



May 18th, 2023, ANNUAL Meeting of the Conference of Local Health Officials

Minutes recorded by Laura Daily ([video recording available to CLHO members upon request](#))

Date Approved:

Chair Naomi Biggs called meeting to order at 11:45 AM PST and requested roll call. Treasurer/Secretary Philip Mason-Joyner conducted roll call:

Members Present (x if present):

	Baker – Meghan Chancey	X	Hood River - Trish Elliot	X	Multnomah – Jessica Guernsey
X	Benton – Sara Hartstein	X	Jackson - Jackson Baures*	X	North Central PHD - Shellie Campbell
	Clackamas – Philip Mason-Joyner*	X	Jefferson - Mike Baker	X	Polk – Naomi Biggs*
X	Clatsop – Jiancheng Huang	X	Josephine - Janet Fredrickson		Tillamook - Marlene Putnam
	Columbia – Jaime Aanensen	X	Klamath - Jennifer Little		Umatilla - Joseph Fiumara
	Coos - Anthony Arton		Lake - Judy Clarke		Union - Carrie Brogoitti*
X	Crook – Katie Plumb*	X	Lane - Jocelyn Warren*		Washington – Marie Boman-Davis*
X	Deschutes – Heather Kaisner	X	Lincoln - Florence Pourtal	X	Wheeler - Shelby Thompson
X	Douglas - Bob Dannenhoffer	X	Linn – Shane Sanderson*	X	Yamhill - Lindsey Manfrin
	Gilliam – Hollie Winslow	X	Malheur - Sarah Poe	X	HO Caucus - Pat Luedtke*
X	Grant – Trey Thompson		Marion – Wendy Zieker		CLEHS Caucus - Joseph Fiumara*
X	Harney – Kelly Singhose		Morrow – Robin Canaday	X	PHAO - Lindsey Manfrin*

*Member of the Executive Committee

Public Health Division Staff Present: Danna Drum

Coalition of Local Health Officials Staff Present: Sarah Lochner, Executive Director; Laura Daily, Program Manager; Madison Reithman, Janessa Wells HRO Workforce Navigator

Guests Present: None



Quorum established. Naomi reviewed the agenda and requested a motion to approve the April 2023 minutes.

Motion: Pat Luedtke moved to approve the April 2023 minutes. Jennifer Little seconded the motion. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

Appointments: No appointments.

CLHO Year In Review: Sarah Lochner and Laura Daily reviewed the legislative/policy, communications, LPHA support, workforce development, and organizational accomplishments of CLHO for the past year. Madison reviewed the accomplishments of the Healthy Rural Oregon grant project in partnership with the Oregon Office of Rural Health. [Summary document available in meeting materials.](#)

Discussion/Questions: CLHO members expressed gratitude for the work of CLHO staff for their work over the year.

CLHO Budget Review and Approval: Philip reviewed the proposed CLHO budget for fiscal year 2023-24 based on the previously approved dues increase. Budget documents are available in the [CLHO library](#).

Discussion/Questions: The final amount going into the reserves will be available once Sarah and Philip finish their end-of-fiscal-year bookkeeping. It is recommended to have 6-9 months of expenses in reserves – CLHO currently has that if just supporting Laura and Sarah’s salaries and just under that if they had to float grant staff salaries, as well. Funds for a contract lobbyist is not included for the upcoming 2024 short session but will be considered again for the 2025 long session. CLHO members discussed adding flexibility into the budget to retain CFM Advocates for July, August, and September in case there is a special session called (due to delays from the current Republican walkout). Sarah agreed that there would be no harm in budgeting extra funds from the reserves because they can always be moved back if they aren’t necessary.

Motion: Florence made a motion to increase the contract lobby/advocacy line item from \$5000 for just June to \$20,000 for June-September to provide flexibility for a potential special session. Mike seconded. 0 nays, 0 abstentions, all remaining present in favor, motion passed.



Motion: Florence made a motion to approve the 2023-24 CLHO budget with the amendment for \$20,000 for lobbying/advocacy included. Katie seconded. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

Member Travel Reimbursement Policy: Naomi reviewed the new member travel policy to guide the small amount of funds (~\$3,000) to assist CLHO members attend CLHO retreats and other events. [Draft travel policy available in the CLHO Library](#)

Discussion/Questions: Reference to “co-chairs” only refers to Coalition committee co-chairs and does not include Conference committee co-chairs. If approved, this would be added to the CLHO Employee Handbook.

Motion: Mike made a motion to approve the member travel policy. Heather seconded. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

Legislative Session Update: Sarah Lochner provided an update on the Legislative Session. Major updates include:

- May revenue forecast shows increased revenue and funds beyond current service level to spend (though we don't know how much the Legislature will spend)
- CLHO circulated a sign-on letter for our \$150 million Public Health Modernization request – 8 legislators signed on (bi-cameral, bi-partisan), and Sarah sent the letter in to legislative leadership around the same time as the good news of the revenue forecast.
- Cara Biddlecom and Marie Boman-Davis (along with a CBO and a Tribal partner) presented at a hearing to the House Health and Behavioral Health Committee this week. Legislators were very engaged and asked questions even after the presentation.
- Senate Republicans walked out about 2 weeks ago, so all House Bills that have moved to the Senate Floor are at a standstill. Sarah and CFM continue to push and advocate for our priorities, though it is likely that many bills will not pass.
- Ryann with CFM Advocates is in Salem today to attend the House Small Business and Economics Committee work session on SB 643 (Home Kitchen bill) to get CLHO's amendment added (would remove restaurants and coffee shops as retailers that can purchase from home kitchens).

No discussion or questions.



HOWTO Grant: Laura provided an update on CLHO's application for the OHA Healthy Oregon Workforce Training Opportunity grant. The application deadline moved from May 24th to June 30th, providing CLHO more time to intentionally design the proposal to meet LPHAs' needs. CLHO will partner with the NorthWest Center for Public Health Practice (NWCPHP) to curate a training module for new local public health staff to orient them to Oregon public health and will facilitate live sessions and learning communities.

No discussion or questions.

June Coalition Meeting: Sarah added that the CLHO meetings next month will be hybrid – the in-person portion will take place at the Portland State Office Building. This will follow the two-day new administrator training OHA is putting on. CLHO will be sending out an RSVP for the CLHO meetings (separate from the RSVP OHA has already sent for the training) to order enough lunch. Danna added that they are still trying to confirm a tour of the Oregon State Public Health Lab.

Meeting Adjourned at 1:10 PM PST.