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| **Healthy Structures Meeting, January 26, 2015**  **Agenda & Minutes** | | | | | | |
| Jan Kaplan |  | | | |  |  | |
| Kathleen Johnson |  | | | |  |  | |
| Claire Smith |  | | | |  |  | |
| Erin Mowlds |  | | | |  |  | |
| Pat Crozier  Pam Hutchinson | |  | | |  |  | |
| Karen Woods |  | | | |  |  | |
| **Agenda Topics** | | | **Lead** | **Discussions / Notes** | | | |
| 1. Committee member review | | | Pat | * Jenna Lorenzen- Health System Transformation * Rich Halmark – Melissa Nye has replaced Rich from Tillamook County * Marti and Ronit are to remain on the mailing list but will not be routinely attending | | | |
| 1. Meeting business/Minutes/Action Items | | | Pat | * Minutes approved and 2nd from the last meeting * Review of action items * Discussed the orientation manual: * terminology for committee members * Information that is needed to know how much of a participant as you wants to be as part of this committee. * Charter * Committee members * Annual report * Intro to CLHO and rundown of the committee-standards of practice given by Morgan and Kathleen when a new employee arrives. * Pat will put something together * Erin will post the Healthy Structures meeting minutes onto the CHLO website + the documents that Pat sent out for this meeting * Discussed a mentoring system-provide a packet letting the new employee know that someone will be contacting them. * In the packet add the Charter, committee member CHIP list, and the annual report and post on the web as the “orientation packet” * Kathleen discussed the “soft” launch of the new CLHO web page. * Create a standing page for the Annual Report * Create committee page-list and the purpose of all of the committees * List meeting minutes/purpose under each committee | | | |
| 1. Changes and Program Elements-Funding Formulas and how they impact program elements | | | Pat | * State support staff responsible to take minutes/agenda/handouts to the committee * Possibly send link to the handouts that are posted on the web-send the materials as a link rather than sending out as attachments. * Erin will send out an email informing the group that it has been posted. * Co-chairs, building the agenda will need the attachments ahead of time | | | |
| (4) Review SWOC + feedback | | | Pat | * Discussed the strengths * Funding formula review – may want to focus on again * Annual report * Weaknesses discussed * Minutes distribution – resolved in the earlier discussion * Opportunities * Kathleen will need to check with Morgan to see if this group can use CLHO’s GoTo Meeting account * Possibly try GoTo Meeting for the next meeting * Evaluation of Funding-a topic to focus on in future meetings * Discussed the Webmaster for the committee page (see above) * Challenges * Engagement over the phone * Locations * Technology * Understanding funding formulas * Timing for funding formula feedback * Current and future committee/agenda items * Possibly updating the committee charter-something to walk through, this will help new members * Always looking for new members * Program element and funding formula review * Overview: workforce development competencies * Reports on the work * What is our role? * Danna Drum has been providing reports to this committee, on an update from the work that the workgroup has been doing and will be submitting recommendations to JLT next month based on competency domains and where Oregon’s gaps are. * Question for the committee: Where do we fit in and how can we help? * Healthy Structure has been identified in that recommendation and will provide oversight on the progress of those recommendations. * Recommended that the group review the workforce development competencies * As the Healthy Structures Committee works through the next year, incorporate the current and future items * Bring the list back to the next meeting and have the group go through the list to prioritize * Discussion about the Public Health Administrators call (funding) * New committee being formed that will also be looking at funding but more as a warning system, putting a higher level look at funding. Looking at when changes come into the state, how is that information handled? Who makes the decisions on what the state keeps? What comes down to the local level? How quickly do they come? Looking at if there is a timeline, or a schedule for the federal funding streams and grant cycles as they come to be renewed, indirect methodology will be applied to those and to get a pre warning so that we are not caught off guard when things happen. * Muriel DeLaVergne-Brown, Loreen Nichols, Charlie Fountain and Brian Mahoney are the Public Health representatives on this committee and will be working with the JLT on how to address these issues as a system * Muriel is being updated and will be working on how to communicate this work that is happening through JLT with CLHO and also this committee. It is creating more of a global look, a higher up level on those principals and the structures and systems in place. This committee, once it is developed, will continue, while they are thinking about these things, to look at that more detailed level scale of the actual specific funding formula. This work looks at the whole picture, state funding, local funding and how it completes the picture, while the CHLO functionality looks at the more specific funding formula for the funds that are earmarked for the local health departments. This is what the Funding Committee was designed for and now Healthy Structure is set up to do as well. * Impression at the CLHO meeting when talking about the new committee is that when looking at the funding, they were looking at the new proposal instead of getting the funding by the way that it is done now, by funding formula to go to competitive grant applications. * Migration of supplemental dollars have become competitive instead of going to a formula base, questioned the fairness with the smaller areas * A lot of the funding is becoming competitive and to role this into the discussion of that committee * CLHO would be still involved in the formula if they stick to formula * The notion of the funding formula is at a higher level looking at the impact on the whole system, but there still needs to be a mechanism for now for individual funding formulas get CLHO review and for funding formula to be implemented, it still has to be approved by CLHO. * When you were looking at those, you want to look at those in the context of the program element. * Question about the Joint Leadership workgroup, is there a timeline for the JLT workgroup that is working on the theory and overarching framework for funding? * Kathleen will follow up with Morgan and Muriel when they expect to have a timeline or if one is developed yet. * Discussed creating a form to fill out explaining what will they be buying or giving up for the decreased/increased funding. * At this moment continue to business as usual using the funding formula review and also begin looking at the program element when the funding formula is being changed and wait and see what the workgroup has come up with as far as their recommendations. Will not impact the detailed level of the funding formula yet. * Requested a standing agenda item to get a report from this workgroup. Muriel and Morgan working with Priscilla and the workgroup to make sure that Healthy Structure will be in the loop on anything that is decided from the workgroup. * JLT Funding Workgroup (temporary name) * Some concerns expressed about how the money is distributed * Struggling with the Disease Investigation Specialist (DIS) work and the reduction in these services. * Questioned if the funds are going to be reallocated to the counties * Confusion that it directly impacts the resources being directly allocated to the counties and the state reducing without going through a process at all, one of the things that JLT might be addressing. * The process has been bypassed * By July, the DIS will be doing Technical Assist * Reduction of DIS work * 90% January * 75% February * 50% April + May * Technical Assistance July * Anticipating rates going up\ * Discussion about the reduction of DIS work * Future discussion with CLHO-program elements * Not every county has a DIS * DIS staff are out in the community * Kathleen will follow up with Morgan and suspect will come out of CLHO workgroup * If no agreement, it defaults per capita when looking at funding formulas. * Need to be mindful when looking at various program reductions, something is better than nothing. * When looking at reductions, need to be careful when looking at certain programs, because if you don’t have a certain base, you can’t find anyone to do that job when looking at funding formulas. * A continuous conversation at CLHO is that base funding formulas benefit smaller counties where as per capita benefit larger counties * Something to be mindful when discussing funding formulas. * Need both the formula funding and the per capita funding throughout the counties of the state. * How to approach the funding formulas and reviewing funding * Find it helpful to make it clear what it is that we need from them if they do bring anything to us * Ask programs if they are expecting flat or decreasing or increasing funding? * Jan will look into it * How does this group want to educate itself on what is happening on funding formulas? * Wait until someone brings this committee a something and then examine it then. * Who is responsible for the changing the program elements? * Addressed in the individual committees-issue area committee * CLHO Healthy Structures has never approved the program element-looking at the program element with the change in funding formula would help give the committee a better sense of the picture and how that change in funding formula would impact what local health departments have agreed to in the contract with the Public Health Division * The program element is essentially a contract with the approval by the committees and CLHO-a mutual contract * Flat funding for the past 6 years, should we be looking at that? Should we be encouraging them to have a discussion about this? * In Statute, CLHO’s role is to concur on the distribution of funds earmarked for local health departments and how they get out to local health departments. * This workgroup has been developed because funding has been reduced as a cut and never has been increased making it flat funded * The purpose of this workgroup through JLT is to begin looking at the funding for the whole system looks like. How that funding goes to the state and how it goes to locals and what that means, either what funding cuts come or an increase. * CLHO as a whole wants to address these concerns * Kathleen will talk to Morgan about the flat funding issue at the next CLHO meeting * Don’t need to ask the programs to review their funding formula | | | |

* Future Agenda Items:
  + Next meeting bring the SWOC analysis and prioritize current and future committee items and what we are going to be working on.
  + Standing reports-workgroup on the funding through JLT
  + Update on the meeting for Triennial Review
  + DIS update-Kathleen will follow up with Morgan (update at the next CLHO Committee meeting)
  + Finalizing the recommendation to present to the JLT for February
  + Review the Charter
  + Discuss the Crosswalk
  + Try GoTo Meeting
* Pat will send out the 15 award revisions regarding the TB funding
* Minutes will be sent to the Co-chairs, review and make changes.
* Will be posted as draft minutes before the next meeting

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* Next meeting on February 23rd from 3:00-4:30 PM