

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at Portland State Office Building, Room 1D, 800 NE Oregon Street, Portland Oregon on November 16, 2012. The meeting started at: 1:00 PM and finished at 3:00 PM.

### ATTENDEES

People present at the meeting:

<i>Name</i>	<i>Name</i>
<b>Pat Crozier</b>	<b>Tom Eversole</b>
<b>Nancy Findholt</b>	<b>Marty Franc</b>
<b>Josie Henderson</b>	<b>Robb Hudson</b>
<b>Katherine Bradley</b>	<b>Tom Engle</b>
<b>Anna Stiefvater</b>	<b>Jessica Nischik</b>
<b>Chris Kabel</b>	<b>Lesa Dixon-Gray</b>
<b>Jan Wallinder</b>	<b>Kathleen Carlson</b>
<b>Tahroma Alligood</b>	<b>Amanda Lawrence</b>
<b>Torrie Fields-Bordokoff</b>	<b>Jean O'Connor</b>
<b>Kate Moore</b>	<b>Brian K. Johnson</b>
<b>Marie Harvey</b>	<b>Elena Andresen</b>
<b>Andrea Paluso (Guest)</b>	

### APOLOGIES

People who were not present at the meeting:

<i>Name</i>	<i>Name</i>
<b>Tosha Zaback</b>	<b>Viki Brown</b>
<b>Dianna Pickett</b>	<b>Ann Krier</b>
<b>Joe Pfeifer</b>	
<b>Anna Jimenez</b>	

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- To allow time for review, approval of October 8, 2012 postponed until next board meeting due to late distribution.
- Approved that OPHA sign the letter of Endorsement for Portland's Campaign for Earned Sick Days, and agree to be listed as a supporter of the campaign. Anna Stiefvater agreed to serve as a liaison to the campaign on behalf of OPHA.
- Approved the formation of an ad-hoc workgroup to recommend policies to guide OPHA decisions to participate in coalitions, sign letters of support or actively participate in initiatives or campaigns. Workgroup includes Tom Eversole, Anna Stiefvater, and Katherine Bradley.
- OPHA Legislative visit day has been scheduled for Friday, February 8<sup>th</sup>. All members are encouraged to participate.

- 2012 OPHA conference had a record attendance of more than 500 people and set a record generated \$40,000 in sponsorship and exhibitor fees. Net earnings are yet to be determined.
- 2013 OPHA Annual Conference will be October 14-15, 2013.

## MEETING ACTIONS

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
<b>11/21/2012</b>	Deadline for submission of preliminary OPHA Section budgets for 2013 to Jan Wallinder	All Section Chairpersons.
<b>11/30/2012</b>	Target date for draft budget in preparation for Board Retreat	Jan Wallinder
<b>12/7/2012</b>	Section Funds Workgroup will provide recommendations on policies and procedures for the request and use of money not included in the approved budget.	Jan Wallinder

## DETAILS AND BACKGROUND

Treasurer's Report (Jan Wallinder):

Budget Review:

- Annual income overall is higher than anticipated.
  - Dues are up due to increased registration
  - Corporate Giving exceeded expectations
  - Conference registrations are higher than expected.
  - Awards gifts and donations are higher than budgeted
- Conference expenses are also higher than expected due to higher than anticipated attendance: catering, member clicks (due to registration), phone expenses are higher than expected.
- Generally, most other expenses are in line with the budget.
- Overall, OPHA will end the year with more revenue than projected

2013 Budget Preparation

- Template for budget preparation and Information on timeline has gone to sections/committees with request to provide a budget forecast for 2013.
- Nov 21st is deadline for preliminary budgets from sections and committees to assist in preparation of draft budget report one week in advance of December 7th Board retreat.

Section Funds ad-hoc Workgroup

- Will bring forward recommendations for section policies and procedures regarding the request and use of finances to the Board on December 7<sup>th</sup>.

### Committee Reports

**Policy Committee (Anna Stiefvater):**

Endorsement of Portland's Campaign for Earned Sick Days

- The Policy Committee recommended endorsement of Portland's Campaign for Earned Sick Days

- Andrea Paluso, Family Forward Oregon provided an overview of the campaign.
  - Building toward national movement to establish national standard on paid sick days
  - Several initiatives in large cities across the nation
  - Portland has been identified as a priority for building interest and support for paid sick days; A bill has been drafted to introduce to state legislation, but current focus is to establish a policy in Portland and then move to statewide initiative. City of Portland chosen as target rather than the county because it is considered more feasible, and the city has clearer oversight over employers. The effort could build to a county level focus dependent upon how the campaign develops, but it is not the current focus.
  - Goal is to put this before the current city council. Targeting for a vote by city council, but could be pushed out into next year.
  - Proposal seeks earned sick days with a range of 3-7 days based upon the size of the employer accrued by amount of time worked with a maximum that can be accrued.
  - More information at [www.everybodybenefitsoregon.org](http://www.everybodybenefitsoregon.org)
  - The campaign organizers ask that OPHA make the following level of involvement: sign on, provide statements before the council, and help to promote among membership
- Moved: that OPHA sign the letter of Endorsement for Portland's Campaign for Earned Sick Days, and agree to be listed as a supporter of the campaign. Motion by Tom Eversole. Second by Lesa Dixon-Gray. Motion passed unanimously.
- Anna Stiefvater agreed to serve as a liaison to the campaign on behalf of OPHA.

#### Legislative Visit Day

- Scheduled for Friday February 8th. All members are encouraged to participate on legislative visit day.
- Board members interested in helping with planning are encouraged to contact the Policy Committee.
- Policy committee's goal is to have representation from all sections to build coordinated effort and united OPHA voice.
- A training on legislative lobbying 101 is planned to occur prior to the visit day. The date of training is yet to be announced.

#### **Program Committee (Marie Harvey):**

##### 2012 OPHA Conference Report

- Overall Attendance: 511.
- Evaluations results summarized:
  - Over 90% rated experience as good, very good, or excellent
  - Business meeting rated somewhat lower
  - Partnership with Oregon Environmental Health Association (OEHA) rated lower
  - Time for discussion with speakers rated somewhat lower.
  - General themes for areas of improvement: food - concerns about box lunches and plastic water bottles; concern about key note address on day 2 and limited time for question and answers with the key note; concern about having to pay if you are a presenter
  - Space does not appear to have been an issue.
- Next year: October 14-15 (intent to maintain date as second Monday and Tuesday of October each year.
- Slides provided by presenters have been posted on the website; Photographs from the event have also been posted.
- News release will be sent out about awards
- Net Earnings from the event not yet known.

**Development Committee (Josie Henderson):**

- Approximately \$40,000 of sponsor and exhibitor revenue generated by the OPHA conference this year
- Recommendation is to consider offering sponsorship and exhibitor option for next year's conference and to review the sponsorship packages
- OPHA Brochures and business cards are available to use for helping to build relationships for financial development.
- Membership giving is down. Board members are reminded and encouraged to consider making a donation to OPHA. Members are also encouraged to give.

**APHA Annual Meeting Synopsis (Tom Engle):**

- Elections for President Elect and Executive Committee were held. Results were announced in the *Nation's Health*
- Dues structure for the affiliates is under review and will likely change.
- Discussion occurred in the governing council about need to improve transparency in some of the steps in the resolution process. APHA Bylaws committee is reviewing recommendations

**OPHA Coalition Membership Status (Tom Eversole):**

- Based upon a recent review of OPHA minutes, OPHA is a member of the following coalitions:
  - Health Care for All Oregon— Representative: Ken Rosenberg
  - Everyone Deserves Healthy Teeth— Representative: Josie Henderson
  - One Key Question—Representative: Torrie Fields-Bordokoff
  - Safer Chemicals-Healthy Families – Representative: Renee Hackenmiller-Paradis
  - Oregon Nutrition Policy Alliance- No representative identified
- If members are aware of other groups we may be a member of, please notify Josie Henderson.
- Motion: To form an ad-hoc workgroup to recommend policies to guide OPHA decisions to participate in coalitions, sign letters of support or actively participate in initiatives or campaigns. Motion by Kathleen Carlson. Second by Katherrine Bradley. Motion approved unanimously.
  - Workgroup includes Tom Eversole, Anna Stiefvater, and Katherine Bradley

**Other Business**

Public Health Alignment workgroup (Josie Henderson)

- Funding for the facilitator for the group has ended.
- The workgroup is discussing how it will maintain itself and meet the need for a facilitator.

**NEXT BOARD MEETING**

The Annual OPHA Board Retreat will be held on December 7, 2012, 10am-5pm at the Northwest Health Foundation, 221 Northwest 2nd Avenue # 300 Portland, OR.

The next board meeting will be held on January 18, 2013, 1pm-3pm at a location to be determined.