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| **Minutes (DRAFT)** |  **Healthy Structures Meeting****August 24, 2015** |
| **Facilitator: Pat Krosier** |
| **In Attendance:** **Attendees: On phone:**Danna Drum Pat KrosierKathleen Johnson Pam Hutchinson Claire Smith Erin Jolley (Moulds) Melissa Nye |
| **Agenda Topics** | **Lead** | **Discussion** |
| 1. Call to Order
 | Pat | * Roll Call
* Minutes approved and 2nd from July 2015 meeting
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| 1. Charter discussion
 | Pat | * The most resent charter has been posted and was updated on July 14th, 2015
* Changes made under the objectives with some additions
* On page 3, CLHO committee rules
* Revised charger has not been submitted to CLHO
* Full CLHO does not need to approve the charger, this committee will need to adopt it and can be sent with additions
* Pat will send to Kathleen and will post on website on the home page under “Committee”
 | **Notes** |
| 1. Modernization of Public Health (PH) Update
 | Kathleen | * Reviewing Definition Documents as part of the framework for Modernization of Public Health
* Gone through all of the capabilities and have started in on the programs
* Reviewed the prevention and health promotion document and is currently still open until August 31st
* Helpful for the group to look and see if there is any alignment
* Environmental PH Health program definition closes for comment on August 31st
* Webinar tomorrow morning to review the document and encouraged the group to register on the CLHO website
* There has been a good response to the webinars and the feedback says that they have been helpful
* This week Healthy Families will be doing a similar process
* Erin with Washington County sends all comments to Tricia and sends to the webinars so that they are all going to one place
* Pat commented on trying to weave in the minimum standards on the work that has been done with the leadership forum
* Kathleen suggested:
* The more specific with the recommendations, the easier it is for the PH staff to incorporate the information
* On the JLT webinar, documents get reviewed by everyone and then go back to JLT
* CLHO retreat: we will all come together and do a final overview of all the documents to see if there is overlap and gaps within the documents and if overlap is needed with some facilitator assistance
* On the CLHO webpage, the 2nd versions have been posted with all of the comments provided to JLT to see what the original comments are and the revised comments
* PH issues/public modernization/HB3100 implementation
* After the comments have been processed, they go to JLT for review at weekly meetings to look at the comments and how they have been incorporated
* At the very end, which is under consideration now, there are 2nd drafts for final review waiting once all of the other program areas have been completed and at the CLHO retreat we will look at all of those documents together and simultaneously looking at the “core of the core”. The consensus is that the attitude has been one of inclusion instead of exclusion but at some point we will have to narrow it down
* The development of the criteria will be at the CLHO retreat and then go back to JLT to look at the “core of the core” and then a ½ day retreat with JLT to do a final look at focusing on the “core of the core”. PH is trying to figure out is if it will go into an administrative rule or may be used to create a policy manual that then gets referenced in administrative rule
* Next would be the development of the assessment that looks at the capabilities and assessment of these programs
* Then it will go back to the Legislature
* Trying to get as much local input as possible, the local role and deliverables currently in the documents are mirrored off of the state role. The local role is very important in the process to fine tune more to what is actually being done.
* The webinar registration is on the CLHO website.
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| 1. Funding Formula part 2
 | Pat  | * When there would be a change to a formula, “Funding Formula Information Sheet submitted to CLHO Healthy Structures Committee” form, is this something that we want to send out to the committees to obtain background information?
* Pat asked for some feedback on this form
* Kathleen can post it on the Healthy Structure website and will send to committee co-chairs so that they have it
* Pat and Pam will get it to Kathleen and Kathleen will send it out cc’ing Pat and Pam
* Trial it and get feedback
* After the feedback, will there be a policy in place for timelines established?
* A sheet that was developed and would like 2 weeks to review the document
* Could even comment by email to Pat and Pam
* Add a comment on top of the form requesting that given 2 weeks to allow for comment
* Pat will add and then forward to Kathleen
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| 1. Accreditation Triennial Review Crosswalk
 | Pat | * Administrative part of the crosswalk: population based services/healthy communities/fiscal
* A good reference tool: Kathleen will post it on the web under the Accreditation page, ”this is an example…”
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| 1. Annual Plans
 | Pat | * Changes have been made in how we submit annual plans
* Question if going to continue the same way that we have been doing in submitting the Annual Plans?
* Possibly a topic for Big CLHO
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| 1. Membership
 | Pam | * Pam was contacted from someone from Malheur County, Terra Franklin withdrew and asked to have Angela Girard as interim and requested to join the mailing list
* Pat knows that we are covering this at the CLHO retreat.
* What is our role: What is the responsibility of this committee?
* This is on the CLHO agenda for the retreat, this will be a conversation for the October meeting
* HB3100 does take out the funding formulas for CLHO but up for negotiation with our PH partners. Is up to us as a PH system for us to determine those funding formulas
* It is up to Healthy Structures to see if you want more committee members
* Angela Girard is temporarily in her role and is not appointed so just needs to be added to the mailing list
* This conversation can be continued in the October meeting
* Over the next month, we should start compiling information for our annual report using a template from last time
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| 1. Community Liaison Updates
 | Danna  | * Community Liaison functions are coming to Danna’s team with a new title: “Public Health Systems Innovation and Partnerships” unit in the Office of the State PH Director
* In the process of forming
* Sent out a list of assigned to Ronit and Marti
* Around fiscal and policy issues – Danna’s role
* Ronit and Marti will be the public contacts and get to know the work of the counties so that they can help assist
* We are still trying to help navigate the systems within the division that maybe challenging
* Vicki Guinn, Workforce Development Coordinator and Matt Gilman, Improvement and Planning Specialist/Analyst are also on the team
* The PH Accountability and Credibility Specialist position is currently vacant
* These positions will have a local component and provide technical assistance over time
* Continue to attend the CLHO conference committees
* Danna will be working with Marti and Ronit to strengthen their relationship with the committees in terms of making sure changes and the things that committees are working on are getting communicated up through leadership
* Pat asked if the County Community of Liaison was renamed on the website
* Danna will find out the correct shortcut name for Healthy Structures
* Danna will send it out to the Health Administrators
* The Annual Plans process will stay the same as of now. Danna’s intention is not to change it
* It will be eventually changed as a result of modernization
* Jan Kaplan had sent out an email stating that the revenue projections will not be requested now, but there will be a request for them sometime in the fall
* Danna will be the representative for this committee
* Liked the program elements that Jan Kaplan sent out
* This is posted on the website and Danna will send out the correct link
* Danna is still involved in workforce development
* Danna has a question for Healthy Structures
* Things in the past that are not being addressed:
* Triennial Review: Initially Danna will be the representative who will come down and give the report to the commissioners
* Still open to how that might look in the future
* One county has requested that it be done by conference call
* The exit interview process will be discussed at the October CLHO meeting
* It was asked that the group think about it and then get back to Danna
* Pat has found it helpful to go to the Community Liaison website
* Continue to send the job postings to Meredith Perkins
* Pam suggested that there be a discussion at CLHO on posting documents on the webpage
* Kathleen will remind the co-chairs to post documents/items on the CLHO website
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| 1. Future Agenda Items
 | Pat | * Review what was discussed at the CLHO retreat
* Will start working on an annual update
* Next meeting 9-28-2015
* Will communicate via email to see if the next meeting will occur or be cancelled
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 Transcribed: Jill Brackenbrough