**Systems and Innovations Committee Minutes**

May 22, 2024 – 1:00 pm to 2:30 pm

**Committee Attendees:** Alex Coleman, Amber Roche, Erin Jolly, Heather Kaisner, Jessica Dale, Jiancheng Huang, Julie Hamilton, Katie Plumb, Kim La Croix, Michael Baker, Naomi Biggs, Rebecca Chavez, Stephanie O’Neal

**OHA Attendees:** Sara Beaudrault, Andrew Epstein, Steven Fiala, Danna Drum, Anthony Nickerson, Sasha Ruddy, Wendy Polulech

**CHLO Attendee:** Sarah Lochner

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| **Agenda Item** | **Detail** | **Action Item** |
| Welcome, Introductions, agenda review, and roll call | Quorum is 50% +1 of committee membership* Quorum met
 | Roll callEnsure quorumReview agenda for the day |
| **Committee Agenda Items** |
| Approve April Minutes / Presented by the Co-chairs | * April meeting minutes approved
 | Approve |
| **Agenda Item** |
| OHA Contracts for admin burden / Presented by Danna and Anthony | * OHA will be working with a contractor to conduct a comprehensive assessment and evaluation of administrative burden related to PE work plan, budget and progress reporting requirements
	+ OHA will be releasing a 'Special Project Request' to a pool of contractors who will have the opportunity to create a proposal. OHA will evaluate the proposals and choose a contractor for this project.
	+ The contractor will be tasked with understanding where PE work plan, budget and progress reporting requirements are coming from (e.g., federal grant requirements, previous audit findings, etc.) as a way to streamline the processes by identifying areas where there may be some flexibility or opportunities to do things differently.
	+ The goal is for the contractor to onboard in early July 2024, begin the work in late summer/early fall of 2024, and complete the evaluation and develop recommendations in the winter of 2025.
	+ The assessment and evaluation will not impact quarterly fiscal reporting.
	+ Danna requested volunteers to help assist reviewing and scoring the contractor proposals (known as a Best Value Analysis) which will determine which contractor to select. The volunteers would meet with OHA staff for an hour to make a recommendation in mid to late June.
* Discussion
	+ Katie asked if part of the goal of this project is to communicate back to LPHAs the findings behind the requirements so LPHAs have a better understanding of the work.
	+ Danna replied that those findings can be shared back with LPHAs.
	+ Several committee members expressed appreciation for this assessment and evaluation.
	+ Heather and Jessica volunteered to assist in reviewing contractor proposals.
 | Discuss |
| PE 51 (PHM) progress reporting / Presented by Andrew | * Update on status of finalized product
	+ Andrew will send out the progress reporting questions to LPHAs during the week of May 27th (a week after this meeting) after an internal review with public health division programs.
	+ The Smartsheet for the reporting will be made available in September 2024.
	+ Andrew is preparing for the next round of PE 51 workforce reporting, a federal requirement for the public health infrastructure funding that is awarded through PE 51-05 and PE 51-03 (American Rescue Plan Act (ARPA) funding).
		- On June 20th, a survey will be sent to LPHAs to report on workforce hiring through PE 51-05 and PE 51-03 workforce streams, as well as through PE 51-01 and 51-02.
		- The survey will be due by Friday, July 19th.
 | Update |
| Additional Funding Opportunity / Presented by Andrew | * OHA has received an inflation increase from state general funds in the amount of $941,469 that can be applied towards modernization awards for LPHAs.
	+ OHA is proposing that the funding be awarded to LPHAs through an increase to PE 51-01 using the modernization funding formula, with the base amount set so each LPHA’s percentage of this increase is the same as the percentage they received of the initial award of modernization funds for the biennium.
	+ Last year, the total amount of funds for PE 51-02 was increased by 10% as recommended by CLHO due to cost increases, so it is being proposed that the current inflation increase be distributed solely through PE 51-01 increases.
	+ The inflation increase would be presented for CLHO to vote on at the next meeting. If it passes it will go through as an amendment and be awarded to LPHAs early in the next fiscal year (FY 2025).
		- Half of the FY 2025 biennium allocation will be awarded to LPHAs on July 1st.
		- Inflation increase will be received by LPHAs through an amendment.
		- In Fall of 2024, after Q4 reconciliation, any unspent funds from the FY 2024 award will be rolled over into FY25.
* The committee recommended the PE 51-01 inflation increase proposal to move on to CLHO for a vote.
 | Discuss |
| Update on capacity and cost assessment / Presented by Jessica | * Cost and capacity assessment tool
	+ The tool launched the week of May 13th.
	+ There are introductory videos and instructions on the [**Collab Space**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredegroup.co%2For-public-health-modernization-capacity-and-cost-assessment&data=05%7C02%7CANDREW.D.EPSTEIN%40oha.oregon.gov%7C75bb7e6b16b649f178a008dc898f5852%7C658e63e88d39499c8f4813adc9452f4c%7C0%7C0%7C638536496017503838%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=R%2Bl%2BQgf6Ksj8ApJv7e4QUJYEMxMwScz3QwZHcQ%2B%2BELM%3D&reserved=0)webpage.
* Next steps
	+ The original national tool was created for individual public health agencies. The State of Oregon will collect this information from all LPHAs to gain a comprehensive view of current funding for modernization, staffing, and capacity.
	+ Assuming all of the assessments are submitted on time:
		- Between mid-September and mid-October, the contractor will compile all information and review it with OHA.
		- From mid-October through mid-November, the contractor will work on the final report that will provide a projection for moving forward.
* Discussion
	+ Heather asked if COVID funds/positions are going to be considered separate. She stated that should not be included as part of LPHA capacity.
	+ Steve replied that there will be a future conversation early in the process around different approaches to analysis and reporting. This would be discussed first with the technical workgroup and then brought to this group for further discussion.
	+ Jessica added that the technical workgroup has already had some conversations around this and she is confident that they will be able to account for COVID funding in a way that will not skew the results for the assessment.
 | Update |
| Update from outline workgroup / Presented by Katie | * Update on the modernization implementation workplan development
	+ Language adjustments have been made to better coordinate with the finalized cost and capacity assessment tool.
	+ The vision is to develop an optional workplan template that will meet all legislative requirements for the workplan, due in December 2025.
	+ The workplan template could be used to combine other workplans. Katie provided the example that Crook County is considering having their strategic plan also act as their modernization plan.
	+ The timeline for piloting the workplan tools would occur following the completion of the cost and capacity assessment. The group is still in discussion if the tool will be piloted before or after the retreat.
 | Update |
| Human stories from people impacted by Public Health programs / Presented by Sarah Lockner | * Human stories are important when talking to legislators
	+ In preparation for the 2025 legislative session, CLHO has hired a communications expert (Mary Sawyers) with public health experience to gather information to be used as part of the one-pagers and talking points.
	+ The communications expert has started scheduling June meetings to collect human impact stories (successes or missed opportunities) from LPHAs. Sarah stated that human impact stories was an area that was lacking in previous reporting to the legislature. She added that these stories can be more impactful for legislators than data.
	+ The main focus of the human impact stories will be on communicable disease. CLHO plans to seek prevention dollars from the legislature so alcohol, tobacco and other substance use prevention stories would be valuable as well.
	+ Clients in the stories can consent to share their names or remain anonymous. It would be nice to have pictures to support the stories.
	+ The goal is to have all of the stories collected by the end of August 2024 so they are ready to share in the fall.
 | Discuss |
| PE 51 Technical Assistance feedback / Presented by Andrew | * Feedback around email concerning OHA response to technical assistance requests and PE 51 workplans
	+ Naomi shared that she has not reviewed the whole document but what she did review was helpful.
	+ Jessica stated that it was helpful for her team to plan out steps to be taken by being able to see representation and participation across multiple areas (such as monthly calls and various types of technical assistance) in one document.
* Update on OHA list of contractors to meet workforce training needs
	+ OHA is developing a pool of contractors to deliver learning opportunities around foundational capabilities for public health staff. Feedback was used from the PE 51 workplan submitted by LPHAs to help identify which technical assistance and trainings are most needed.
* Public Health Advisory Board (PHAB) Workforce feedback request
	+ PHAB is required by the legislature to deliver a workforce plan for the public health system. The workforce workgroup is reaching out to the public health community to provide feedback on the list of identified gaps and the recommendations that have been made to fill those gaps.
	+ The workforce workplan is a companion to the cost and capacity assessment (CCA). The CCA will be used to inform the workforce workplan.
* Discussion
	+ Naomi asked if the input from workforce staff would be anonymous, including county name.
	+ Wendy replied that anonymous forms could be used and anonymous polls could be used during virtual meetings.
	+ Naomi shared that Polk county is currently reviewing gaps and conducting a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for its workforce. She added that CLHO has conducted a group session and met with staff one-on-one to make recommendations based on that analysis. Naomi offered to share those findings as a source for the workforce plan.
	+ Kim stated that her county staff have receive a lot of surveys or assessments recently. She added that they will do their best to participate but that her staff is feeling overwhelmed right now.
	+ Wendy shared understanding around staff feeling overwhelmed and added that the survey is optional and a chance for LPHAs to provide input, particularly if the recommendations feel incorrect.
	+ Andrew and Wendy will connect offline to determine next steps.
 | Discuss |
| Holiday Meeting Schedule / Presented by Jessica | * Proposal to schedule place holder for Dec 4 @ same time rather than November and December meeting dates
	+ The regularly scheduled November meeting falls on the day before Thanksgiving. The regularly scheduled December meeting falls on Christmas.
	+ The proposal is to remove the regularly scheduled November and December meetings and use a placeholder for December 4th if the group needs to meet. If there is no need for a meeting, the placeholder will be removed.
	+ Group support was expressed for the December 4th meeting placeholder.
	+ Andrew will cancel both the regularly scheduled November and December meetings.
 | Discuss |
| Wrap-up and next meeting | * The Accountability Metrics Survey will be sent out next week. LPHAs will only need to report on the accountability metrics they’ve selected.
 | Discuss and adjourn |
| Next meeting: July 24, 2024 – 1:00 pm to 2:30 pm (June 26th meeting canceled)  |

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