



Conference of Local Health Officials
May 21, 2009
12:05-1:30p
DRAFT Minutes

Agencies Represented:

Charlie Fautin (*Benton*); Karen Ladd (*Columbia*); Frances Smith, At-Large Rep (*Coos*); Muriel DeLaVergne-Brown (*Crook*); Shannon Dames (*Deschutes*); Peggy Kennerly (*Douglas*); Ellen Larsen (*Hood River*); Belle Shepherd, Vice-Chair (*Josephine*); Karen Gillette (*Lane*); Paula Sampson, At-Large Rep (*Lincoln*); Pat Crozier (*Linn*); Pam Heilman (*Marion*); Rick Sherman, CLEHS Rep (*Marion*); Jan Wallinder, AOPHNS Rep (*Multnomah*); Lila Wickham, Interim Chair – CLHO Legislative Committee (*Multnomah*); Andy Olson (*Polk*); Genni Lehnert, Secretary/Treasurer (*Umatilla*); Carrie Brogoitti (*Union*); Teri Thalhofer (*Wasco-Sherman*); Kathleen O’Leary, Chair (*Washington*); Sue Omel, At-Large Rep (*Washington*); Karen Koskela (*Wheeler*)

Morgan Cowling (*Association of Oregon Counties*)
Gordon Fultz (*Association of Oregon Counties*)
Linda Fleming (*Coalition Executive Director*)

PHD: Mel Kohn, Public Health Division Director; Tom Engle, PHD/HS Liaison; Katrina Hedberg, Interim Administrator for Office of Disease Prevention and Epidemiology; Katy King, Intergovernmental Relations Liaison; Jane Moore, Health Promotion/Chronic Disease Prevention Section Manager

Guest(s):

Convene:

Chair, Kathleen O’Leary convened the May 21, 2009 meeting of the Conference of Local Health Officials at 12:05p.

Minutes:

Karen Gillette requested the following additions/corrections to the April 2009 minutes:

- page 2 – Mary **Frodermann** is incorrectly identified as Mary **Broderman**
- page 5 – the piece on the ‘Clean Indoor Air Act’ is worded so it seemed the discussion was *not* around compliance survey. The word ‘survey’ will be added to this portion of the minutes.

In addition both Belle Shepherd (*Josephine*) and Teri Thalhofer (*Wasco Sherman*) were in attendance, but were not identified.

Action:

Genni Lehnert moved and Belle Shepherd seconded the approval of the April 2009 Conference minutes contingent on the corrections/edits detailed above. Motion passed unanimously.

Agenda Review:

Kathleen O’Leary rearranged the agenda as follows:

* HINI Debrief process



- * TPEP FF
- * DHS/CLHO Policy Council
- * PHELPT Update

HINI Debrief Process:

Mel Kohn reported he has heard good feedback regarding the state's response to the (potential) Oregon HINI outbreak, DHS is hosting a debriefing session to discuss lessons learned and Mel stated he is open to whatever method is preferred by CLHO. The intended audience is LHD Administrators and PHD management, and the preferred timeline would be 'sooner rather than later' to allow the state to incorporate CLHO's input in next steps planning. Members agreed that a debriefing session with LHD Administrators and the state PHD would be helpful and beneficial for all involved – in addition, the availability of conferencing technology would make the discussion more accessible.

Tom Engle will follow-up by scheduling a 3 hours meeting sometime in early-mid June.

Funding Formula – TPEP:

Karen Gillette reported CLHO CD met with state staff and came up with an agreement where the compliance survey would still be conducted – but with a different approach. One of the key changes to the survey is instead of randomly selecting establishments across the state – the state will be divided into five regions, and a county will be randomly chosen from each region. Once the counties and establishments are chosen, it is at the LHD Administrator's discretion if they would like staff to accompany state staff on visits – it is not a requirement. Katrina Hedberg added the survey is not related to enforcement in counties – she then thanked the committee for their hard work. Genni Lehnert warned the survey still needs to be conducted in a way that acknowledges local establishments may feel compliance/enforcement elements in these visits – adding that if they do, the relationship between the county and establishment could be damaged. Jane Moore stated she appreciated the concerns/feedback from CLHO members, adding it helps the PHD know how to move forward on 'next steps'. The resulting report of the survey results will not be specific to county and/or establishment. Tom Engle suggested a notification letter to counties would be helpful, an advance notice letter to *all* counties – not just those selected.

Action:

CLHO supports the updated compliance survey as presented. Motion passed unanimously.

Tobacco:

At the April 2009 Conference meeting, Kathleen explained, Tom was charged with initiating a conversation around communications between CLHO and the state PHD. Tom stated meeting was scheduled but was cancelled due to the 'HINI inundation' – the meeting will be rescheduled. Paula Sampson stated the issue is more than communications – it is also about process, i.e. what process was defined at CLHO and not carried through.

Membership will be updated after meeting occurs.

Local Government Advisory Council (LGAC):

Muriel DeLaVergne-Brown reported at the recent LGAC meeting, Dr. Bruce Goldberg discussed the revenue forecast, including OHP, case load forecasts, food stamps and TANF; in addition, Mel gave an HINI update, including statewide and regional collaboration around this issue. A fair amount of recent LGAC discussion has focused on mental health.



Breast and Cervical Cancer:

Pat Crozier reported the Oregon Breast and Cervical Cancer Program (BCCP) has established a process to control spending, they are now awarding quarterly allotments to counties to assure all year availability of BCCP services. New guidelines are being prepared and will be sent to participating providers.

DHS/CLHO Policy:

Linda reported the first draft of the DHS/CLHO Policy used an MOU between AOC and CLHO as a template, however, that proved too lengthy for what is needed in a DHS/CLHO policy, therefore Tom redrafted it.

Tom explained the document outlines current practices with the addition of measurements. The language suggests at least once per year, the current CLHO Chair and current PHD Director assign an ad hoc committee to evaluate if goals/benchmarks were met. Karen added that CLHO Committee Chairs have to think about policy issues on their agendas and request, via the current CLHO Chair, they be brought to CLHO in a timely matter.

Action: Jan Wallinder moved and Paula Sampson seconded the approval/support of the MOU as presented. Motion passed unanimously.

Other:

The June meeting of the Conference will feature the following discussion items:

- 2009 Summer meeting schedule
- September 2009 meeting location
- Possibly the election of a Nominating Committee
- Committee Chairs are asked to please bring any time sensitive requests/agenda items to Linda and Kathleen for inclusion on the June agenda – as the group does not meet again until September.

Meeting was adjourned at 1:30p.