



3/20/25 Meeting of the Conference of Local Health Officials

Minutes recorded by Allison Mora (video recording available upon request)

Reviewed & Approved on XX

Chair Philip Mason-Joyner called the meeting to order at 09:30 AM PST and requested roll call. Vice-Chair Carrie Brogoitti conducted roll call:

Members Present (x if present):

	Baker – Chastity Anderson	X	Hood River - Trish Elliot		Multnomah – Andrea Hamberg
	Benton – Sara Hartstein	X	Jackson - Jackson Baures*	X	North Central PHD (Sherman, Wasco) - Martha McInnes
X	Clackamas – Philip Mason-Joyner*	X	Jefferson - Katie Russell	X	Polk – Kari Wilhite
X	Clatsop – Jill Quackenbush		Josephine – Mike Weber		Tillamook - Marlene Putman
X	Columbia – Jaime Aanensen		Klamath - Jennifer Little*	X	Umatilla - Joseph Fiumara
X	Coos – Tim Lynch		Lake - Judy Clarke	X	Union - Carrie Brogoitti*
X	Crook – Katie Plumb*	X	Lane - Jocelyn Warren* (absent); proxy is Brian Johnson	X	Washington – Marie Boman-Davis
X	Deschutes – Heather Kaisner	X	Lincoln - Florence Pourtal	X	Wheeler - Shelby Thompson
X	Douglas - Bob Dannenhoffer		Linn – Shane Sanderson*	X	Yamhill - Lindsey Manfrin
X	Gilliam – DaiLene Wilson*	X	Malheur - Rebecca Stricker	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

Public Health Division Staff Present: Liz Hunt, Sarah Wylie, Andrew Epstein, Annie Masuda, Jamie Coleman, DeWayne Hatcher, Victoria Demchak, Sara Beaudrault and Naomi Adeline-Biggs

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

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Quorum established. Philip reviewed the agenda and requested a motion to approve the February minutes.

Motion: Marie Boman-Davis (Washington) moved to approve the February minutes. Katie Plumb (Crook) seconded the motion. 0 nays, 0 abstentions, all remaining present in favor, motion passed.

Appointments

Philip made the following appointments:

- A2CPS: Anne Kilty, Co-Chair position (Deschutes)
- CD: Shelby Knife (Lincoln)
- EH: Mike Matthews (Hood River)

Agenda Items

PE 12 Language Changes | VOTE | DeWayne Hatcher, OHA-PHD

Overview: Dwayne Hatcher presented updates on the Public Health Emergency Preparedness Program, including minor clarifications and updates.

- The changes included clarifying language and updating broken links on the CDC site.
- The emergency preparedness subcommittee co-chair, Selene Jaramillo, had discussed the CDC's award amount and the need to create a budget using budget period one funding numbers. There was also a vote by email to recommend no funding formula changes moving forward.

Vote: Since there was an LPHA Administrator present at the EPR Committee when they voted on this, a motion was set and it was seconded. No abstentions, no opposition. PE 12 changes approved.

PE 76 Language Changes | VOTE | Sarah Wylie, OHA-PHD

Overview: Sara Wylie presented an overview of minor changes to the tobacco retail license program.

- Changes included clarification that clerks must check and view IDs, not just ask for age. The changes were approved by the HPP subcommittee.

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Vote: Since there was an LPHA Administrator present at the EPR Committee when they voted on this, a motion was set and it was seconded. No abstentions, no opposition. PE 76 changes approved.

State Health Improvement Plan (SHIP) Update | Update | Victoria Demchak, OHA-PHD

Overview: Victoria Demchak provided an update on the State Health Improvement Plan (SHIP), including the timeline for completion and draft priorities.

- The SHIP focuses on equity, access, institutional biases and incorporating key aspects of OHA's strategic plan.
- The priorities include healthy environment, emergency preparedness and response, health across the lifespan, disease prevention and health promotion, physical, mental, and community safety, mental well-being and behavioral health, and equitable social conditions.

Discussion/Q&A: Board members express general support for the broad priorities and the integration of existing work. The following points were discussed:

- Jennifer Little (Klamath) appreciated the SHIP's broad priorities, noting they allow for easy alignment at the county level.
 - Florence Pourtal (Lincoln) also highlighted the value of integrating existing work and the plan's flexibility for other parts of the public health system to connect.
- Kim La Croix (Clackamas) asked about funding tied to SHIP implementation. Victoria Demchak and Sara Beaudrault (OHA) clarified that direct funding is limited (under \$50,000 annually), but the SHIP is designed to align existing funding and programs. It may also help build support for future funding opportunities and legislative requests.
- Marie Boman-Davis (Washington) asked how OHA plans to share the SHIP with key stakeholders. Victoria and Sara noted plans to:
 - Share the SHIP with the Oregon Health Policy Board and health system partners
 - Engage CCO childship coordinators
 - Ensure internal alignment across OHA
 - Reinforce that CCOs are required to align their strategies with the SHIP

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Public Meetings Law Update | Update | Liz Hunt, OHA-PHD

Overview: Liz Hunt provided an overview of updates to public meeting law following a new administrative rule adopted by the Oregon Government Ethics Commission in October. Key changes include:

- Committees must now comply with public meeting laws, similar to boards
- Requirements include public notice of meetings, documentation of discussions and Increased transparency
- Implementation Plan:
 - Meetings with committee co-chairs scheduled for May
 - Joint training webinar planned for PhD staff and CLHO members (late April/early May)
 - Gradual rollout with ongoing support and guidance

Discussion/Q&A:

- Florence Pourtal (Lincoln) confirmed that meetings will require advance public notice and will be open for public listening (but not comment).
- Katie Plumb (Crook) noted potential discomfort with being recorded and having conversations publicly posted. She stressed the importance of supporting directors and members through the transition.
- Joe Fiumara (Umatilla) raised concerns about how the changes might affect email communications and asked for clarity on acceptable methods.
- Philip Mason-Joyner (Clackamas) emphasized the need to maintain engagement and comfort among committee members while ensuring transparency.
- Liz Hunt (OHA) shared with board members that comprehensive training will be provided, and the OHA team is open to specific concerns. The goal is to uphold the quality of committee work while meeting new legal requirements.

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LPHA Workforce Survey Results | Update | Kusuma Madamala, OHA-PHD & Thomas Packenbush, OHA-PHD & Multnomah County HD

Overview: Kusuma Madamala and Thomas Packer Bush presented results from the fourth reporting period of the LPHA Workforce Hiring Survey.

Key Data Points:

- The survey covers four funding streams: ARPA, FIG, Modernization (P5101/P5102), and Regional Modernization. Modernization funds support the largest number of LPHA positions (approx. 300), followed by:
 - FIG: 67 positions; ARPA: 48 positions; Regional Modernization: 28 positions
- Most common program areas include:
 - Communicable Disease Control
 - Environmental Health
 - Emergency Preparedness
 - Equity (fewer positions)
- Top classification categories reported:
 - Agency Leadership and Management
 - Epidemiologists/Statisticians/Data Analysts
 - Public Health Physicians, Nurses, and Clinicians

Survey Limitations:

- Self-reported data; Variability due to staff turnover; Inconsistent data sources across reporting periods

Discussion/Q&A Summary:

- Philip Mason-Joyner (Clackamas) emphasized the need to integrate multiple assessments (e.g., CDC data, CLHO workforce report, cost and capacity assessment) and to craft a compelling narrative for external stakeholders highlighting workforce development progress.

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- Florence Pourtal (Lincoln) noted that frequent changes in budget allocations and recruitment challenges impact reporting accuracy and that workforce budgeting remains dynamic.
- Joe Fiumara (Umatilla) shared that his county uses a dedicated system to track staff time across funding sources, supplementing county budget data with internal tracking.
- Marie Boman-Davis (Washington) asked about staff classifications; it was confirmed that clinician and nurse classifications were based on CDC guidelines.

Standing Items: Update for PHAB, LGAC & OSTPR Board | Updates | CLHO Representatives: Marie Boman-Davis (PHAB), Jennifer Little (LGAC) & Carrie Brogoitti (OSTPR)

- **Public Health Advisory Board (PHAB) – Marie Boman-Davis:**
 - Received presentations on the State Health Improvement Plan and Community-Based Organization Public Health Equity funding
 - Discussed legislative updates
 - Reviewed charter and bylaw updates
 - Noted upcoming discussions related to the Family Connects Oregon contract
- **LGAC– Jennifer Little & Jaime Aanensen:**
 - No major updates; referenced listening tour summaries that were already sent via email to the board members
- **State Opioid Settlement Board – Carrie Brogoitti:**
 - Reported on recent funding distribution decisions
 - Drafted a letter to the legislature regarding funding allocations
 - Formed a subcommittee focused on Research and Evaluation funding
 - Reaffirmed support for Save Lives Oregon, though the group is not currently receiving direct funding

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Discussion/Q&A:

Regarding the Family Connects Program that was brought up during Marie's PHAB update:

- Florence Pourtal (Lincoln) voiced concerns about meeting fatigue, administrative burden, and the long-term sustainability of Family Connects. She called for more action-oriented, efficient discussions and requested the inclusion of early adopter perspectives.
- Sara Lochner (CLHO) clarified that the proposed meeting format originated from previous LPHA requests for regular engagement with OHA leadership and emphasized a collaborative, problem-solving approach to program improvement.
- Danna Drum (OHA) added that a third-party facilitator is being considered to support more productive conversations and address past communication challenges. She proposed forming a joint group of OHA and local implementation partners.

Meeting Adjourned at 11:02 AM