**CLHO CD Committee Notes**

**Note taker: Angela Phan, ACDP**

**Friday, September 14**

1. **Welcome, roll call, and confirm membership**

* Katrina Rothenberger announced this will be her last committee meeting as she has resigned from Polk County
* ACDP offered to have administrative assistant take notes for CLHO-CD meetings
* An ideal way to gather agenda items for the next CLHO meetings would be:
  + Co-chairs send a call for agenda items 3 weeks prior to each meeting
  + Paul work with PHD staff to identify agenda items from the state
  + Send email reminder about meeting and agenda one week prior to the meeting

1. **Review of minutes from previous meeting**
2. **LTCF Project Funding**
   * Four counties submitted project proposals to the Immunization Program for the grants
   * Clatsop, Polk and Washington Counties were awarded grants
   * OIP will work to distribute vaccines to these 3 counties and kick-off pending
3. **Discuss 2018-2019 committee plan: charter and work plan**

* With changes to CLHO in January 2018, all committees are being asked to formalize a charter and a work plan

Charter Discussion: (updated charter will be emailed out after meeting)

* Existing Area of Work
  + List general CD to cover ACDP
  + Purpose section: possible change?
* CLHO does not need a lot of program elements, would need more of capturing CD
* Program Element 1: build an understanding for all CD not just ones that ACDP work with
* For perspective committee members, add more detail in how ACDP operates, and their position and role with the counties
* Logistics for future CLHO meetings:
  + Meetings will continue on the second Friday of every= odd month, 10am-12pm
  + CLHO will coordinate with the state to email out meeting reminders
* Definition for making the CLHO meetings available to the public?
  + CLHO Committee Meetings- Yes, can be made available to the public
  + CLHO Board Meetings- Yes, can be made available to the public
  + However, there are no public commitments, but notes from the meetings would still need to be transparent (transparency of language will be standardized by CLHO)
* Review of Roles
  + Ideal timeframe to announce resignation:
    - Last meeting in attendance and in addition notifying co-chair before the meeting
    - The chair will fill replacement of the position
    - Reword language to be more specific about the process of resignation process
  + Review of Co-Chair
    - CLHO committee membership will be updated quarterly or every 6 months

1. **Legislative Policy Statements** 
   * Aim: Maximizing state and local expertise, and utilize subject matter experts
   * CD committee members will refine policy statements over the next month and attempt to get to next CLHO Legislative Committee meeting in November (may be prior to our 11/9 meeting)
   * Policy statements will need to need approval from committee to send forth
     + 1. Vaccine Access: CLHO supports equal access to low- or no-cost vaccines including strong vaccination programs that protect vulnerable populations and their families, includes right-to-know policies
          1. Measles response time impact due to quick response to counties
          2. Timeline needs more refinement

Refine the language and example being referenced in policy statement

* + - * 1. Next steps:

Use subject matter expertise of workgroup members to refine the content

* + - 1. STI Prevention – CLHO supports a strong system of prevention, detection and access to treatment of sexually transmitted infections
         1. Josh from STDs and HIV will review policy statement more closely for additional review
      2. Robust Public Health Lab – CLHO supports a robust Public Health Lab as a vital component of the Oregon public health system
         1. Refinement is needed to capture more nuisances
         2. Background for legislative changes efforts (Andrea?) will aid track changes to clean up
    - Next steps for committee review for policy statements:
      * Send out to groups and forums to review and move forward
      * Aim: have all draft policy statements finished by the end of October

1. **Meeting/Project Ideas (to incorporate into a work plan for CLHO-CD)**

* Cross jurisdiction sharing of information and knowledge
* Anything CLHO committee can assist with for outbreaks – coordination between state and LHDs
* Develop MOU’s among neighboring counties for support when needed for vaccination coverage and outbreaks
  + Polk and Marion are finalizing a cross-jurisdictional sharing agreement for staff to share and collaborate efforts on a regional level
  + Member requested that counties send example of cross jurisdiction sharing agreements that have been approved by county counsels
* Use CLHO-CD as a platform for share lessons learned at future meetings to expand collaborative

learning; create a learning collaborative (i.e. outbreak investigations, complex contact investigations, etc.)

1. **Next Agenda Items:**
   1. Final review of policy statements (may need to occur prior to 11/9 meeting via email)
   2. Finalize charter
   3. Move forward to formalize a work plan (create a subcommittee?)