**Systems and Innovations Committee Agenda**

October 26th, 2022 – 1 to 2.30 pm

In attendance: Rebecca Chavez, Andrea Krause, Naomi Adeline-Polk, Lindsey Manfrin, Flourence Pourtal, Alex Coleman, April Holland, Amber Roche, Laura Daily, Jessica Dale, Shelly Campbell, Erin Jolly, Jianchong Huang, Katie Plumb, Kim LaCroix, Sarah Zia, Andrew Epstein, and Sara Beaudrault

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| **Agenda Item** | **Detail** | |  |
| Welcome, Introductions (as needed), agenda review, and roll call | Quorum is 50% +1 of committee membership   * Quorum met | |
| **Committee Agenda Items** | | | |
| Approve September minutes | * September approved and seconded | |  |
| **Agenda Item** | | | |
| Local Modernization Plan | Prepare what to bring to CLHO in November 2022 (co-chairs) | |  |
| Developing an outline of components for the guideline for the PHM plan  Discussion   * The Approach (slide #5 from PP) * #1 Deliverable: Guiding document * #2 Deliverable: Template of a plan * #3 Deliverable: Organization of technical assistance workshop on how to use the plan and the template * The template is optional * Do the Administrators want a template? * The first deliverable is a compilation of resources for administrators to know what they want in the resource guide * Providing a deliverable allowing every jurisdiction to be successful in meeting the requirements in the ORS   Compile and analyze vision themes from SI and PHM reports (subgroup) – identified by either November or December meeting   * Vision * Data analyzing the PHM descriptions of goals and activities for the web * OHA/PHD is not planning on doing any qualitative analysis on the descriptions or priorities submitted by LPHAs * Timelines include sequencing of approvals * Guiding and grounding principles (slide #7) * Develop a guidance document and review criteria from the completed plans (slide #9) * Approvals are from OHA and Big CLHO * Review criteria before the guidance document is finalized * Adding the guiding principles and develop guidance materials * Plans-step for approval * Finish a draft of the guidance and then create some sort of review criteria as the plan is being created * Ask the board, add: “ending timeline and get some feedback” * Review criteria – OHA would use to review the completed plans by LPHA * Focus on the guiding document first * Adding to the guiding principles saying developing guidance materials with the understanding that they will be the basis for the review criteria * Add a projected ending timeline * Think about the review criteria when drafting the guidelines (slide #10) * Committee approved slide deck and will present at the CLHO meeting in November   Define sub-committees’ processes, meetings, scopes of work (engage Erin and Andrea in facilitating the subgroups)   * Develop an outline of components for the guideline for the PH Modernization plan * Groundbreaking context and resources * Use elements from strategic planning for programs and capabilities * Review how the plans can be used * What is the process and where is the overlap? * Where does this land and specifically, where does it land in the individual department? * Engagement and input, need to be included in the plan * Ideas of what they want to implement and where they want to prioritize * How can this plan be utilized from outside partners, looking in? and how they can engage * Opportunity for resources * Include local data for decision making for community readiness and development * Develop a survey for feedback * Could be a survey or a draft to go out and get feedback from staff and departments to see what is planned and to anticipate what is coming up * Identify themes by January 2023 * Compile a survey and send out to LPHAs and receive feedback from CLHO Board * Both subgroups could be working on the tasks with a recap at the December meeting * Erin and Andrea Krause can facilitate one of the groups (sub-committee) * Create a tool to be looked at by December, for feedback * Visioning - look at the timeline and agree on a process and outline * No meeting in November, allowing sub-committees to meet and report back at the next meeting scheduled, December 21st | |  |
| Wrap-up and next meeting | Discuss next meeting date and what we want to get accomplished   * Flushing out the specific components of the guidance * There is an outline already in place from the original assessment * Logic model framework? * Could we use a strategic map format with a broader view (high level - guiding principle, vision, big rocks) and then go into logic model? | |  |
| **Next meeting: October 26th, 2022 – 1 to 2.30pm** | | | |
| **Co-Chair**  Florence Pourtal  Lincoln County Public Health Director  541-265-0405  [fpourtal@co.lincoln.or.us](mailto:fpourtal@co.lincoln.or.us) | | **Co-Chair**  Jessica Dale  Klamath County Public Health – Assistant Director  541-885-2434  [jdale@co.klamath.or.us](mailto:jdale@co.klamath.or.us) | |
| **Public Health Division Liaison**  Sara Beaudrault  Public Health Modernization Lead  971-645-5766 - [Sara.beaudrault@dhsoha.state.or.us](mailto:Sara.beaudrault@dhsoha.state.or.us) | | | |