**Systems and Innovations Committee Minutes**

May 28, 2025 – 1 to 2.30 pm

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| **Agenda Item** | **Detail** | | **Presenter** |
| Welcome, Introductions, agenda review, & roll call | Quorum is 50% +1 of committee membership   * Quorum is met | | Co-chairs |
| **Committee Agenda Items** | | | |
| Approve March Minutes | Laura motioned to approve. Alex seconded.  No opposed, no abstained – March Minutes are approved | | Co-chairs |
| **Agenda Item** | | | |
| PE 51 Reporting (current) | Follow-up on discussion from previous meeting regarding new Community of Practice for LPHA Modernization Plans: Meetings will be held every month on the fourth Thursday, June – December, from 4:00 pm – 5:00 pm. First meeting will be June 26, the same day as the CLHO hybrid meeting – there were no objections or concerns expressed about this date.  **Current Reporting**   * Progress reporting is one component of assessing Modernization funding impact- also includes: accountability metrics reporting, public health modernization evaluation and capacity and cost assessment   **2025 Reporting**   * Only minor modifications to the questions asked; data to be collected in October * Analysis Plan: use of free text as a way to highlight the close ended questions and progress for goals; more limited coding of free text; incorporate analysis of regional/size band variance * Comments during meeting: that there isn’t enough close ended questions to support a total shift away from free text   + Response: analysis will still incorporate a more limited analysis of the free text, but the intention of that analysis is to enhance close-ended questions and highlight stories | | Andrew, Steve & OHSU |
| PE 51 Reporting (future) | **Planning for future PE 51 progress reporting analysis**   * This meeting is a starting point for providing feedback to progress reporting questionnaire based on prior experience completing questionnaire and seeing the analysis that was completed by OHSU EAP. * Prompting questions included in the collaborative google doc (<https://docs.google.com/presentation/d/1jK2ToBQHTE3nM_zD8zYGdrKZ01vMok-dX3TfXAv-Tek/edit?usp=sharing>)   + What are you wanting to say that you aren’t able to with current reporting process?   + How do you want OHA to be able to talk about your work?   + How else are you using this reporting? * **Feedback from committee members:**    + Desire to upload links or screenshots of work (including dashboards)   + Difficult to identify where to highlight the work folks are doing with the current reporting structure (‘trying to fit a square peg in a round hole’)   + LPHAs are including information that are outside of the structured modernization funding   + Smartsheets is difficult platform for reporting because unable to save and unable to see all of text   + Dropdown responses for progress towards goal are unclear-for example, no option for those LPHAs that have a plan and are updating it   + Many of the projects that LPHAs do impact multiple sections of modernization (for example, policy and comms and epi); current reporting requires to answer in each section and it is difficult to link together and demonstrate foundational capabilities- want to show how one project overarches multiple   + LPHAs are unsure how to encompass all the work they are doing across the division (for example, an LPHA where a single communications person works across all section- unclear how to capture all the work beyond what they are doing to advance specific goals)   + How should LPHAs handle work funded by other sources but that relates to modernization; how do we hold reporting work done specifically through this mechanism and work that is funded by all of these other sources that relates and is interconnected; confusion about funding stream specific activities   + Desire to report on collaborations with CBOs that also have modernization funding * Volunteers to participate in additional conversations with OHSU EAP for how to improve reporting questionnaire   + Laura Lui   + Marco Enciso   + Tom Kuhn   + Jessica Dale | | Andrew, Steve & OHSU |
| Local PH Investment data reporting update | **Address questions about local PH investment data reporting**   * County investment data was due in October. Still gathering last pieces of data, with delays in the process due to backlog at OHA and turnover of fiscal staff on both sides. Aiming to share data at June CLHO meeting. * Will there be a pre-established timeline for the next reporting round? Looking at tightening up the process. * Should OHA continue to collect two years of data at a time, or collect data annually for one year, and is October the right time for reporting?   + Preference expressed for collecting one year at a time. Consistency piece could be addressed by having better guidance; waiting for two years before reporting would mean less consistency.   + October is the right time for the data to be due each year.   Feedback is being implemented into the PH Modernization funding formula visual and should be finalized before the next meeting. | | Liz Hunt |
| Public Meeting Law | **Overview of public meeting law requirements**   * Last October, Oregon Government Ethics Commission adopted a new administrative rule. It has been determined that CLHO and CLHO committees need to follow public meeting law. CLHO conference meetings are noticed as public meetings, however, but it is not required to have public comments at these meetings. All meetings need to be noticed and available as public meetings. Meeting materials, minutes, and agendas must be posted online. When noticing the meeting, the notices need to go through the OHA PH Division team two weeks before the meeting, to be posted 10 days in advance. * CLHO committees shoudn’t have discussions via email related to recommendations that the committee will be making to OHA. If discussion occurs visa email, those emails would have to be disclosed at the next meeting. * It’s fine to continue current practice of not bcc’ing email recipients as long as people aren’t discussing issues via email. | | Liz Hunt |
| Wrap-up and next meeting | **Discuss next meeting**   * Public health equity funding evaluation | | Group |
| **Next meeting: June 25, 2025– 1 to 2.30pm** | | | |
| **Co-Chair**  Jessica Dale  Klamath County Public Health – Assistant Director  541-885-2434  jdale@klamathcountyor.gov | | **Co-Chair**  Katie Plumb  Crook County - Health & Human Services Director  541-447-5165  [kplumb@crookpublichealthor.gov](mailto:kplumb@crookpublichealthor.gov) | |
| **Public Health Division Liaison**  Andrew Epstein  Local and Tribal Public Health Policy Lead  503-969-5816 – [andrew.d.epstein@oha.oregon.gov](mailto:andrew.d.epstein@oha.oregon.gov) | | | |

**Roll Call:**

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| **County / LPHA** | **Name** | **X if present** |
| Benton | April Holland |  |
| Clackamas | Marco Enciso | X |
| Clatsop | Jill Quackenbush | X |
| CLEHS Rep | Julie Hamilton |  |
| Crook | Katie Plumb (co-chair) | X |
| Crook | Stephanie O’Neal | X |
| Columbia | Kirby Kowalski |  |
| Deschutes | Thomas Kuhn | X |
| Douglas | Sarah Zia | X |
| Douglas | Vanessa Becker |  |
| Jackson | Laura Lui | X |
| Klamath | Jessica Dale (co-chair) | X |
| Lane | Amber Roche | X |
| Lincoln | Florence Pourtal | X |
| Linn | Shane Sanderson |  |
| Marion | Rebecca Chavez | X |
| Polk | Kari Wilhite | X |
| Washington | Alex Coleman | X |
| Washington | Erin Jolly | X |
| Yamhill | Lindsey Manfrin |  |

**OHA present:** Andrew Epstein, Steven Fiala, Valori Fleisher

**OHSU present:** Alex Dest, Chelsea Ruder, Gina Summerville

**CLHO staff present:** n/a