

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

**April 15, 2016**  
**1:00 - 3:00 PM**  
**Portland State Office Building, Room 1D**

### ATTENDEES

### APOLOGIES

#### In Person

Alexander LaVake

Brian Johnson

Charlie Fautin

Danna Drum

Nadege Dubuisson

Dianna Pickett

Mireille Lafont

Mitch Hass

Tamara Falls

Marti Franc

#### Phone

Rebekah Bally

Marie Harvey

Caryn Wheeler

Jana Peterson-Besse

Katy King

Lila Wickham

Lindsey Adkisson

#### Not Present

Maria Elena Castro

Mark Shelnut

Layla Garrigues

Curtis Cude

Katherine Bradley

Kurt Ferre

Laura Spaulding

Robb Hutson

Abraham Meressa

Robina Ingram-Rich

#### Staff

Jessica Nischik-Long

Kim Krull

#### Guests

Anna Steifvater

## KEY FINDINGS AND DECISIONS

### MEETING ACTIONS

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible</i>
BEFORE May board meeting, 5/20/16	Review revenue development handouts, think about potential conference sponsorship prospects and contact Katherine Bradley or Jessica with thoughts and ideas.	All Board members
5/20/16	Report back to board re: plans to convene a meeting of the Medical Providers section	Dianna Pickett
upcoming Exec Com- mittee	Review policies to determine status of updating to comply with legal and ethical requirements	Brian Johnson, with Tamara Falls
5/20/16	Review potential nominees for Policy Committee Chair and report back to Board	Jessica, Anna and policy committee members on Board
5/20/16	Talk to potential Nominations Committee members to gauge willingness to serve	Jessica

## DETAILS AND BACKGROUND

### **Call to Order - Dianna Pickett**

Meeting called to order at 1:05 PM. Introductions of attendees in the room and on the phone. Quorum present.

### **March Board Meeting Minutes - Marti Franc**

Minutes were sent out with board packet for review. No changes noted.

**Motion to accept the minutes, second: Ayes all, motion carried.**

### **Treasurer's Report - Brian Johnson**

Brian reported that he didn't receive the March financial report from the accountant in time to send out to the board, will send out before next meeting.

**Motion to accept the verbal financial report, second: Ayes all, motion carried.**

### **President's Report - Dianna Pickett, current President-Elect, sitting in for Robi**

Dianna attended the first section meet and greet, held after the last board meeting. There was good representation from sections and a few board members and a good discussion. More events will be planned.

Mark Shelnett is stepping down as chair and board representative of the Medical Providers section. We discussed options for helping the section to revitalize. Dianna will choose a date in the near future and convene a meeting of members and proposed members (OPHA members not currently affiliated with a section). Dianna will report back at next meeting.

Strategic Plan - Kim reported that we're in the second quarter of 2016 and reviewed progress documented on the Implementation Plan (sent out by Kim to members by email). We may need to help the Communications Committee to get some momentum with communication strategies. Membership Committee is on task with a number of strategies. Development Committee has gotten started with planning related to conference sponsorship. For director giving, we have attained 37% of the goal of 100% of director giving. Regarding the strategy related to reviewing our policies to assure compliance with ethical and legal requirements, it was noted that some of that work was completed last year with a group of members who are no longer on the board. Since fall is a really busy time in the staff calendar, this is a good time to begin the review. Brian is willing to review where we are in this process and will get back to the Executive Committee. Tamara volunteered to work with him on the project.

Anna is still functioning as the Policy Committee chair for now and discussed Goal 2 Strategic Plan progress with the committee. She reported that the bill endorsement process is going well, although we could be better at endorsing local level initiatives. The committee hasn't been reaching out for member ideas for endorsements, since they already get approached by numerous organizations for endorsements. The committee requests Charlie keep an eye out for APHA action alerts that may be appropriate to send out to membership. Bill tracking and reports have been done. Some action alerts have been sent and policy and advocacy training activity occurred through capital visit day, the annual conference and promoting the events of other organizations. A report card re: legislators voting record compared to bills we supported hasn't been created. Overall we have done well in this goal area, although there are a few things that remain to be started and there may be a capacity issue with some strategies.

Anna provided the regular **Policy Committee report**. The committee recommends joining the Oregon Action Coalition within the Oregon Center for Nursing, which came to the committee from the PH nursing section. The coalition was developed as a response to the IOM Future of Nursing report. Discussion.

**Motion from Policy Committee to join the coalition, ayes all, motion carried.**

The committee recommends joining the Air Toxics Coalition, after receiving the request from the Healthy Environment Section. The coalition is focused on decreasing diesel emissions and other air pollution and is looking at developing legislation for 2017.

**Motion from Policy Committee to join the coalition, ayes all except 1 abstention, motion carried.**

Jessica has reached out to Policy Committee members re: becoming chair, as Anna is stepping down. Four members have expressed interested. Discussion of how to handle to decision for selecting a chair. Jessica, Anna and Policy Committee members who are on the board will review the potential nominees for chair and report back.

**Motion Charlie, second, for formal board recognition and thanks to Anna for her work on behalf of the Board and the Policy Committee over the years. Approved by acclamation.**

### **Executive Director Report - Jessica Nischik-Long**

PH Week - we completed the work we had agreed to do for OHA. We organized the key note speaking event of the week, which was Russell Kirby from the University of South Florida. He spoke April 4 at OHSU. The talk was also streamed live over the internet and archived for future use. Promoted 38 events from around the state by listing on a calendar.

The accreditation training, held on April 13 in Lane County and funded by an APHA grant went well. The next step is to organize TA for the attending counties.

Awards Committee chair is stepping down. The committee's work is very well organized and clearly defined. Caryn volunteered to chair and there are people who have volunteered for the committee.

### **Committee Reports:**

#### **Membership Committee - Rebekah Bally**

The committee has discussed the issue of organizational memberships. They are not prepared to make a recommendation yet, as there are many elements to consider. The committee will keep working on the topic and input from the board. Members may email Rebekah and/or Jessica.

#### **Program Committee - Marie Harvey**

The committee is at work on conference planning and has identified the keynote speakers for each day of the conference. There will be a panel on PH reorganization as the plenary on the second day, coordinated by Charlie Fautin. Call for abstracts will come out May 6. Early registration starts August 1. The committee would like to receive more student abstracts for poster presentations. We discussed options for incentivizing student abstract submissions.

**Recommendation to provide student registration fee for each accepted abstract; ayes all, approved.**

#### **Development Committee - Brian Johnson, for Katherine Bradley**

The Development Committee updated the sponsor prospectus. The prospectus more clearly displays and defines sponsorship levels and adds sponsorship options for sponsoring a keynote speaker, the closing session, and meals and includes the community partner level sponsorship.

**The committee recommends adoption of the revised sponsorship prospectus; ayes all, approved.**

Through the budgeting process, our board has committed to raising a total of \$65,000 for the year. One way to look at this is that each board member needs to raise about \$2500. We each need to review the sponsor matrix and commit to reach out for sponsors. Some members have already emailed Katherine listing those organizations they will reach out to and the rest of us need to complete that task and commitment. Support documents are available to use in the solicitation process.

Once a commitment is secured, contact Katherine, Jessica and Kim by email. They will follow through with arranging details with the committed sponsor. They are also available for any questions about the solicitation process.

#### **Nominations Committee - Jessica Nischik-Long**

The Nominations Committee needs two directors to volunteer, in addition to the existing chairperson. This is a good way to get engaged and to help to create the ballot for online voting before the conference. Jessica will talk to a few people who were discussed at the board meeting.

#### **Tobacco Reduction Advisory Committee Update - Jennifer Jordan**

**Jennifer** has been the OPHA representative to this committee. Last January 2016 saw legislation enacted to update the indoor clean air act. The committee has been work to raise the minimum age to purchase tobacco to 21 and is making grants available to local PH agencies to develop strategies to counter marketing by tobacco companies to retailers.

#### **New Business, Coalition and Section Updates - Dianna Pickett**

The Nursing section will be having their annual leadership luncheon on May 9. Healthy Environment will have their Science on Tap event in May. Health Educators provided a Health at Every Size training and has an upcoming professional development event on May 22, from 9:30 AM to 3:30 PM. They still need board members to volunteer for the panel discussion of PH jobs. The event is free to attend, with lunch provided.

#### **Adjourn - Dianna Pickett**

**Motion to adjourn, second; meeting adjourned at 3:13 PM.**

#### **UPCOMING BOARD SCHEDULE:**

**Board Meeting, Friday, May 20, 1:00 - 3:00 PM, Portland State Office Building (PSOB), Room 368, Portland**