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| **Agenda& Minutes** | **CLHO Healthy Structure Retreat,****PSOB Room 1E****December 9, 2014 1 pm to 5 pm** |
| **Facilitator:** |
| **ATTENDEES** |
| * Pat Crozier Co-Chair
 | * Robert Johnson Co-Chair
 | * Cindy Baskerville
 | * Claire Smith
 | * Erin Mowlds
 |
| * Pam Hutchinson
 | * Terra Frenken
 | * Kathleen Johnson (CLHO)
 | * Jan Kaplan (PHD)
 | * Ronit Zusman (PHD)
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| * Marti Baird ( PHD)
 | * Melissa Ney
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| **Meeting Objective(s):**  |
| **Agenda Topics** | **Lead** |  | **Notes** |
| Pat and Robert called the meeting to order.Minutes of October 27, 2014 were approved. | Pat and Robert |  |  |
| CLHO committee structure overview | Kathleen Johnson |  | Kathleen presented an overview of the CLHO Committees. CLHO Healthy Structure is one of two committees that cross all programs. Information Management is the other. |
| HX of Healthy Structure Committee | Pat Crozier |  | Combined the former funding formula and standards committees into one committee. Review of Committee Charter. Healthy Structure Committee has responsibility to review changes in Program Elements and in Funding Formulas and to make recommendations to the CLHO Board. HS Committee has worked directly and through a sub-committee to develop Minimum Standards and Personnel Qualifications for LHDs that align with accreditation.  |
| Changes in Funding  |  |  | Discussed changes in funding-Trend is that less funding is going to LHDs. Federal grants have been flat or reducing and an increased percentage of these grants have been needed to cover state cost allocation. Committee consensus that in reviewing changes in PEs or in Funding Formulas the Committee should look at both the PE and the Funding together prior to making recommendation. |
| Triennial review and accreditation process |  |  | There is a Triennial Review Quality Improvement project which is being facilitated by the PHD Performance Management Program. HS Committee members Pam Hutchinson, Karen Woods, and Claire Smith are participating. Kathleen Johnson is representing CLHO. The project will look to streamline the review process and consider alternative processes. |
|  Modernizing Oregon Public Health |  |  | The Committee reviewed the recommendations of the Task Force on the Future of Public Health. |
| SWOC | Kathleen Johnson |  | Review of strength and weaknesses, opportunities and challenges of CLHO Healthy Structure Committee. SWOC analysis produced and attached.  |
| Future Meetings |  |  | Interest in video conferencing and/or webinars for future CLOH meetings. Each member will determine what works at their site. |

**Decisions**

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| **Topic #** | **Decision Description** |
| Vote forcommittee co-chair | Pam Hutchinson and Claire Smith volunteered to serve as co-chair. Voting was done by secret ballot, and Pam Hutchinson was voted in as co-chair to begin January 1, 2015.  |
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**Action Items**

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| **Topic #** | **Action Item Description** | **Action Item Owner** | **Due Date/ Deadline** |
|  | Orientation Manual: Terminology for committee members, info about each health department |  |  |
|  | Mentoring System |  |  |
|  | Changes is Program Elements |  |  |
|  | State Support to staff committee (minutes, etc) | PHD |  |
|  |  |  |  |

Meetings: Fourth Monday of each month. Rotating sites.

Next Meeting: Monday January 26, 2015 3-4:30 pm

TOPICS: Funding Review and Program Elements

Ronit will check in to video conferencing prior to next meeting.