neither chair can attend, please arrange to have another committee member attend to provide this report. Reach out to Laura with any concerns.*

### **Committee: Communicable Disease**

**Co-Chairs: Bailey Burkhalter, Kathleen Rees**

- 1) What is the purpose of your committee (please include the issues that are within your committee's purview)?**
  - a. Do you have a charter? How is this working for you?**
  - b. Do you have a workplan? How is this working for you?**

The Communicable Disease committee provides guidance and recommendations for existing, and new areas of work as it relates to communicable disease surveillance, disease investigation, prevention and control initiatives, and disease response evaluations. Areas of work include: local and state support for all communicable diseases (COVID-19, TB, HIV, STIs, and all other reportable communicable diseases and outbreaks), immunizations, joint system development and integration of the programs above, review and recommendations for program elements, funding formulas, statutory changes, OARs and policy changes affecting communicable disease investigations and practice, and improving local and state coordination for communicable disease case and outbreak investigations through cross-jurisdictional sharing and lessons learned.

- a) CLHO-CD discussed and updated its charter in January of 2023. The committee raised several questions that were brought to the CLHO co-chair meeting. Proposed clarifications and additions to the charter are pending further discussion with CLHO.

CLHO-CD wants to continue the discussion about modifying the charters to include clear responsibilities/roles between the participating LPHAs, big CLHO, and OHA. We also recommend language further clarifying the scope of the committee with explicit language in the charter. The committee feels that the current charter template does not adequately support the purpose of the committee and the necessary roles. We recommend allowing committees to individually modify their charters and get appropriate approval for implementation. If the above is not appropriate for the charter format, we need guidance from CLHO and big CLHO about what other formalized documents are needed.

- b) CLHO-CD is struggling to get a workplan in place. The county committee members have brought items forward for discussion that have been discussed as out of scope for the committee by big CLHO/OHA. An example is a discussion of the CD triennial review tool.



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One other piece we are struggling with to inform our workplan is accountability and how to ensure county feedback is incorporated. We request support from CLHO and big CLHO to define expectations for scope and appropriate work for CLHO-CD to be put in the charter and communicated with committee members, county administrators, and OHA liaisons to appropriately support participation.

### **2) What challenges and successes has your committee faced in incorporating Public Health Modernization into your committee's objectives?**

CLHO-CD is actively supporting the accountability metrics work with PHAB. Over the last year, several committee members participated in a workgroup with OHA. The current process measure workgroups have a mix of committee members and other staff associated with the represented counties. CLHO-CD has also participated in budget conversations regarding funding formulas associated with modernization but has been challenged to bring clear recommendations to big CLHO. CLHO-CD is working with CLHO to develop a better process and support for budgetary decisions needed from CLHO-CD.

CLHO-CD would like to hold more time on committee meetings to discuss how LPHAs are implementing modernization work in CD. Modernization is a topic we want to see integrated into our workplan to prompt further discussions between OHA and the counties.

We are requesting support from CLHO and big CLHO to define the scope of this committee. This will allow us to define our objectives and workplan with our committee members and OHA liaisons.

### **3) What challenges and/or successes has your committee experienced in sharing meeting materials and information with committee members? With other committees (as relevant)? With the CLHO Board?**

The co-chairs have worked to keep an updated list of committee members for email notifications. It has been helpful to have OHA supporting minutes and the committee invites. It has been difficult for CLHO-CD to keep up with posting materials to the CLHO website. The biggest challenge has been in framing the scope of the committee with committee members. Often the materials we receive for committee members are delayed. We request support in receiving materials for committee members at least one week in advance to allow committee members time to review and get feedback/insight from other staff prior to the meetings.

The co-chairs participate in a quarterly call with the CLHO chairs to share ideas, raise concerns, and discuss the committees. This has been a helpful space for collaboration. We would like to see more tools finalized and shared in these meetings.

CLHO-CD supports items that go before the CLHO Board but does not regularly engage with CLHO outside of required agenda items.



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### **4) Is there anything else you'd like to share with the other committees or the CLHO Board?**

The main priority for CLHO-CD is to define its scope and develop a workplan. We are struggling with accountability for being able to provide and ensure feedback is integrated from the committee.

CLHO-CD is a large committee with a diverse set of staffing roles and expertise that is willing to put in the time and do the work, whether on last minute asks, workgroups, or in other capacities. The committee LPHAs are struggling to feel represented and heard. Committee LPHAs have raised concerns about accountability for timelines discussed and planned work, as deadlines often get pushed out after discussions on the committee. A recent example is the timeline and materials discussed for the upcoming respiratory season. CLHO-CD asked for and was informed to expect an early October deadline for the new investigative guidelines. The IG has not been received as of today, Friday, October 6. The database timeline has also been modified with little information. For LPHAs, these changes are crucial to understanding the burden of work, the operational pieces for outbreaks during respiratory season, and will impact resources within the CD programs. CLHO-CD requests a discussion about accountability regarding items discussed on the committee with CLHO and big CLHO.

### **5) Please check the [CLHO website](#) to see if the list of your committee members is accurate. If there are any changes needed, please include those below. Please note if you need any representation from CLHO Board Members/Administrators or from small, medium or large LPHAs.**

- ☐ The CLHO website list looks accurate.
- ☒ The CLHO website needs the following updates:
  - Gilliam: Add DaiLene Wilson
  - Hood River: Add Lindy McCasland
  - Lincoln: Remove Mollie
  - Malheur: Remove Angie
  - Marion: Remove Wendy
  - Union: Remove Gretchen
  - Washington: Remove Amy
- ☒ This committee needs the following representation (list county names, size, or if administrators are needed):
  - Union County is the only county without representation.
  - Big CLHO has brought up the concern that there maybe should be more members who are administrators/familiar with the budget/financial pieces of CD.

**Additional Needs: None**