

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held on Zoom on October 11, 2021. The meeting started at: 2:45PM and finished at 4:02PM.

### ATTENDEES

People present at the meeting:

<i>Zoom</i>	<i>Phone</i>	<i>Not Present</i>
<b>Allison Myers</b>		<b>Mary Ann Wren (excused)</b>
<b>Angel Harris</b>		<b>Phyusin Myint</b>
<b>Chandra Char</b>		
<b>Clair Raujol</b>		
<b>Danielle Droppers</b>		
<b>Jackie Leung</b>		
<b>Karen Chase</b>		
<b>Marie Harvey</b>		
<b>Nora Frank-Buckner</b>		
<b>Oralia Mendez</b>		
<b>Phyusin Mint</b>		
<b>Rebeckah Berry</b>		
<b>Rebekah Bally</b>		
<b>Renee' Menkens</b>		
<b>Rob Hutson</b>		
<b>Tabitha A. Jensen</b>		
<b>Tamara Falls</b>		
<b>Therese Hooft</b>		
<b>Tom Engle</b>		
<b>Julie Plagenhoef</b>		
<b>Yesenia Castro</b>		
<b>Jessica Nischik-Long (Staff)</b>		

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- October Board meeting agenda approved
- September Board meeting minutes approved
- Decision to fill Board vacancy (Director at Large) with the person who does not win the current Board of Directors election, however, has the highest number of votes of those not selected.
- Decision to have the Executive Committee along with Marie and Renee work on identifying grievance policies to use as an interim policy while third party funding is

secured to hire someone to work on developing a more extensive and long term grievance process/policy.

- Vote to approve OPHA staff salary increase policy. Policy approved.

## DETAILS AND BACKGROUND

### **2:45 Call to Order – Danielle Droppers**

- Introductions/Roll call
- Motion to approve agenda items: Moved: Rebeckah Berry; Renee 2nd; unanimous, no abstentions

### **2:50 September Board Meeting Minutes – Tamara Falls – Information and Adoption (vote)**

- Motion to adopt October minutes: Rebekah Bally; Clair 2nd. one opposed. Adopted.

### **2:55 Treasurer’s Report – Tabitha Jensen**

- September financials
  - Tabitha reviewed the finance report included with the meeting packet. Overall, the budget is on track and membership dues exceeded the goal, at 110%.
  - Discussion about potential increases in cost if conference returns to in person, that may impact revenue from conference in the future.

### **3:10 President’s Report – Danielle Droppers – Information and Discussion**

- Jessica to participate in Keynote Panel for the [State of Reform Health Policy Conference](#)
- Planning for new secretary for the coming year
  - Interim secretary expressed interest in continuing as secretary. Voting will take place at the November meeting.
- Report from Executive Committee on themes of the board strengthening infrastructure survey
  - Need to create grievance process, this could include contracting with a third party to develop. This may require grant writing to fund a third party to develop the policy/process.
    - Question regarding whether the board should create a temporary grievance policy in the interim, while awaiting funding for a more extensive third party process/policy development.
    - Suggestion to have the Executive Committee, or a new sub-committee is formed look to other organizations policies or other APHA affiliates to find a temporary policy to bring before the Board for review; while work on the permanent policy is underway.
      - Marie and Renee are interested in working on an ad-hoc workgroup to identify and propose grievance policies. Agreement reached to have Marie and Renee join the

Executive Committee meeting to work on development of a temporary grievance policy.

- Director-at-large vacancy (term ending 2022) – vote on election process
  - Option to select from the candidate with the highest number of votes, who did not win the current election.
  - Suggestion to ask the elections committee to recommend/nominate a candidate. This may require an amendment to the bylaws.
  - Consensus among the group to take the candidate with the highest number of votes from the current election, who did not win the election. This person will then be brought forward to November OPHA board meeting for a vote.
- New Staff Salary Policy (vote)
  - COLA and merit increases would be assessed by the Executive Committee and brought to the Board for a vote.
  - Suggestion to make sure it's written into policy that there will be a COLA increase every year to ensure that the ED salary remains competitive, regardless of the budget.
  - Suggestion to make sure the salary is competitive from the beginning (based on market analysis),
  - Suggestion to add a step system for annual salary increase, similar to the State compensation system.

Motion to approve the policy regarding staff salary increase policy: Robb; Renee 2nd. One opposed. One abstention. Adopted.

- Philosophy of paying dues to join other organizations – tabled until next month's meeting

**Committee Reports:**

**3:30 Program Committee – Marie Harvey & Jessica Nischik-Long – Information**

- Registration update, almost 400 registered. Conference was a success.
- Other conference updates

**3:40 Diversity, Equity, and Inclusion Committee – PhyuSin Myint, Tabitha Jensen**

- Committee charter finalized
- Exploration of work with Human Impact Partners for DEI consulting support and capacity building

**3:45 Development Committee – Allison Myers and Clair Raujol – Information**

- Update on OPHA 2021 Sponsors and Exhibitors
- Committee updates
  - Earned over \$44,000 from conference. Still need to strategize around creating revenue year round.

### **3:50 New Business, Coalition & Section Updates – Danielle Droppers**

- Acknowledgement of outgoing Board President – Tabitha Jensen

### **4:02- Adjourn**

#### **Upcoming Board Schedule:**

New Director Orientation, Thursday, November 18, 11:00 – 1:00, Zoom

Board Meeting, Friday, November 19, 10:00am-12:00pm, Zoom

Board Retreat, Friday, December 10, all day

#### **Other upcoming dates:**

October 18 – Retreat Planning Committee meeting, 12-1

October 20 – DEI Committee meeting, 8-9

October 23-27 – APHA Annual Conference & Meeting

November 17 – DEI Committee meeting, 8-9

December 10 – Board Retreat, full day