Conference of Local Health

Systems and Innovations Committee Agenda

June 28, 2023 – 1 to 2.30 pm

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1605421048?pwd=OHkvZUp3cERjd3Q1alN5RWo5SmswQT09>

Meeting ID: 160 542 1048

Passcode: 737322

**Participants:** Jessica Dale, Andrew Epstein, Sara Beaudrault, Heather Kaisner, Amber Roche, Naomi Biggs, Kim La Croix, Sarah Zia, Alex Coleman, Katie Plumb, Danna Drum, Jiancheng Huang, Erin Jolly

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| **Agenda Item** | **Detail** | **Action Item** |
| Welcome, Introductions (as needed), agenda review, and roll call | Quorum is 50% +1 of committee membership* Quorum not met
* Modifying agenda due to small group
 | Roll callEnsure quorumReview agenda for the day |
| **Committee Agenda Items** |
| Approve May Minutes |  | Approve |
| Co-Chair nominations | Committee needs a co-chair* This role includes an additional monthly planning meeting with OHA, assistance with drafting the agenda, minor website maintenance, and an occasional report out to big CLHO.
* Jessica will send out an email with more information
 | Nomination and selection |
| July Meeting | Need someone to lead meeting or need to reschedule* Katie Plumb volunteered to facilitate the July meeting.
 | Discuss |
| **Agenda Item** |
| Program Element 51 –Update on presentation to CLHO | * Provide update on outcome of PE 51 presentation to CLHO
	+ CLHO approved the draft PE 51 language presented by CLHO S&I. Language will be effective July 1 (will go into Agreements through an amendment since deadline had already passed for inclusion in initial FY24 Agreements).
 | Update |
| Update from workplan template group | * Update from the group on the workplan template

This topic was not discussed due to the small group.  | Update |
| Presentation of CLHO survey for improved communications between OHA and LPHA | * Presentation of survey results
* Full discussion will occur at next meeting, once everyone has a chance to review the survey details and gather their thoughts on what next steps are.

Danna Drum presented some highlights of survey results. Survey results showed more flexibility needed in areas around contracts, program work plans, budgets, reporting. Contracting:* The most common thing we heard was around timely processes, executions and agreements, and amendments. OHA agrees that better communication is needed here. Due to COVID funding, the volume of amendments went up exponentially with little capacity. We are currently fully staffed and catching up. Hoping in the next few months we will be back at our regular monthly cycle.
* Payment issues: new fiscal staff in programs – errors in payments. OHA restructured team and added a lead to offset these errors.
* Concerns about the various teams that have a piece in the contracting work (Office of Financial Services, Office of Contracts and Procurement etc.) OHA must work through these shared services.
* Amendments: request was made for an email notification for each amendment that goes to each LPHA. This is not feasible from a workload perspective. However, the Office of Contract and Procurement are now sending out the amendment summary along with the agreement or amendment for signature.
* There was a request around having the same format as the PH and Behavioral Health IGA’s. We can look at this, however, terms and conditions are unique to the Behavioral Health section so we may not be able to completely align formats.

Questions/Comments: * Thoughts around having OHA be the first to sign on the contract
	+ Because OHA initiates contract, we must be the last to sign.

Budgets & Reporting:* Requests for a budget and workplan template across program elements
	+ OHA is working to come up with a single workplan template in the first part of this next biennium. This is a bit challenging due the different types of funding and elements that goes into each LPHA. Additionally, not all LPHAs want to use a single workplan template.
	+ Will also explore creating a budget template to align with revenue and expenditure quarterly report.
* Request for consistent reporting across all program elements:
	+ Some reporting pieces are specific to each federal funding requirement, making it difficult to come up with a common theme across all programs.
* Reasonable timelines for submitting workplans and budgets
	+ This is something we can work on
* Eliminating reporting duplication:
	+ This is something we are actively working on. An internal PHD workgroup is working on coordination of PE 51 work/reporting with other PHD sections that have some overlapping work.
* Request for flexibility on how funds are used:
	+ This is a federal requirement if federal funds are involved and there can be risk issues with auditing.

Questions/Comments:* Is it possible to eliminate unnecessary budgeting for bridge funding when we know it will get sorted out once the final funding numbers are available? Yes, this is something OHA can look into.
* Communication in advance regarding expectation of what is to be reported, and what to include in our workplans would be very helpful for LPHAs.
* Knowing the timeline for reporting would also be helpful
	+ We are currently in the process of creating one big list of all the program element descriptions, if they require a workplan or budget, the reporting timelines, whether it is federal or state funds etc. This will be sent out once it is put together.
* Struggles with Smartsheet
	+ OHA is open to looking at additional tools

Triennial Reviews:* During the pandemic, different programs would do different types of reviews. As we are coming out of that, we are having conversations with programs regarding this.
	+ One thing OHA is talking about is whether certain programs with sufficient monitoring already in place need to take part of the triennial reviews. How does the group feel about that?
		- It is helpful to have all reviews looked at within the same timeframe and have a similar process. It is the only formal documented report that gets sent to county commissioners. It’s helpful to have this report to fall back on for areas of improvement or to identify successes. It has also caused some tension between programs as some believe that the programs that are a part of these reviews are more valued.

Fiscal Reporting:* Some have requested to do fiscal reporting once or twice a year.
	+ This is not an option for us. Our federal partners would prefer us to reimburse LPHAs for expenditures. In Oregon, that doesn’t work as some LPHAs don’t have that funding upfront. For OHA to be able provide funding each month, we must go through a quarterly reconciliation process and adjust payments.
	+ There are some alignment pieces and ways to make the process easier that OHA look at.

Other requests:* Move more funding into Modernization as that is more flexible
	+ Unfortunately, OHA cannot move funding in that manner
 | Present and briefly discuss (hold most discussion for Aug meeting) |
| Modernization Implementation Plan | * Review survey results and discuss
* Reminder on guiding principles
* Review timeline / update if needed.
* Discuss next steps for jumping back into work on this project

Review of Local PH Modernization plan – November 2022* We provided an update to big CLHO Nov 2022.
* During this update, we made sure our core tenets are included in our approach. We also assessed and presented our guiding and grounding principles.
* We had set a timeline Fall 2022 – Summer 2023
	+ In Fall 2022, the plan was to set regular updates during CLHO meetings, present primary themes for the vision, and develop outline of components for the PHM plan guideline
		- We have gotten through half of this. Regular updates are given to CLHO, and we identified themes from the previous modernization reporting. At that time, we did a survey for LPHAs.
	+ In Winter 2023, we created workgroups and finalized the vision statement and survey results.
	+ In Spring 2023, we shifted our attention to updating PE51.
* It is now time to go back and look at the survey results. We need to:
	+ Identify what we are working to build
	+ Set a timeline and priority list
	+ Please review survey result prior to the next meeting.
* Questions or concerns:
	+ Proposal to revise the vision statement to add the word “stable” or something about stability
		- Agreement on adding this in
		- Vision statement is long – can we revise to make it shorter?
		- Changing “data-driven” to “data-informed”
 | Review where we are and discuss |
| Wrap-up and next meeting | Discuss next meeting date and what we want to get accomplished* We will bump the agenda items that we were unable to talk about to next month’s meeting.
* Next meeting we will go over the modernization implementation plan survey results and deciding on next steps.
 | Decide and adjourn |
| **Next meeting: July 26, 2023 – 1 to 2.30pm** |
| **Co-Chair**Jessica Dale | **Co-Chair** |

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