

MEETING MINUTES

HOREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Northwest Health Foundation, Ramona Room 211 NW Second Ave, Portland, OR on December 14, 2018. The meeting started at 9:30 a.m. and finished at 10:10 a.m. The meeting was followed by the strategic planning board retreat and lasted until 4 p.m.

ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Angela Weaver	David Huntley	Diana Rohlman
April Lawless	Marie Harvey	Elizabeth Sampedro
Tabitha Jensen		Mireille Lafont
Craig Mosbaek		Jackie Leung
Danielle Droppers		Beth Doyle
David Huntley		Jenny Faith
Katie Harris		
Mitch Haas		
Rebekah Bally		
Robb Hutson		
Sheree Smith		
Tom Engle		
Tony Lapiz		
Caryn Wheeler		
Marti Franc		
Mary Ann Wren		
Scott Brown		
Sheree Smith		
Maija Yasui		
Kim La Croix		
Staff	Guest	
Jessica Nischik-Long		

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>

DETAILS AND BACKGROUND

Call to Order – Craig Mosbaek

- Introductions/Roll Call
- November Board Minutes

Motion: To approve November Board of Directors Minutes with corrections (Rebekah Bally). Second (Tom Engle).

- It was noted that there was not a name for the 2nd for moving to accept the Treasurers report. Tony clarified that he had done the 2nd of the motion. Also, noted was to correct the spelling of Rebekah's name.
- Motion passes, new members abstained

Presidents Report – Craig Mosbaek

- January 8, 2019 Policy Breakfast - Craig proposes spending \$600 on food and rental to support the policy breakfast with Representative Rachel Prusak
- Discussion
 - OPHA members will be invited and the event will be promoted through the list serve, Twitter, and Facebook
 - Suggested that if they sign up for OPHA membership when they register, they can get membership price for the event.
 - Well attended in the past
 - We would break even with 12-15 participants
 - There was a comment that this event only really serves Portland
 - Suggestion to live stream the breakfast for folks outside PDX and in the future, get groups together to watch. Robb Hutson will be the lead on live streaming
 - Lots of ideas for future breakfasts

Motion: OPHA Secretary

- To approve the appointment of April Lawless as 2018-19 OPHA Secretary.
 - Motion to appoint – Tony Lapid
 - 2nd – Maija Yasui
 - Motion passes unanimously

Motion: January 2019 Policy Breakfast

- To spend \$600 on food and rental for the January 8 Policy Breakfast
- Motion by Marti Franc
- 2nd by Robb Huttson
- Motion passes unanimously

Treasurers Report - Dave Huntley

- Dave was streamed in and reviewed the November financials and the various sections of the budget
- Discussion of November financials
- Discussion of expected staff time overage between now and January 2019
 - January Board meeting is when we approve the budget for next year
 - There were some questions about staff hours in the budget
 - The remaining Executive Director contact hours is 122, and 424 for Program Assistant until January 31, 2019. There are only 32 remaining hours in the 2018 budget and Jessica and Amy need to work more.
 - Craig wants to clarify the needed hours for positions in December and January. Jessica covered the work of the missing staff person from January 2018 through April 2018. In 2018, we had to reduce staff time from 2017's 45 hours (20 for ED, 25 for PA) to 28 hours per week (20 ED, 8 PA) and Amy and Jessica are finding it difficult to get the required work done in those hours. There were 2 legislative advocacy days, which increased the hours that Jessica worked.
 - There are never weeks where Jessica can only work 8 hours per week.
 - Board members would like to see more detail on the work that is done. One suggestion is to look at day-to-day work, and then additional events, committee support, and other types of work.
 - We should be tracking this closer and figure out a system for tracking the work that is done by Executive Director and Program Assistant

- In the future, we need to change our process to ensure a next-year budget is approved in December, rather than January.

Motion: Increase budget by up to \$4000.00 for Executive Director and Program Assistant hours in December

- Robb moved we approve 20 hours per week for the Executive Director position and 8 hours per week for Amy for December 2018 and January 2019.
- Mary Ann Wren – 2nd
- Motion passes unanimously
- Additional Comments:
 - Danielle – Putting union hat on and without Jessica we have no OPHA. She is concerned that the position does not include medical benefits. Also from an equity standpoint, not providing benefits makes it difficult for anyone who doesn't have a partner with benefits to serve in the role of Executive Director. She proposed a committee to discuss benefits and long-term sustainability of OPHA paid employees.
 - People on volunteering on committee: Danielle, Caryn, Therese, Tony, Robb, Rebekah

Additional Discussion on Treasurers Budget Presentation:

- Key Items:
 - Still getting input on section budgets. Still need to roll up into the budget sheet and send out to Board
 - Need to take a look at the impact of Lifetime Achievement Award and Scholarships and how we want to show that in terms of budget
 - We want to make an increase in the Supplies category to ensure we get a realistic number in there.
 - Need to replenish table and brochure materials for OPHA as well as any materials for 75th Anniversary
 - Ensure our Executive Director has the opportunity to go to APHA Conference .
 - Discussion:
 - We will discuss more about the activities and budget for OPHA 75th Anniversary in the strategic planning retreat.
 - Do we want to end the budget at a zero balance or deficit budget?
 - Within the deficit budget, is there a rainy day amount? Not really. We have been spending down the reserves.
 - Conference registration and membership fees is 95% of our budget so it is fairly predictive
 - Many reasons why we have done deficit budgeting in the past

Motion: To adopt a zero-balance budget, with realistic expectation for the end-of-year budget

- Caryn moves, Marti 2nds
- Motion passes unanimously
- Scott Brown abstains

Motion: Resolution to operate according to 2018 budget levels in January until approval of 2019 budget

- Caryn moves, Marti 2nds
- Motion passes
- Scott Brown abstains
- We may move the budgeting process up one month for 2019
- The Board should expect to see the budget spreadsheet in December 2018, including the assumptions behind the numbers.

Executive Director's Report – Jessica Nischik-Long

- Update profiles
 - Fill out preferences forms(which committees you want to join)
 - Turn in preference forms by January
 - Database will be updated
 - Will be added to personal profiles
 - Jessica pulls reports and sends them to chairs of committees

Policy Committee Report – Jessica Nischik-Long

- Update on Public Health Advocacy Day Planning
 - When you register for the event this year, you also have to register for a preparation call (6 scheduled calls). When people arrive that day, they will know what is going on. This is in the registration form. If they couldn't choose a day for the call, they agree to listen to the Zoom recording of the preparation call.
 - Currently have over 25 people registered and Crook County is bringing 25 people, including students. Helping to prepared them to go to legislative days and they are part of AP section.
 - Samantha Schafer is Chair of the PHAD Planning Committee
- Policy Committee is wondering if we can add the safe gun storage legislation since it was previously approved

Motion: Movement to re-endorse legislation related to safe gun storage.

- Caryn Wheeler moves
- 2nd Marti Franc
- Motion passes unanimously

New Business, Coalition and Sections Updates

None

10:10 – Adjourn

NEXT BOARD MEETING

The next board meeting will be Friday, January 18, 1:00-3:00 pm, location TBD

Committee Meetings:

Executive Committee: Tuesday, January 8, 1-2 pm

Program, Friday, January 11, 2019, 9:00 am