



October 19th, 2023: Annual Meeting of the Conference of Local Health Officials

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

DRAFT

Reviewed by Secretary Philip Mason-Joyner

Approved on XX

Chair Naomi Biggs called meeting to order at 09:30 AM PST and requested roll call. Vice-Chair Carrie Brogoitti conducted roll call:

Members Present (x if present):

X	Baker – Meghan Chancey	X	Hood River - Trish Elliot	X	Multnomah – Adelle Adams
X	Benton – Sara Hartstein	X	Jackson - Jackson Baures*	X	North Central PHD - Shellie Campbell
X	Clackamas – Philip Mason-Joyner*	X	Jefferson - Mike Baker	X	Polk – Naomi Biggs*
	Clatsop – Jiancheng Huang		Josephine – Mike Weber		Tillamook - Marlene Putnam
X	Columbia – Jaime Aanensen	X	Klamath – Jessica Dale	X	Umatilla - Joseph Fiumara
X	Coos - Anthony Arton	X	Lake - Judy Clarke	X	Union - Carrie Brogoitti*
X	Crook – Katie Plumb*	X	Lane - Jocelyn Warren*	X	Washington – Marie Boman-Davis*
X	Deschutes – Heather Kaisner	X	Lincoln - Florence Pourtal	X	Wheeler – Sarah Hartenstein
X	Douglas - Bob Dannenhoffer	X	Linn – Shane Sanderson*	X	Yamhill - Lindsey Manfrin
	Gilliam – Hollie Winslow	X	Malheur - Sarah Poe		HO Caucus - Pat Luedtke*
X	Grant – Trey Thompson		Marion – Wendy Zieker	X	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: Cara Biddlecom, Andrew Epstein, Erica Sandoval, Sara Beaudrault, Jamie Coleman, Dolly England, Andre Ourso, Kirsten Aird, Tiare Sana, Cate Wilcox

Coalition of Local Health Officials Staff Present: Sarah Lochner, Executive Director; Laura Daily, Program Manager

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Guests Present: None

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

Motion: Naomi Biggs moved to approve the September 2023 minutes. Shane Sanderson seconded the motion. 0 nays, 1 abstentions (Washington), all remaining present in favor, motion passed.

Appointments: Naomi made the follow appointments:

- CD: DaiLene Wilson (Gilliam); Lindy McCasland (Hood River)
- A2CPS: Erin Norton (Jackson); Breeze Powell (Lincoln)
- HPP: Jessica Palmer (Linn)
- EH: Leah Fisher (Clackamas)

Joint Leadership Team Recap: Naomi reviewed that JLT discussed: creating group norms/agreements for difficult conversations; CLHO CD's navigation of having Administrator representation from counties and having a clear scope of work; and plans to create a JLT workgroup to develop an MOU/MOA for the Conference of Local Health Officials and OHA.

Cara Biddlecom also reviewed OHA-PHD leadership changes – as Rachael transitions to Multnomah County, Cara will become the Interim Public Health Director, Kirsten Aird will become the Deputy Public Health Director, and Wendy Pollulech will become the Operations Manager.

Conference Bylaws Update: Laura Daily reviewed that a group of JLT has met over the past few months to revise the Conference Bylaws. Assuming these changes area approved, there will be an additional at-large representative seat on the Executive Committee and part of the CLHO Elections (next agenda item).

Motion: Florence Pourtal made a motion to approve the revised Conference Bylaws. Trish Elliot seconded. 0 nays, 1 abstentions (Washington), all remaining present in favor, motion passed.

CLHO 2023 Elections: Laura Daily reviewed the ballot for the Conference Executive Committee 2023 Elections (no additional nominations made on the floor):

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Chair	Naomi Biggs (Polk)
Vice-Chair	Carrie Brogoitti (Union)
Secretary/Treasurer	Philip Mason-Joyner (Clackamas)
At-Large Seat 1 (Benton, Clackamas, Deschutes, Jackson, Lane, Marion, Multnomah, and Washington)*	Jackson Baures (Jackson)
At-Large Seat 2 (Coos, Douglas, Josephine, Klamath, Linn, Polk, Umatilla, and Yamhill)*	Shane Sanderson (Linn)
At-Large Seat 3 (Clatsop, Columbia, Crook, Curry, Hood River, Jefferson, Lincoln, Tillamook, Union, and Wasco)*	Katie Plumb (Crook) Florence Pourtal (Lincoln)
At-Large Seat 4 (Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Wallowa, and Wheeler)*	Meghan Chancey (Baker)

*As defined by [ORS 431.122](#) and as proposed in the updated Conference bylaws

Laura will send voting members the ballot link via email – the ballot will remain open until 11AM, and results will be announced at the end of the meeting.

CLHO Committee Reports: Co-chairs from each committee provided reports on their committees' activities, success, and challenges over the past year. Written reports available in [meeting materials](#).

- Systems and Innovation: Jessica Dale (co-chair) provided the committee report. No questions or comments.
- Communicable Disease: Kathleen Rees and Bailey Burkhalter (co-chairs) provided the committee report. Board discussed some of the concerns raised and steps to address challenges around scope of work and improving processes. The Board also thanked Kathleen and Bailey for their leadership throughout the past few years and expressed support for their work.
- Health Promotion and Prevention: Elisabeth Maxwell (co-chair) provided the committee report. No questions or comments.

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- Access to Clinical and Preventive Services: Rebecca Collett and Erika Zoller (co-chairs) provided the committee report and expressed appreciation for the support OHA has provided. No questions of comments.
- Emergency Preparedness and Response: Selene Jaramillo (co-chair) led the Board through the Great Oregon Shakeout drill at 10:19am and then provided the committee report.
- Environmental Health: Co-chairs were not able to attend – written committee report in [meeting materials](#).

Modernization Implementation Plans Update: Jessica Dale shared that S&I has two subgroups - Costing and Capacity Assessment Workgroup and Outline for Local Modernization Implementation Plans Workgroup – starting work. The Committee is also working with/providing regular updates to PHAB and is working with national partners to identify tools to help.

Discussion: S&I intends to provide both a checklist of what the MIP should include and an optional template. Guidance should be out to LPHAs by the end of this fiscal year (June 30, 2024), and the template should be out sometime after that. The goal is to provide LPHAs with 18 months with these tools before the MIPs are due. Discussion about timelines and submitting these plans to the Legislature – LPHA MIP plans are due to OHA in December 2025, and there is no talk right now of moving that timeline up, and it is not in statute that they must be submitted to the Legislature (though there will be interest).

CBO Request for Grant Application Update: Dolly England provided an update on the Public Health Equity Funding for community-based organizations (slides available in meeting materials). This opportunity allows CBOs to apply for four program areas with one application. The PHAB Public Health Modernization Workgroup worked hard to develop criteria for priority counties (on slide 4 – list is cut off but all counties are in one of these three categories) and to add in increased opportunities for collaboration (requiring 2 letters of support and encouraging one to be from the LPHA in the jurisdiction). LPHAs have provided contacts for applying CBOs, and this list is on the website. OHA is also holding informational webinars for CBOs, and OHA is encouraging CBOs to reach out to LPHAs to align workplans. The application is open through mid-December, and application review will take place from December through January (LPHAs will be involved in the review process).

Discussion: To determine need criteria, OHA looked at CBOs that were funded through the previous Modernization funds and identified geographic gaps. They also looked at the Public Health Modernization Funding Formula to estimate how much funding should go to each county, and this comparison will help them make decisions for this next round of funding. OHA did not have a clear definition of “local” during the last round and did not ask about the physical

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presence of staff in counties or to clearly state which activities are happening in each county. The PHAB workgroup discussed all of this and developed a definition of local and a new workplan that all CBOs will need to complete. Naomi added that participating in the PHAB workgroup was a great collaborative process. Dolly clarified that the CBOs on corrective action plans is down to 2, and Dolly is working with OHA leadership on the next steps for these CBOs.

PE 40 Changes: Tiare Sanna reviewed the changes to PE 40 for WIC services. High level changes:

- Clarifying the requirement for timely service
- Removing payroll verification process
- Making PE 40 consistent with federal regulations
- Adding that the BFPC Coordinator must be a Board Certified Lactation Consultant (IBCLC)

Discussion: Trish shared that Hood River denied a WIC client formula because she didn't meet the criteria (per WIC rule), but when she called the OHA WIC program, OHA caved and told Hood River WIC staff to approve formula. This has been challenging for local staff who are client-facing, and word is spreading that they made an exception, and more clients are requesting an exception. Tiare shared that the rule around infant formula for exclusively-breastfeeding clients will be changing but that OHA staff shouldn't have pressured local staff to make an exception yet. Tiare offered to talk to OHA staff. Trish stated that this isn't just a WIC program problem and that rule changes need to be timely to support local staff. Bob shared that having the formula on hand can sabotage efforts to increase breastfeeding. Tiare agreed and stated that the goal is to balance encouraging breastfeeding while allowing some flexibility. Marie noted that B(2)b should read "culinary" herbs.

Motion: The A2CPS Committee has made a motion and second to approve the PE 40 funding formula changes. 0 nays, 3 abstentions (Umatilla, Columbia, Yamhill), all remaining present in favor, motion passed.

PE 42 Expenditure Reporting Changes: Cate Wilcox reviewed some changes to reporting for PE 42. Rather than have a separate revenue and expense sheet for each sub-element, -03, -04, and -05 will be collapsed into one reporting form because they are all from General Fund. -11 is federal funding and -12 has a separate funding formula, so they will need to remain standalone. -13 (Family Connects service provision) will be moved into PE 63 where the Family Connects community lead is and will line up with that reporting.

Discussion: Cate clarified that the reporting for General Fund programs with PE 42 will mirror PE 40 with a few additional program questions. OHA is still working through the specifics.

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Food/Pool/Lodging Remittance Letter: Erica Van Ess reviewed the preliminary Food/Pool/Lodging Remittance Letter. This was sent out via Andrew Epstein a few weeks ago. The final remittance letter will be provided in the spring, but this preliminary one is offered to counties for budget planning (OHA is still hiring for two positions, so there be changes). Other changes from last year include:

- A 6.5% COLA on December 1st and an additional 6.4% in 2024 for OHA staff (via union negotiations)
- Food remittance factor will increase from 12.22 to 13.42.
- Increase for the public pool program went from \$45 to \$90 (started July 1st)

Discussion: Bob asked if the 16% indirect rate is approved and asked to see the methodology behind determining this indirect rate – Erica will do some research. Joe added that this has been discussed in CLEHS and it's been challenging to understand. Andre offered that it has been 18% previously and has come down in recent years.

Public Health Modernization Funding Workgroup Update: Cara Biddlecom reviewed that the PHAB PHM Funding Workgroup wrapped up on Monday (summary of deliverables available in [meeting materials](#)). High level deliverables:

- Funding benchmarks
- Strategies for improve coordination and communication
- LPHA involvement in funding decisions

Cara thanked the LPHA folks who participated in the workgroup – it was a lot of work but was very productive.

Discussion: Jessica asked if we will track how CBO funds are going towards the accountability metrics. Cara stated current and new applicants will have to identify how they will be addressing these metrics in their workplans, but there is additional work to do in thinking about how to encourage the culturally-specific aspect. Jessica said this is contrary to something she heard earlier this week and will follow-up offline. Shane offered that a local CBO found it helpful to cross-reference the areas of work with the local Community Health Assessment.

Election Results: Laura Daily reviewed the election results:

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Seat	Candidates	Votes
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At-Large Seat 3 (Clatsop, Columbia, Crook, Curry, Hood River, Jefferson, Lincoln, Tillamook, Union, and Wasco)*	Katie Plumb (Crook)	16
	Florence Pourtal (Lincoln)	8
At-Large Seat 4 (Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Wallowa, and Wheeler)*	Meghan Chancey (Baker)	24

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Motion: Bob made a motion to confirm results, and Lindsey seconded. 0 nays, 0 abstentions, all remaining in favor voted yet, election results confirmed.

Appoint: Naomi also official reappointed the following non-elected representatives

- Public Health Administrators of Oregon (PHAO) Caucus Representative: Lindsey Manfrin (Yamhill)
- Health Officer Caucus Representative: Pat Luedtke (Lane)
- Caucus of Local Environmental Health Supervisors: Joe Fiumara (Umatilla)
- Most Recent Past Chair: Jocelyn Warren (Lane)

Meeting Adjourned at 11:30 AM

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