

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held on Zoom on March 16, 2021. The meeting started at: 10:05am and finished at 11:58AM.

### ATTENDEES

People present at the meeting:

<i>Zoom</i>	<i>Phone</i>	<i>Not Present</i>
<b>Allison Myers</b>		<b>April Lawless</b>
<b>Angel Harris</b>		<b>Sierra Prior</b>
<b>Chandra Char</b>		<b>Therese Hooft</b>
<b>Clair Raujol</b>		
<b>Danielle Droppers</b>		
<b>David Huntley</b>		
<b>Glendora Claybrooks</b>		
<b>Jackie Leung</b>		
<b>Jennifer Griffith-Weprin</b>		
<b>Karen Chase</b>		
<b>Marie Harvey</b>		
<b>Mary Ann Wren</b>		
<b>Mitch Haas</b>		
<b>Nora Frank-Buckner</b>		
<b>Oralia Mendez</b>		
<b>Phyusin Myint</b>		
<b>Rebeckah Berry</b>		
<b>Rebekah Bally</b>		
<b>Renee Menkens</b>		
<b>Robb Hutson</b>		
<b>Tabitha Jensen</b>		
<b>Tamara Falls</b>		
<b>Tom Engle</b>		
<b>Yesenia Castro</b>		
<b>Jessica Nischik-Long (Staff)</b>		

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Endorsed HB 2376 and SB 587/HB 2071.

### DETAILS AND BACKGROUND

#### **Call to Order – Danielle Droppers**

- Danielle held a moment of silence for Duante Wright and Adam Toledo.

#### **March Board Meeting Minutes – Sierra Prior**

**Motion:** Approve the March 19, 2021 Board of Directors Minutes as provided.

Clair Raujol motioned. David Huntley seconded.

Minutes were approved. None opposed, no abstentions.

**Treasurer’s Report – David Huntley**

	<b>Mar 31, 21</b>	<b>Mar 31, 20</b>	<b>\$ Change</b>	<b>% Change</b>
	103,949.20	59,985.13	43,964.07	73.29%
	45,811.27	39,123.52	6,687.75	17.09%
	149,760.47	99,108.65	50,651.82	51.11%
	149,760.47	99,108.65	50,651.82	51.11%
	<b>149,760.47</b>	<b>99,108.65</b>	<b>50,651.82</b>	<b>51.11%</b>
Accounts Payable	126.01	115.82	10.19	8.8%
	126.01	115.82	10.19	8.8%
US Bank Credit Card	0.00	20.66	-20.66	-100.0%
	0.00	20.66	-20.66	-100.0%
PPP Loan	21,042.00	0.00	21,042.00	100.0%
Payroll Liabilities	1,575.22	1,037.45	537.77	51.84%
	22,617.22	1,037.45	21,579.77	2,080.08%
	22,743.23	1,173.93	21,569.30	1,837.36%
	22,743.23	1,173.93	21,569.30	1,837.36%
	89,604.87	59,512.40	30,092.47	50.57%
	7,937.71	8,385.99	-448.28	-5.35%
	1,483.00	1,314.00	169.00	12.86%
	1,390.30	1,668.30	-278.00	-16.66%
	7,038.37	6,590.37	448.00	6.8%

	19,901.91	18,576.91	1,325.00	7.13%
	7,313.95	6,564.60	749.35	11.42%
	3,301.42	2,924.42	377.00	12.89%
	5,919.70	5,003.70	916.00	18.31%
	1,092.25	1,070.25	22.00	2.06%
	55,378.61	52,098.54	3,280.07	6.3%
	-	-		
	17,966.24	13,676.22	-4,290.02	-31.37%
	127,017.2		29,082.5	
	4	97,934.72	2	29.7%
	<b>149,760.4</b>		<b>50,651.8</b>	
	<b>7</b>	<b>99,108.65</b>	<b>2</b>	<b>51.11%</b>

- Second PP loan: US Bank is processor. The forgiveness program for the first loan is not open til end of May, early June. We'll keep you informed.
- March financials: We are ¼ through the year. 70,250 reserve. Unrestricted net access PPP loan is 89,600. Little bit above requirement for reserve fund. Have about 21K in liabilities which are loans, they will remain as liabilities on the balance sheet until they are forgiven. Unrestricted at 90K. Temporarily restricted at 55K. Profit and loss without sections or conference, generally lower than the 25%. Payroll a little bit above for the year but not concerning. One time expense of year are about 75% listed here for conference and then an additional amount for other requirements, memberclicks annual fee. Net income overall is about 14K low which is where we run our deficit. P & L for conference just getting started, only have so far number of member clicks, Sections are unchanged from previous month.
- Note: For new members, Memberclicks is the data base and content management system. It tracks membership details, website and list serve plus financials.
- Tom Engle had a question about the graphs.

**Motion:** Motion to approve March financial report.

Danielle Droppers motioned. Mitch Hass seconded.  
Approved. None opposed, no abstentions.

- David: Cash Flow 2017 to 2020 -- Bank Statement Totals by Month and Year.

Looking at financial stability.

1. Graph: Total Checking and Money Market by Year.
  - Seeing a year on year increase overall which kind of goes along with inflation, expense costs, and inputs of donations and other items.
  - Note: Oct/November, annual conference, and goes up significantly.
2. Graph: where bills from in-person conference are paid; also see uptick from PPP loan. David reviews Temporary Restricted Net Assets (TRNA) by Year
  - These are held by sections, that is why they are temporarily restricted.
  - Why care about TRNA? They are funds that we don't have access to for our general operating budget.
3. Graph: Total Checking and Money Market Minus Temp Restricted Net Access by Year
  - Deducted by month TRNA, without those, the lines are brought down.
  - Horizontal line is "reserve fund". Several years ago the board decided to make sure that we had enough cash that if something catastrophic happened to the org or the conference that we still had enough cash to tide us over the following year, to be able to maintain continuity of the organization.

- Want to point out the area underneath the curve: Period of the year in which we don't have enough assets to carry us over to meet the temporary reserve fund.
- 7 or 8 months out of the year we are generally below that requirement.
- Get above that requirement as we gain revenue from putting on our conference.
- Take home message:
  - Note the cyclical nature of our funding.
  - How can we minimize the cyclic nature in terms of long term planning?
  - Want Board members to be aware of financial situation.
  - Questions?
  - Glendora had a question about the PPP Loan - What is that? And where exactly do we need funds?
  - David is coming up with a more detailed longer-term budget, proposal to minimize the dip.
  - Karen Chase has great comments about finances.
  - Jessica clarifies in chat food and venue in person = 40K and virtual without food = 6K.
  - Tom has questions about cash flow, reserve line.
  - Rebekah – start fundraising earlier in the year, maybe more visibility for NPHW, capitalize on that time of year in April.

#### **President's Report – Danielle Droppers**

- Reminder to everyone in the retreat workgroups to please try to get back together over this next month so we can circle back to the topics on 1) diversity, equity and inclusion in OPHA, 2) finance and revenue, and 3) policy priorities. For new board members please reach out to let Danielle know what group you would like to get connected with.
- Appoint two board members to the Nominations Committee. See [Bylaws](#) page 6. They work between Spring and August, then the committee shares that slate with the full board, awards given at Conference. Election is on October 11<sup>th</sup> this year. Committee meets monthly. Jackie Leung and Oralia Mendez volunteered to join this committee.

#### **Membership Committee – David Huntley**

- Propose: Change income threshold to qualify for special membership rate from \$20K per year to \$35K per year to be consistent with low income threshold for our conference and add a note on the membership form that if you're having difficulty paying for a membership rate but earn more than the low income threshold, please contact Jessica. Add a note to remind members to ask their employer if they get reimbursed for professional membership dues.

**Motion:** Motion to approve proposal.

Rebekah Bally motioned. Clair Raujol seconded.  
Approved. None opposed, no abstentions.

Chat discussion:

- Tom wrote in chat: David et al - I think we should raise the general membership rate to 75 and frame it for the membership it is so we can support everyone being a member.
- Angel says in chat she likes that idea.
- Danielle in chat: I like that idea also, Tom. Jessica, can we add this to the next EC mtg. agenda please?

- Chat: Tabitha : Or maybe an option for a slightly higher rate to support scholarship/subsidy for others rather than it being compulsory?
- Nathaniel also added to subsidize BIPOC folks.

#### **Program Committee – Marie Harvey**

- Virtual conference, October 11 & 12
- Abstracts accepted May 3-June 18
- Registration opens June 1
- Please share to your listservs.
- Update: Planning committee working hard. Finalized keynote speakers. N=4
- Monday Emily Mendenhall faculty member at Georgetown University. National lens on COVID response.
- Monday afternoon Charlie Fautin local/regional response perspective on COVID. Building back stronger.
- Tuesday morning James Mason, was the former director of Office Multicultural Health for Oregon, currently a consultant, will be presenting on some aspect of racism and public health.
- Tuesday afternoon keynote is Ryan Petteway, professor at Portland State, some presentation on some aspect of racism and public health. Ryan is also a poet. Reading some of his poetry.
- Working on a plenary panel to end the conference on Tuesday: work in progress still, something about climate, health, equity. Have four presenters in mind that we're reaching out to. This is the next task for the planning committee meeting.

#### **Policy Committee – Nathaniel Boehme**

- [HB 2337](#) Racism is a PH Crisis – update on current status
- [HB 3296](#) The Addiction Crisis Recovery Act
- [HB 2376](#) Requires health care provider who prescribes opioid to offer prescription for naloxone, or similar drug, and educational material under specified circumstances
- [SB 587A](#) / [HB 2071](#) Tobacco retail licensure
- Couple of decisions to bring to board.
- HB 3296, addiction crisis recovery act, would propose a tax increase on alcohol, spirits, and funnel money into addiction recovery efforts. Decided to table this, losing steam, no hearings. One initial sponsor pulled out, so we decided not to consider that bill for endorsement.
- Nathaniel shared a policy tracker spreadsheet.
- HB 2376, requires health care provider who prescribes an opioid to offer RX for naloxone or similar drug, and educational material.

**Motion:** Motion to endorse HB 2376.

Approved. None opposed, no abstentions.

- SB587 and HB2071, requiring DOR to issue licenses to tobacco retailers. Voted to strongly endorse, have a champion. Provision that prohibits online sale of flavored tobacco and vaping products.

**Motion:** Motion to endorse SB 587 and HB 2071.

Approved. None opposed, no abstentions.

- Danielle gives standing update on HB 2337 Racism is a PH Crisis – update on current status.
  - From Rebeckah B: We've added a question to all our grant applications asking if grantees collect any part of REAL-D data, and if not, are they interested in doing it. We are hoping this helps to get this on the radar of healthcare, health care and CBOs.
- **HB 2337: Further updates from Danielle:**
  - Where are we on the amendments for 2337?
  - We're left with 2 strategies out of 6 (REALD and mobile health units remain)
  - The four other strategies are being addressed through other bills. For example:
  - Legislative Equity Coordinator will be addressed through Rep. Alonso Leon's [HB 3264](#) (although it's missing community engagement, ADA accommodations, and isn't centralized so it depends on legislators willingness to create a language access plan—maybe we'll come back for this next session)
  - Legislative equity analysis of bills will be addressed through Rep. Smith-Warner's [HB 2991](#)
  - The Governor's Office will be leading the affinity group work via the Racial Justice Council which is being extended by [HB 2167](#)
  - The language access audits will be handled through Rep. Salinas' bill [HB 2359](#)
- **Mobile Health Unit amendment update:** More questions continue related to the mobile health units, and this strategy had to be reconfigured to be a grant program for 2 mobile health units. OHA will oversee the contracts/provide contract administration, but another entity (TBD) will be awarded these contracts to run mobile health units as a pilot program to inform *possible* future efforts to develop a statewide infrastructure of units.
  - Has the amendment request related to changes in the mobile health units been sent to LC by the Rep yet? Yes, we're waiting to hear back from her. She says there's time so we'll hear back from her in a few days.

#### **Development Committee – Allison Myers**

- OPHA current sources of revenue
- Who, what, where, when, and how of OPHA's fundraising
  - Expectations for all board members
  - Tips for fundraising communications and follow up/mentorship
  - Introduction of conference fundraising materials: (1) prospectus/application, (2) request letter template, and (3) list of potential sponsors
- Seeking co-chair
- Jessica emailed out draft templates from the development committee for resources we will use for fundraising over the next 5-6 months. Allison, Danielle, and Tom discussed the benefits of networking and fundraising for professional development. Karen emphasized pitching visibility to organizations and the ethical responsibility to support public health.
- Development committee will likely meet every other week. If you want to join or be a co-chair, contact Allison. There are tasks to get started on right away.

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

##### **Nursing Section - Jennifer Griffith Weprin and Tom Engle**

- Having a virtual luncheon gathering for the nursing section. They are working on figuring out Zoom limits and how to allow more nursing students in. Jessica suggested asking if a nursing school has Zoom capacity they can share.

**Climate Coalition - Jessica Nischik Long**

- The coalition is focused on the Governor's Executive Order for climate change and OSHA rules. Jessica reached out to OHSU occupational health colleagues to discuss involvement. Jessica is also meeting regularly with OHA Healthy Environment Section staff as part of this work.

**11:58 - Adjourn****NEXT BOARD MEETING****Upcoming Board Schedule:**

Board Meeting, Friday, May 21, Zoom only

Board Meeting, Friday, June 18, Zoom only

**Other Important Dates:**

- Policy Committee standing meeting during session, Thursdays, 7:00 am
- DEI Committee meeting, April 21, 9:00 am
- Call for Abstracts opens, May 3
- Spring Nursing Section Event, May 4, 5:30 – 8:00 pm
- Executive Committee meeting, May 11, 12-1 pm
- Program Committee call, May 14, 9-10 am
- DEI Committee meeting, May 19, 9:00 am