



January 18th, 2024 Meeting of the Conference of Local Health Officials

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

Reviewed by Secretary Philip Mason-Joyner (2/6/2024)

Approved on February 15, 2024

Chair Naomi Biggs called meeting to order at 09:32 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	X	Jackson - Jackson Baures*		North Central PHD - Shellie Campbell
X	Clackamas – Philip Mason-Joyner*	X	Jefferson - Mike Baker	X	Polk – Naomi Biggs*
X	Clatsop – Jiancheng Huang	X	Josephine - Janet Fredrickson	X	Tillamook - Marlene Putnam
X	Columbia – Jaime Aanensen	X	Klamath - Jennifer Little	X	Umatilla - Joseph Fiumara
X	Coos - Anthony Arton	X	Lake - Judy Clarke	X	Union - Carrie Brogoitti*
X	Crook – Katie Plumb*	X	Lane – Pat Luedtke	X	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
X	Gilliam – Dailene Wilson	X	Malheur - Sarah Poe	X	HO Caucus - Pat Luedtke*
X	Grant – Jessica Winegar	X	Marion – Wendy Zieker	X	CLEHS Caucus - Joseph Fiumara*
X	Harney – Kelly Singhose	X	Morrow – Robin Canaday	X	PHAO - Lindsey Manfrin*

*Member of the Executive Committee

Other LPHA Staff: Trey Thompson (Grant), Folu Adeniyi (Washington), Sarah Hartenstein (Wheeler)

Public Health Division Staff Present: Danna Drum, Cara Biddlecom, Andrew Epstein, Dean Sidelinger, Cessa Karson, Kirsten Aird, DeWayne Hatcher, Eric Gebbie, Wendy Polulech, Andre Ourso, Rex Larsen, Anthony Nickerson, Dolly England

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Coalition of Local Health Officials Staff Present: Sarah Lochner, Executive Director; Laura Daily, Program Manager; Kate Szrom, Rural Communications Coordinator

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

Motion: Jackson moved to approve the November 2023 minutes. Trish seconded the motion. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

Appointments: Naomi made the follow appointments:

- A2CPS: Anne Kilty (Deschutes)
- EPR: Jaime Aanensen (Columbia)
- HPP: Manda Palmertree (Columbia)
- S&I: Sadie Siders (Jackson)

JLT Update: Naomi reviewed the conversations from the Joint Leadership Team. The group received an update from OHA on the upcoming Legislative Session, discussed the challenges expressed by the CLHO CD Committee, the costing and capacity assessment pilot presented by S&I, the process for developing an MOU/MOA for the Conference, and OHA's strategic plan.

PHEP Funding Formula: Selene Jaramillo presented that we have \$350,966 in carryover funds for the Public Health Emergency Preparedness program. The EPR Committee reviewed two options for distributing these funds:

- Option 1: \$8,721.27 for every county (4 votes)
- Option 2: \$5000 base for every county and the remainder by population (11 votes)

The committee voted and is recommending Option 2 to the Board. One administrator was present during EPR's vote (motion).

Discussion: Laura acknowledged that the funding formula was not posted with the meeting materials – she will send it out via email and asked about delaying the vote. Selene stated that some of this was already in the works at OHA, and Danna added there was some confusion about whether these changes needed to come to CLHO for a vote – because there is a change in the funding formula, it does need to go through CLHO for approval. Florence asked about where

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the two options came from and why the Modernization formula is not an option – Selene stated that the Modernization formula typically doesn't work for the PHEP program because of the small amount for funding. Naomi stated that the Board would return to this item later in the meeting to vote after Board members have reviewed the allotments sent via email [clarified later that this will move to electronic voting outside the meeting].

ADDED 2/13/24: Board voting conducted via electronic form: The EPR Committee recommends Option 2 (distributed with a \$5,000 base and the remainder by population) for the FY23 carryover funds.

- 22 counties participated: 20 in favor, 2 abstaining (see PDF in meeting materials). Funding formula for carryover funds approved.

PE 43 Funding Formula: Kathleen Rees reviewed that the Immunization Program brought several options for funding formulas to the CD Committee.

- Option 1: Current formula using birth rate (FY 23) (floor of \$5,000 per county)
- Option 2: OHA Modernization formula (floor of \$5,000 per county)
- Option 3: Modernization formula (floor of \$5,000 per county) with the inverse flu vaccination rate counting for 8% (replacing burden of disease and health status)
- Option 4: Modernization formula (floor of \$5,000 per county) with the inverse flu vaccination rate counting for 24% (replacing burden of disease and health status and lower weight of other categories)

They broke it down into several votes:

- First vote: Stay with the formula that uses birth rate or switch to a Modernization formula (14/16 in favor of moving to a Modernization formula)
- Of the three Modernization formula options, the OHA Modernization Formula (Option 2) received 13/16 votes

Kathleen added that two administrators were present for the vote (one voted and one abstained – counts as a motion).

Discussion: Jackson shared that because their immunization efforts are focused on childhood vaccinations and school exclusion, they opted for the current formula using birth rate. Florence shared that Lincoln is more focused on adult immunizations, so they supported moving away from the birth rate. Bob shared that they discussed how the inverse flu vaccination formulas seemed to punish counties that were increasing their vaccination, so the standard Modernization formula seemed best. He also cautioned that the Modernization formula was developed to handle much larger amounts of money than this. Philip asked for clarification on what this formula will apply to – Naomi and Danna clarified that it will apply to PE 43 and will be effective July 1 2024.

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Motion: The CD Committee has made a motion to adopt the OHA Modernization formula for PE 43. Florence seconded. 0 abstained, 2 nays (Jackson and Deschutes), remaining present in favor, motion passed.

Program Element 51 – Accountability Metrics: Katie Plumb reviewed the changes the S&I Committee approved to PE 51. The major change was updating language throughout to the current accountability metrics. The committee knew these changes would be needed, so they left placeholders for this language and had little discussion about it. One committee member opposed and the remaining voted in favor, and more than two health administrators voted (motion and second).

Discussion: Joe asked for more time to review this before voting since this was not posted before the meeting. Florence added that the final version was straight-forward, but there was a lot of discussion about the accountability metrics and what LPHAs would be required to do. Group agreed to review these documents and vote via email.

S&I Modernization Implementation Plans (MIPs): Katie Plumb reviewed that the S&I Committee has two subcommittees – one to develop a plan for the costing and capacity needed for the MIP, and another developing tools and templates for LPHAs. There will be additional updates from these groups in the future, but the S&I Committee wants to keep folks updated. The goal is to have tools/templates out for LPHAs to use by the end of the summer (to give LPHAs 18 months before the December 2025 deadline for MIPs).

Discussion: Jennifer acknowledged the S&I Committee has done a lot of complicated work and offered to help if S&I needs testing and piloting. Philip asked if the costing and capacity assessment could be completed in time to inform the 2025 Legislative request for Modernization – Andrew answered that pilot testing has shown that it has taken time and likely won't be done by June (around the time OHA will need to finalize budget requests), but there may be leeway because OHA is not sure what the budget request process will be. Jiancheng added that there needs to be sustainable funding to allow LPHAs to keep vital positions before discussing function. Florence asked to have a conversation offline about Jiancheng's ideas and asked about the June deadline for the costing and capacity assessment. Danna stated that OHA is awaiting guidance from the Governor's office on what the budget and policy option package process will be – because of this, OHA hasn't moved POP work forward. OHA will communicate what the process will be as soon as they have more information, and the Coalition of Local Officials can work on their strategy for advocacy.

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TPEP Supplemental Funding Update: Ophelia Vidal provided some updates on the TPEP supplemental funding. All counties were funded at their requested tiers out of the \$14.5 million, and there was \$400,000 leftover. The HPP Committee recommended that the funding be reserved for flexible activities related to TPEP, and OHA distributed a survey to gauge interest and potential projects/budgets. Because there is not enough funding to support all requests at the full amount, the program proposed the following:

- 8 programs that requested under \$25k would receive \$10k
- 4 programs that requested between \$25k-\$49k would receive \$12.5k
- 3 programs that requested between \$50k-\$74k would receive \$25k
- 5 programs that requested between \$75k-\$100k would receive \$37k

The county that submitted two projects would only be funded for one. Contract amendments would go into effect July 1 2024.

Discussion: Clarification that this would need to be voted on by CLHO (HPP voted on this) because it is a decision on how to distribute funds (even if counties can opt in/out). This was not also shared in the meeting materials, and this item was on the agenda as an update. Discussion about whether the information for opting in/out went to TPEP coordinators or to administrators – clarification that this was sent to TPEP coordinators and to the HPP Committee. Danna requested to pause on this item so that we can ensure this decision is run past the administrators in each county.

Short-term Rental Pool Rulemaking: Andre Ourso and Gabriela Goldfarb reviewed that OHA consulted with their legal council on short-term rentals with pools and private pools that are rented out hourly. Based on a risk assessment, these pools are considered high risks for health concerns (water-borne disease, injury, etc.), and the statutory wording allows OHA to regulate these facilities. OHA will be engaging in rulemaking regulating these pools later this year, and a letter will go out to platforms/companies that host short-term rentals (shared via email with Board members this morning). No action is needed from the Board today – OHA just wants to ensure LPHAs know this information will be going out and can participate in the rule-making process. OHA will continue to work with CLHO EH, and LPHAs can reach out to Andre and Gabriela if they have questions or specific concerns.

Discussion: Discussion about the time/burden for local EH staff to go work with individual rental owners and to inspect all these pools – OHA is aware of this and plans to discuss how not make this too much of a burden on locals. Rule-making will also consider the definition around spas/hot tubs (which would add a great number of facilities to be inspected). Board discussed how some consider these facilities to be self-regulating (i.e. bad reviews left by renters),

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but current statutory language could place liability on the health authorities for not regulating them if something were to happen (injury, outbreak, etc.).

Medical Examiners Workgroup Update: Tom Jeanne had to drop off the call – item moved to next month.

Public Health Equity RFGA: Dolly England and Cara Biddlecom presented an update on the Public Health Equity Grant. Slides are available in the meeting materials. High level updates include:

- Cohort 1 (currently funded CBOs) are submitting reports and updated budgets and workplans (amendments will be executed in March)
- There are 141 applications for Cohort 2. Reviews of application were completed on 1/10, and fiscal review is happening now.
- Mid-to-late February is when award notices will go out (OHA estimates around 40 applications will be awarded).
- OHA plans to hold a kick-off event in April – LPHAs are invited to be part of these.
- OHA is working on sharing work plans with LPHAs/CBOs – there will a tool for this (and both Cohort 1 and 2 workplans will be shared). This is part of the agreement between OHA/AOC/CLHO.
- There are still counties that did not have any CBOs apply. OHA plans to do a county-level analysis to assess this and to work with system partners to address this.

Discussion: If LPHAs reviewed applications and have feedback on the process, they can email Dolly. Cohort 2 is only for new CBOs, and the funding is almost 100% Modernization (and then some for domestic wells). OHA is also working on parsing out where CBOs are based vs. where they are serving and should have that information soon. LPHAs expressed appreciation for being included in the review process – Dolly explained that not every application was reviewed by an LPHA because not all LPHAs could participate (around 34 LPHA staff participated). She also reviewed that they are always improving the process – in 2025, all CBOs from Cohort 1 and 2 will have to reapply, so they want to learn from everything they've done and hear from partners about more they can do.

PHD Directors Introductions: Cara Biddlecom reviewed an updated OHA-PHD Organizational Chart (in the meeting materials). PHD has reorganized around three key areas: Modernization, Strategic Planning, and Embedding Equity. She turned it over to the new OHA-PHD leaders to introduce themselves:

- Equity Director: Larry Hill (unable to attend today)
- Interim Deputy Public Health Director and Policy and Partnerships Director: Kirsten Aird
- State Health Officer: Dean Sidelinger

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- Finance Director: Nadia Davidson
- Operations Manager: Wendy Polulech

Discussion: There are teams within the Policy and Partnerships team that are working on integrating budgets and workplans for LPHAs across all programs. The Operations Team is beginning to support workforce development externally as well as internally as they support Public Health Infrastructure Grant.

PHD Strategic Plan: Cara Biddlecom reviewed the PHD's 2023-2027 Strategic Plan (slides available in meeting materials). The plan is focused on 4 priorities: recruitment, retention, promotion & development, and organizational culture.

Discussion: No questions or discussion.

Closing out: Naomi reviewed the items that have been postponed:

- Items that will move to an electronic vote: PHEP Funding Formula and PE 51 changes
- TPEP Supplemental Funding is paused for an internal OHA discussion
- Medical Examiner Workgroup update and OHA Indirect Rate Presentation will be moved to a later meeting

Meeting Adjourned at 11:55 AM

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