**CLHO Communicable Disease Committee Agenda/Minutes**

**Friday, May 3rd, 2024**

10:00 a.m. – 11:00 a.m.

<https://us02web.zoom.us/j/85027408496?pwd=ZkQ5VXRKUVI2UlEyVStrNzFLS1NZQT09>

Meeting ID: 850 2740 8496; Passcode: 731022

One tap mobile: +16699009128,,85027408496#

**05/03/2024 CD Meeting Recording:** [**https://youtu.be/IV0GLa7aOqg**](https://youtu.be/IV0GLa7aOqg)

**Minutes recorded by: Laura Daily, CLHO SPM**

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| **Agenda Item** | **Detail** | **Action Item(s)** | **Presenter** | **Time** |
| Welcome, Roll Call, Introductions | Name, pronouns (if you’d like), role, and what is something you are looking forward to in the coming weeks? **Minutes**: Laura welcomed CD Members to the meeting and asked meeting attendees to introduce themselves (roll call documented below).  | -- | Laura Daily, CLHO | 10:05 (10) |
| Overview of CLHO CD | Review the scope of the CLHO CD Committee**Minutes**: Danna reviewed the CD Committee charter and general scope of work: The Committee:  “Will make recommendations to the Conference Executive Committee and Board of Directors on:a. Program elements proposed changes and updatesb. Funding formula changesc. Other topic areas that are brought to the Committees by the PHD, CLHO, or Local Public Health Authorities.” Examples of other topic areas include letters of support for a grant OHA is applying for. There are some topics where OHA will seek feedback from the CD Committee (triennial review tool revisions, restructuring OHA programs, etc.) where the decision will still lay with OHA. CLHO CD will not be reviewing Investigative Guidelines, but they are going to use existing spaces outside this committee to get LPHA feedback on IGs. Laura added that committee members can bring topics, concerns, and discussion items to meetings, and we can work on Alisha asked about committee terms (indefinite in bylaws and two-years in charter) – Laura stated that the bylaws were updated last year and terms were changed to indefinite, and committee charters will need to be updated to reflect that. Naomi added that the PH Administrator will still have the authority to update committee representation.  | --  | Danna Drum, OSPHD | 10:15 (10) |
| **Committee Member Duties** | Review the duties or CLHO CD Committee members**Minutes:**Naomi reviewed that the purpose of the Conference of Local Health Officials is to provide recommendations to the OHA on key areas listed in statute. As such, the committees serve to ensure that LPHAs of all sizes, locations, and structure can have their voice heard. Each LPHA may do that differently – your administrator may be comfortable with you taking a lead, and other administrators may ask you to consult them/keep them in the loop before committee votes. Check in with your administrator about this. Laura added that committee representatives are welcome to consult with other SMEs in their LPHA and/or invite those SMEs to a meeting if the committee is discussing an item outside of your expertise.  | -- | Naomi Biggs, CLHO Chair | 10:25 (10) |
| **Co-Chair Duties** | **Review the duties of CLHO CD co-chairs and select new co-chairs****Minutes:**Naomi reviewed the process for recommendations going to the CLHO Board and the duties of the co-chairs: * Co-chairs track quorum for when there are committee votes
* Communicating with the committee and sharing meeting materials (through email or via the CLHO website)
* Co-chairs will present recommendations from the committee to the CLHO Board
* Meeting with OHA leads to develop agendas
* Completing and presenting committee reports at the Annual CLHO Meeting in October

Naomi and Laura shared that they are trying to develop more support for committee co-chairs:* There’s a quarterly meeting with co-chairs from all 6 committees to share best practices and troubleshoot issues
* CLHO and OHA are in the process of developing an MOU to clarify procedures and expectations for the committees.

For selecting the co-chairs, Laura will send out an ask in the follow-up email for people to email Laura, Naomi, and Danna their interest. Those people will be confirmed at the next CLHO CD Meeting (or selected via majority vote via if there are more than two people interested). No vote at this meeting. | **Vote to approve Co-Chairs** | Naomi Biggs, CLHO Chair | 10:35 (10) |
| Recurring Meeting Time | Poll committee members for their availability for monthly meetings**Minutes:** Laura reviewed that the committee has historically met on the first Friday of the month at 10am (this time slot). She launched a poll to get the committee members’ availability for recurring meetings. Laura will also share this via email for committee members who were not able to attend today.  | Poll | Naomi Biggs, CLHO Chair; Laura Daily, CLHO | 10:45 (5) |
| Q&A | Opportunity for committee members to ask questions**Minutes:** No questions or comments from committee members. Sarah Lochner shared that Coalition of Local Health Officials has identified some legislative priorities for 2025, and she’d like to collect human stories about the impact of communicable disease programs. Please reach out to Sarah to share these – the Coalition can help with a release of information form/can change identities for privacy.  | -- | All | 10:50 (10) |
| Adjourn | -- | -- | -- | 11:00 |
| **Next meeting: TBD** |
| **Co-Chair TBD** | **Co-Chair TBD**  |
| **Public Health Division Liaisons** HST: Alison Goldstein, alison.goldstein@odhsoha.oregon.gov Immunization: Rex Larsen, rex.a.larsen@oha.oregon.gov ACDP: Lee Peters, lee.r.peters@oha.oregon.gov Administrative Support: Jennifer Brown, jennifer.l.brown@oha.oregon.gov  |

**Roll Call:**

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| **County/LPHA** | **Name** |  **X if present** |
| Benton | Gerald Dyer | X |
| Benton | Sara Hartstein |  |
| Clackamas | Anna Summer |  |
| Clackamas | Michelle Mattison | X |
| Clatsop | Lisa McClean |  |
| Columbia | Lillia Rodgers | X |
| Crook | Joanna McCabe | X |
| Deschutes | Rita Bacho | X |
| Deschutes | Michelle Ashby | X |
| Douglas | Bob Dannenhoffer | X |
| Douglas | Laura Turpen | X |
| Hood River | Trish Elliott |  |
| Hood River | Lindy McCasland |  |
| Jackson | Bonnie Simpson | X |
| Lincoln | Callie Lamendola-Gilliam |  |
| Malheur | Rebecca Stricker | x |
| Marion | Rachel Posnick | X |
| Marion | Dana Finch (Mercedes Floyd attended in place) | x |
| Morrow | Sarah Rea |  |
| Multnomah | Sara McCall | X |
| Multnomah | Chris Hammel | X |
| NCPHD | Marta Fisher | X |
| Polk | Emily Brateng |  |
| Umatilla | Alisha Lundgren | X |
| Washington | Folu Adeniyi | X |
| Yamhill | Abigail Gray | X |

**OHA Staff Present:** Danna Drum, Lee Peters, Alison Goldstein, Amanda Faulkner, Rex Larsen, Jennifer Brown, Angela Phan, Zintars Beldavs

**CLHO Staff Present:** Naomi Biggs, CLHO Chair; Laura Daily, CLHO SPM; Sarah Lochner, CLHO ED