**May 16th, 2024 Annual Meeting of the Coalition of Local Health Officials**

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

DRAFT

Reviewed by Secretary / Treasurer: Philip Mason-Joyner

Date Approved:

Chair Naomi Biggs called meeting to order at 11:45 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 |  | Multnomah – Andrea Hamberg |
| X | Benton – Sara Hartstein |  | Jackson - Jackson Baures\* | X | North Central PHD - Shellie Campbell |
| X | Clackamas – Philip Mason-Joyner\* | X | Jefferson - Mike Baker | X | Polk – Naomi Biggs\* |
| X | Clatsop – Jiancheng Huang | X | Josephine – Mike Weber |  | Tillamook – Marlene Putnam |
|  | Columbia – Jaime Aanensen | X | Klamath – Jessica Dale |  | Umatilla - Joseph Fiumara |
|  | Coos – Tim Lynch |  | Lake - Judy Clarke | X | Union - Carrie Brogoitti\* |
| X | Crook – Katie Plumb\* |  | Lane - Jocelyn Warren\* | X | Washington – Marie Boman-Davis\* and Folu Adeniyi |
| X | Deschutes – Heather Kaisner | X | Lincoln - Florence Pourtal |  | Wheeler - Shelby Thompson |
| X | Douglas - Bob Dannenhoffer |  | Linn – Shane Sanderson\* | X | Yamhill - Lindsey Manfrin |
|  | Gilliam – Hollie Winslow | X | Malheur - Sarah Poe |  | HO Caucus - Pat Luedtke\* |
| X | Grant – Jessica Winegar | X | Marion – Wendy Zieker |  | CLEHS Caucus - Joseph Fiumara\* |
| X | Harney – Sarah Laiosa | X | 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; Jenny Rudolph, Public Health Workforce Liaison/Recruiter; Madison Riethman, HRO Grant Manager; Janessa Wells, HRO Workforce Navigator; Kate Szrom, Rural Communications Coordinator; Aameneh Kermani, CLHO Workforce Intern

**Guests Present:** Betty Bekemeier, Megan Rogers, and Kelly Chadwick (NorthWest Center for Public Health Practice); Jessia Pratt and Jen Lewis-Goff (Association of Oregon Counties)

Quorum established. Naomi reviewed the agenda and requested a motion to approve the April 2024 minutes.

**Motion:** Jessica Winegar moved to approve the April 2024 minutes. Shellie seconded the motion. 0 nays, 1 abstentions (Washington), all remaining present in favor, motion passed.

**Appointments:** Naomi made the follow appointments:

Workforce Development Committee: Alex Coleman (Washington County)

Legislative Committee: Laura Daily (Washington County)

**Legislative Committee Recommendation:** Laura reviewed the recommendation from the Legislative Committee to support Oregon Health Authority’s Rethink The Drink media campaign (recommendation form in the meeting materials). Legislative Committee members present on 5/2/24 voted unanimously to support.

*Discussion*: Lindsey asked about the PSA that received pushback from the alcohol industry – Danna checked and confirmed that OHA stopped running that PSA.

**Motion:** Legislative Committee has made a recommendation to have CLHO be a supporting organization for the Rethink The Drink campaign (motion and second). 0 nays, 0 abstentions, all remaining present in favor, motion passed.

**CLHO Year in Review:** Sarah, Laura, Kate, Jenny, Madison, and Janessa reviewed the highlights of CLHO’s work over the past fiscal year (June 2023 – May 2024). Review includes policy/advocacy work, communications, workforce development, LPHA support, Healthy Rural Oregon updates, and organizational accomplishments. A detailed document with all activities is in the meeting materials.

*Discussion:* CLHO members expressed gratitude for all the work CLHO has done over the past year. Madison clarified that all LPHA staff can participate in the training offered by the HRO grant, but only those serving rural areas can receive financial support.

**2023-24 CLHO Budget Modification:** Sarah reviewed a proposed budget modification for the 2023-24 fiscal year to pay Laura out for her unused vacation time (modification explanation in CLHO library). Sarah proposes this come out of the lobbying line item since the entirety of the amount can come out of that line item rather than taking from multiple places.

*Discussion*: Bob discussed that larger organizations will accrue vacation time funds so they can easily pay out unused vacation – he suggested CLHO consider that for the next budget (2025-26). Marie asked if there are sufficient funds to recruit for the Program Manager position – Sarah confirmed that she does.

**Motion**: Bob made a motion to approve this budget modification. Trish seconded. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

**CLHO 2024-25 Annual Budget:** Sarah reviewed the budget recommended by the Executive Committee (available in CLHO Library). Key points include:

* Total income for 2024-25 year = $468,841. Income includes CLHO Dues (with a previously approved 15% increase), OHA contract for supporting the Conference, Caucus of Local Environmental Health Supervisors dues, Health Office Caucus dues, the County Health Rankings and Roadmap grant, funds from the Public Health Certificate line item (proposal is to release these funds into CLHO’s general funds since only one person as used it in the 10+ years it’s been available), and interest.
* Total expenses for 2024-25 year = $473,378.25. Changes to expenses include:
	+ Adding $10k to the lobbying
	+ $66k for a communications contractor (Sarah has a person in mind who has a public health background)
	+ Small increase in tax filing for inflation
	+ $2k to support Health Officers to participate in the Health Officer’s Caucus
	+ Increased amount for meeting support
	+ Personnel costs include an assumed 5% COLA
	+ Lower overall intern budget
	+ New utility stipend for CLHO staff since they all work from home and provide internet, electricity, etc.
	+ Subscriptions increasing for long session (BillTracker and Capitol Club).
	+ Removing member travel funds (these have been underutilized)
	+ Increased retreat funds to $12k and facilitator funds to $15k.

Sarah reviewed that this is a deficit of $4,537.25, but CLHO has ample reserves to cover this. Reserves have 6 months of operating expenses, and CLHO uses reserves to float funds for the Healthy Rural Oregon grant via HRSA. Philip added that CLHO has more flexibility as a non-profit agency and does not need to balance the budget like government agencies must.

*Discussion*: Florence asked why grant funds through HRSA and Kaiser are not included. Sarah reviewed that those do not pull from member dues, so they are not included in this budget for approval today. Jessica raised concerns from Klamath County about dipping into reserves when the intent of the dues increase was to support CLHO’s growth and to meet priorities identified in the Strategic Plan. Sarah offered that CLHO can balance the budget by taking from the $66k in the communications line item.

**Motion:** Jessica Dale made a motion to approve a balanced budget by removing $4,537.25 from the communications contractor line item. Wendy seconded. 1 nay (Clackamas), 0 abstentions, all remaining present in favor, motion passed.

**CLHO Workforce Report Proposal:** Laura reviewed a proposal for the CLHO 2024 Workforce Report. A proposal document was sent out to CLHO members last week – the Workforce Development Committee made a few additions on Tuesday, 5/14 but did not make a formal recommendation due to lack of quorum. Major highlights include:

* Four goals of the WF Report: 1) ​​Understand the size of the LPH workforce and the number of key positions in the LPH workforce; 2) Support LPHAs in recruiting, hiring, and retaining the PH workforce; 3) Advocate to the Oregon Legislature for policy and funding that supports the LPHA workforce; and 4) Advocate to the Oregon Health Authority and local elected leaders for programs and supports for the LPHA workforce.
* Workforce Report will tentatively be released in September 2024 (depending on the timeline of the Costing and Capacity Assessment).
* Methods include: surveys to health administrators and human resources; document review of pay scales and Costing and Capacity Assessment; and topical focus groups.
* Key topics include: number of staff/FTE; retention/turnover; vacancies; pay scales for key positions (RN, Epis, EHS, Administrator, Preparedness, THW/CHW, DIS, WIC dietician, WIC certifier, WIC Breastfeeding Coordinator, and IBCLC); succession planning; career pathways; recruitment of a diverse workforce; training needs; and retention.
* The WFD Committee suggested adding in an evaluation of the impact of the WF Report

Laura acknowledged that the timeline would need to be flexible to align with the Costing and Capacity Assessment. The Program Manager can work with the WFD Committee and the Board to adjust as needed. Sarah added that these data are vital for our advocacy efforts around workforce.

*Discussion*: Naomi asked about the point in time measure for vacancies. Laura confirmed that the CCA data will be from FY 22-23, and vacancies will be a current, point-in-time measure while the survey is open in July.

**Motion**: Katie made a motion to approve the 2024 Workforce Report proposal. Folu seconded. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

**Recognition**: Naomi recognized Shellie Campbell (retiring 5/31, staying on as part-time while recruiting for a new director), Laura Daily (accepted a position at Washington County Public Health, last day with CLHO is 5/24), and Sarah Poe (accepted a position at the State of Idaho, last day at Malheur County is 5/24). Each shared a little about their plans and expressed gratitude for their time with CLHO.

**Public Health Workforce Interest and Needs Survey (PH WINS):** Betty Bekemeier, Megan Rogers, and Kelly Chadwick with the NorthWest Center for Public Health Practice (Region X Public Health Training Center) reviewed the upcoming Public Health Workforce Interest and Needs Survey (PH WINS) – this will be the 4th iteration (previously fielded in 2014, 2017, and 2021).

* Goals of PH WINS is to understand workforce strengths, gaps, and opportunities; identify demographic trends; inform future workforce research and development; and identify trends in attitudes, morale, and climate.
* PH WINS has traditionally been a sample of large health departments, but Region X and Region V Public Health Training Centers advocated for including smaller and rural health departments. These two regions piloted inclusion of all health departments in the 2021 PH WINS survey at got a high enough response rate that De Beaumont is now working with all Public Health Training Centers to include all-sized health departments.
* Domains include: workplace engagement and morale; training needs; emerging concepts in public health; demographics; and newer questions around mental health.
* Participation requirements are the same as last year: designating an IT contact and a workforce champion who can provide a staff list and can promote the survey.
* April-August is the time to identify and onboard Workforce Champions and IT contacts, August-September is when they’ll promote the survey, and the survey will be fielded from September-December.
* There is a minimum response rate needed for a participating organization to get an individualized report. De Beaumont is working on solutions to give organizations useful information when they don’t meet the minimum response rate.

*Discussion*: Board discussed the time commitment for the survey since there will be multiple surveys out to Oregon LPHAs this summer and there may be significant survey fatigue. Estimated time to take the survey is about 15-20 minutes, though some Oregon LPHA staff have reported it took them 30+ minutes. Meeting response rates are very challenging without strategic communication and promotion. Board also discussed accessing data afterwards – Megan shared that there is a dashboard to show response rate while the survey is out so Workforce Champions know if they need to promote it more, and she shared that NWCPHP gets the raw, de-identified data and can work with LPHAs to get their county-level data. Last year, Oregon county reports were group by CCO when they didn’t meet the response rate, but they are looking at better ways to do that this time around.

**Medical Examiner Work Group:** Jen Lewis-Goff with Association of Oregon Counties provided an update on the discussions about Oregon’s medical examiners system. There are two efforts, HB 4003 (2024) and the Medical Examiner Improvement in Oregon Workgroup (MEIOW). The Oregon State Police run MEIOW, which has met about 10 times and has made several recommendations about regionalization and incentives to expand the ME workforce (recommendations included in the meeting materials). HB 4003 directs OSP to expand this work and to connect with each county to learn more about their ME system and to issue a report in October 2024. AOC would like feedback from CLHO members.

*Discussion:* Jen shared that OSP should be contacting both BOCs and public health in each county. Marie shared that Washington County is on record as opposing some of the recommendations around having nurses and other medical professionals serve as MEs.

**Meeting Adjourned at 1:35 PM PST.**