

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held on Zoom on August 20, 2021. The meeting started at: 10:00AM and finished at 12:06PM.

ATTENDEES

People present at the meeting:

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

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Therese Hooft volunteered to serve as Chair of the elections committee.
- Charter templates will be shared out for committees to use to establish voting/quorum/membership guidelines. The Board will review some of the templates and determine which one to recommend committees use.
- Question regarding whether a bylaw change is required to change committee requirements. Could a policy be developed to address committee membership? This will be explored further.
- Question regarding whether committee meetings must be open to all OPHA members to attend. Answer: The Board can establish committees in multiple ways, the OPHA Board designates committee members via application process. There is no indication that all OPHA Board members must be allowed to attend all committee meetings. Tom and Danielle will review ORS 65.337 to 65.351 to further research this question.

- OPHA conference updates: [Early Bird Registration](#) for conference closes August 31. [Program at a glance](#) online and as of today, 8/20/21 the official program is also available online.
 - Question: is there a limit on how many scholarships each OPHA section can give.
Answer: five scholarships for registrations can be given from each section and three membership registrations. If you want more than five conference registrations or three memberships, that money will be taken from the section's general funds.
- Request to join Clean Air, Healthy Communities Coalition was approved. Renee' Menkens will serve as the OPHA representative.
- The Development Committee could really use help. Another set of asks/pushes of sponsors is needed within the next four weeks. There are a few organizations that no one has yet offered to reach out to.
 - Please review the spreadsheet and if you have a contact, please let the person assigned to that organization know.
 - Please send updates about your "ask" assignments to Allison or Clair
- An ad-hoc planning committee will be formed to plan the Board retreat. Karen Chase, Rebeckah Berry, Oralia Mendez, & Marie Harvey volunteered to serve on the ad-hoc committee. Jessica will follow up with the rest of the Board to ask if anyone else is interested in joining the ad-hoc planning committee. This group will come back to next month's meeting with ideas regarding how to structure the Board retreat. Jessica will also serve on the ad-hoc committee to support the efforts.
- The Nursing section needs to know the best way to gather the nurses who attend the conference together.
- Request to add an agenda item to approve the agenda at the beginning of the meeting.
- Request to add introduction/get to know each other time at the beginning of the agenda.

DETAILS AND BACKGROUND

10:00 Call to Order – Danielle Droppers

- Introductions/Roll call

10:05 July Board Meeting Minutes – Tamara Falls – Information and Adoption (vote)

Request to add how long the Haas expulsion is; is it permanent or for a specific duration. It was clarified that the expulsion was permanent.

- Question regarding where the Executive Committee meeting minutes are online. Answer: there was some confusion about the need to take notes at the Executive Committee so not all meetings have notes posted.

Danielle Droppers motioned to approve July board meeting minutes with the addition of the answer to the Haas question and answer added.

Motion passed. None opposed, one abstention

10:10 Treasurer's Report – Tabled until September

10:10 President's Report – Danielle Droppers

- Chairperson for the Elections Committee is needed
 - Call for volunteer to Chair the elections committee
 - Responsibilities include announcing results and finding two OPHA members to review the applications.

- Therese Hooft volunteered to serve as Chair
- ORS 65.354 Committees subsection (3)
 - Subsection (3) states: ORS 65.337 to 65.351, governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors, also apply to committees and committee members.
 - Point of awareness that there is a need to identify a quorum when voting is conducted, which requires establishing how voting members are determined.
 - Goal to have committees put a plan in place by January to identify voting members and a quorum voting process.
- Committee charters – revisiting general guidance
 - Charters are a useful tool in creating a quorum voting process. Charter templates will be shared out. The Board will review some of the templates and determine which one to recommend committees use.
 - Charters are not required, however, are strongly encouraged.
 - Question regarding whether committee meetings must be open to all OPHA members to attend. Answer: The Board can establish committees in multiple ways, the OPHA Board designates committee members via application process. There is no indication that all OPHA Board members must be allowed to attend all committee meetings. Tom and Danielle will review ORS 65.337 to 65.351 to further research this question.
 - Question regarding whether a bylaw change is required to change committee requirements. Could a policy be developed to address committee membership? This will be explored further.
 - Work will happen soon to look at the OPHA bylaws, however, this will be a lengthy process. Committee selection and voting could also be addressed when the longer bylaw review occurs.

Committee Reports:

10:45 Program Committee– Marie Harvey – Information and Discussion

- [Early Bird Registration](#) for conference closes August 31
- Presenters have been notified, complete program up by the end of August
- [Program at a glance](#) online and as of today, 8/20/21 the official program is also available online.
- [Section Scholarships](#) – now online, any more scholarships to add?
 - Question: is there a limit on how many scholarships each OPHA section can give. Answer: five scholarships for registrations can be given from each section and three membership registrations. If you want more than five conference registrations or three memberships, that money will be taken from the section’s general funds.

10:55 Policy Committee – Nathaniel Boehme – Information and Discussion

- Jessica presenting at the Aug 24 Allies for a Healthier Oregon End of 2021 Legislative Session event re: HB 2337. [Registration](#) required
 - Opportunity to advocate for resource investment into ensuring efforts towards equitable health outcomes.
- Request to join Clean Air, Healthy Communities Coalition
 - Advanced Clean Truck Rule and Heavy-Duty Omnibus (Low-NOx) Rule
 - Committee recommends approving having an OPHA member join this Coalition and lending the OPHA logo. Renee’ Menkens agreed to serve on the Clean Air, Healthy Communities Coalition.

- Question regarding whether OPHA can make a statement regarding the lack of movement in this area. Answer: having a representative serve on this committee will allow OPHA to get a better sense of what's happening in this area and also weigh in on decisions.
- Votes are needed regarding the two rules, adding the OPHA logo, and approving Renee' Menkens to join the Coalition.

Danielle called for a motion to approve endorsing the two rules

Motion: Therese Hooft

Second: Angel Harris

Motion passed. One opposed, two abstained

Danielle called for a motion to have Renee' Menkens join the Clean Air, Healthy Communities Coalition as the OPHA representative

Motion from Therese Hooft

Second: Angel Harris

Motion passed. None opposed, none abstained.

- Treat and Reduce Obesity Act (S.596)
 - Policy Committee declined to endorse this act citing not enough information about prevention and too much focus on treatment (not addressing root cause).
- The committee is exploring the idea of advocating for creation of a public health committee at the legislative level and becoming more involved in advising legislatures on public health issues.
- Committee is looking at ways to identify members and thinking of adopting a tiered membership where some members attend as they can while others agree to attend regularly and have voting rights.

11:25 Development Committee – Allison Myers – Information and Discussion

- Fundraising materials, annual fundraising goal, assignments, questions
- Key message: this committee could really use help. Another set of asks/pushes is needed within the next four weeks. There are a few organizations that no one has yet offered to reach out to.
- Please review the spreadsheet and if you have a contact, please let the person assigned to that organization know.
- Please send updates about your "ask" assignments to Allison or Clair
- Currently at \$20,000 committed dollars

11:35 Strategic planning and retreat planning

- Need to clarify priorities for focus areas for the next year at OPHA
 - Format options for gaining feedback: survey, meeting, etc., ad-hoc group to work on retreat.
 - Suggestion to have an ad hoc committee that could draft a proposal to respond to. Karen Chase, Rebeckah Berry, Oralia Mendez, & Marie Harvey volunteered to serve on the ad-hoc committee. Jessica will follow up with the rest of the Board to ask if anyone else is interested in joining the ad-hoc planning committee. This group will come back to next month's meeting with ideas regarding how to structure the Board retreat. Jessica will also serve on the ad-hoc committee to support the efforts.

- Question regarding whether the retreat will be online or in person. Board agreed online is the best option.
- Discussion regarding need to assess airflow at in person gatherings.
- Discussion about need to find ways to build and maintain connections in virtual environment such as icebreakers, time for connecting/learning about each other at meetings, etc.)

11:45 New Business, Coalition & Section Updates – Danielle Droppers – Information & Discussion

- Nursing section needs to know the best way to gather the nurses who attend the conference together.
- Question regarding nominations committee report – why it was not on the agenda. Jessica responded that this committee submitted a written report that was included in the meeting materials. The nominations committee is also striving to create an inclusive review committee to create a more inclusive process. This committee would welcome suggestions and recommendations for OPHA Board members. Jessica will send out a request to the Board.
- Request to add an agenda item to approve the agenda at the beginning of the meeting.
- Request to add introduction/get to know each other time at the beginning of the agenda.

12:06 – Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, September 17, 10:00am-12:00pm, Zoom
 Board Meeting, Monday, October 11, 2:45-4:00pm, Zoom
 New Director Orientation, Thursday, November 18, 11:00 – 1:00, Zoom
 Board Meeting, Friday, November 19, 10:00am-12:00pm, Zoom

Other upcoming dates:

August 24 – Jessica presents at Allies for a Healthier Oregon End of Legislative Session event, 1:00
 August 25 – Development Committee meeting, 8:00 – 9:00
 August 26 – Healthy Environments Section meeting, 12:00
 August 31 – Early Bird registration ends
 September 1 – Development Committee meeting, 8:00 – 9:00
 September 7 – Executive Committee meeting, 12:00-1:00
 September 15 – DEI Committee meeting, 8:00-9:00
 October 11-12 – OPHA Annual Conference and Meeting
 December 10 – Board Retreat, full day