



Conference of Local Health Officials meeting **9:00am-11:30am** *DRAFT Minutes: March 15, 2007*

Agencies Represented:

Tom Eversole, At Large (*Benton*); Marti Franc (*Clackamas*); Frances Smith, Vice Chair (*Coos*); Georganne Greene, PHAO Rep (*Curry*); Karen Triplett* (*Grant*); Ellen Larsen (*Hood River*); Mark Orndoff* (*Jackson*); Diane Seyl* (*Jefferson*); Belle Shepherd (*Josephine*); Karen Gillette* (*Lane*); Paula Sampson (*Lincoln*); Penny Walters* (*Malheur*); Rod Calkins (*Marion*); Dave Houghton, Chair (*Multnomah*); Gary Oxman, Health Officers Caucus Rep (*Multnomah*); Jan Wallinder, AOPHNS Rep (*Multnomah*); Roberta Hellman (*Washington*); Sue Omel (*Washington*); Linda Fleming, Executive Director **OHD**: Katherine Bradley, Tom Engle, Mike Harriman, Gail Shibley

* *participated via videoconference*

Guest(s):

Karen Girard, Asthma and Tobacco Programs (*DHS, Oregon Asthma Program*); Howard, Acting Chief Information Officer (*DAS, Office of Information Services*); Steve Modesitt, Public Health Information Systems Manager (*DHS-HS, PHD*); Trish Neiworth, Public Health Division Communications Officer (*DHS, Administrative Services, Office of Communications*); Frank Steinkellner, FamilyNet Project Manager (*DHS, Administrative Services*); Barbara Woods, System Architecture Manager (*DHS, Office of Information Services*)

County Roll Call:

The following counties were represented: Benton, Clackamas, Coos, Curry, Grant, Hood River, Jackson, Jefferson, Josephine, Lane, Lincoln, Malheur, Multnomah and Washington.

Convene/Introductions:

The meeting of the Conference of Local Health Officials was convened at 9:06am by Chair, Dave Houghton, with six Executive Committee members present.

Agenda Review:

Dave Houghton explained PE 12 was pulled from the consent agenda – however, PE 43 is to be added to the March meeting agenda. Tom Engle asked for a brief discussion item on variance, in regards to annual planning, to be added to the agenda.

Minutes:

Frances Smith requested the minutes be edited from “*Frances Smith suggested an amendment to some of the language before moving to approve*” to “*Frances Smith suggested an amendment to the language around **required** attendance at immunization conference*”.

Motion: Dave Houghton moved and Jan Wallinder seconded the approval of the February 15, 2007 corrected Conference and Coalition meeting minutes.



Minutes from both meetings were approved, contingent on the correction noted by Frances Smith. Minutes were approved by a majority vote of the Coalition Executive Committee as there was no majority of counties represented.

Consent Agenda:

Tom Eversole motioned and Jan Wallinder seconded the approval of the March 15, 2007 consent agenda. Agenda was voted on by a vote of the Coalition Executive Committee as there was no majority of counties represented.

Motion: All Executive Committee members present voted in favor of the items on the consent agenda. **The Consent Agenda was passed with no oppositions and no abstentions.**

Program Element 43:

Tom Engle reminded the group this was pulled from the February consent agenda because of the requirement to attend the annual immunization conference. Frances Smith suggested the following amendment: *The local public health authority shall participate when adequate funding for the cost of attendance is provided by the local health department.*

Katherine Bradley worked with Lorraine Duncan on this PE per Frances Smith's request to have language around mandatory attendance of the annual Immunization conference. Katherine explained there was a suggestion for changing the language in question to read:

"The LPHA shall receive dedicated funds to attend annual conference or send a substitute. If travel exceeds allotted amount, the state will reimburse additional costs."

Frances Smith responded she thought the language was fine.

Dave Houghton called for a motion to adopt PE 43 with modified language.

Motion: Jan Wallinder moved and Gary Oxman seconded the adoption of PE 43 with modified language around attendance at the annual Immunization conference. **Motion approved with no oppositions or abstentions.**

Program Element 12:

Roberta Hellman explained she'd originally arranged for Program Element (PE) 12 to be put on the consent agenda with the idea that all counties would have the opportunity to review the revisions. However, at the recent February 21st CLHO PHEPLT meeting, only 2 committee members were present: Marilyn Carter and Frances Smith and Roberta wanted to ensure everyone was aware of the revisions and could vote on the PE. Frances Smith asked for an explanation of what is expected in PE 12 in regards to Behavioral Health Plans (BHP). Mike Harriman responded several counties have been working on BHPs, but they are not necessarily an LPA responsibility. He then added, in some HRSA regions where a plan already exists, all counties in the region adopt it. Tom Eversole asked if there was a difference between the DHS plan and the HRSA plan; Mike Harriman responded there is no difference



between state and local level plans. Adding, the state wants to complement local HRSA/LPA plans.

Georganne Greene commented that the way the current PE is written, language needs to be cleaned up and clarified regarding what actions to take if there is a 'county/regional plan in place'. Roberta Hellman responded it seemed pretty open-ended and broad in its language. She added she is not sure what more is needed and thinks the PE clearly states that a separate plan for each region is not necessary. Tom Engle stated that he agreed with Roberta, adding the PE puts the responsibility of adopting the plan, on the governing body.

Dave Houghton stated CLHO is entrusting the chair of PHELPT to modify the PE language to address concerns while maintaining the federal guidelines. After brief conversation he then called for a motion to adopt PE 12 with modified language.

Motion: Jan Wallinder motioned and Tom Eversole seconded the approval of PE 12 with amended language.

Georganne Greene expressed her concern with voting 'yes' stating they potential changes may not be what is wanted.

Motion: Jan Wallinder amended the motion to "Adopt PE 12 with clarifying language that LPA are not responsible for developing a Behavioral Health Plan".

Motion approved with no oppositions or abstentions.

BT Committee authorization:

Dave Houghton reported CLHO Executive gave the BT committee authority to approve awhile ago, due to the ever-changing timelines from the federal government in regards to PE 5. However, Dave added, the authority to approve should revert back to the CLHO Executive Committee. He then called for a motion to revert to the standard process for adoption.

Motion: Gary Oxman moved and Tom Eversole seconded reverting to the original process where only the CLHO Executive Committee has the authority to approve.

Motion approved with no oppositions or abstentions.

After a brief discussion about the process of voting on PEs, Dave Houghton asked to have a broader discussion about how the state works with the mental health community and how it coordinates HRSA and CDC work, at a future meeting.

Motion: Reverting back to standard voting procedure on PE 12 was made.

Motion approved with no oppositions or abstentions.

TPEP:

Tom Eversole stated this was an informational/update agenda item to report on Oregon's Tobacco Prevention and Education Program (TPEP) and how it predates the guidelines outlined by the CDC. Because it predates what was done by the CDC, it



lacks enforcement and chronic disease elements. The Chronic Disease Committee, chaired by Tom Eversole, is promoting adding new elements even if no new funding is received; in which case, the committee would propose pooling dollars to cover it.

The committee proposes funding to counties to cover 3 of the 9 elements for a comprehensive tobacco-control program, as defined by the CDC: community programs to reduce tobacco use, enforcement and chronic disease programs to reduce the burden of tobacco-related disease.

CLHO members are encouraged to send their comments and concerns directly to Tom Eversole.

Interoperability:

Ellen Larsen reported several counties and the Oregon Community Health Information Network (OCHIN) expressed a desire for the creation of a white paper on interoperability. The document explains the concept of interoperability from just a technical standpoint. To create a white paper across all programs, Ellen explained, would be a band-aid approach and potentially very expensive. The CLHO IS committee looked at two proposed areas for interoperability between the state and county data systems: sharing client demographic information and eliminating duplicate data entry.

Before looking at moving data from county to county, Ellen explained the IS committee first needs to know if counties are able to access the data and make sense of records for more seamless approach and better quality of care. She explained the committee needed more input from administrators and the business side before proceeding. The technical side wants to be involved in the process, so business rules aren't being created in a vacuum.

Dave Houghton stated he was trying to figure out if there is an area of interoperability an ad hoc committee should look at first. Ellen responded that is why the committee chose demographics because of issues like: *Who collects data? Who owns it? And, how will it be updated?* She explained the IS committee wants to be able to look at how to decrease duplicative entries and is very committed to addressing the broad range of needs of multiple systems.

Barbara Woods stated there needs to be ongoing group discussions, like a CLHO Standards and IS committee collaboration, to address standards of practice. Tom Eversole responded he like the approach and it seemed to make a lot of sense, adding the CLHO Chronic Disease and HIV committees should be kept in the conversation.

Gary Oxman stated taking this discussion to the individual CLHO committees, as opposed to the larger CLHO group, made sense. Adding there is a huge human dimension to demographics, including issues around racial, ethnic and religious identification(s).



Katherine Bradley reported the committee would plan to bring more clarified and a clearer idea of what is needed to the entire CLHO group for an actual vote for sponsorship.

County Bulletin:

Trish Neiworth attended the meeting to report on the *County Bulletin*, a newsletter produced by the state. She explained it is a joint effort between the state's PHD and CLHO with several goals:

- ❖ Covers statewide policy
- ❖ Spotlighting counties best standards
- ❖ Acting as a link to important information

The newsletter also serves as a vehicle to report on important community issues, like drinking water and emergency preparedness. The upcoming issue will focus on National Public Health Week. So far, Trish explained, twenty-four counties have been spotlighted and they are working hard to get the remaining 1/3 of counties featured in the 2007 editions. To date, about 250-300 people have signed up to receive the newsletter, in addition to public health state staff who automatically receive it. Karen Gillette commented this helps all counties feel they are part of a 'bigger system'.

Other:

Dave Houghton reported he sent a draft summary of the interim variance process agreed to at the March 5th Timber Revenue meeting. The draft was sent to committee chairs and state PHD administration. This process is documented in the minutes from the meeting, which will be sent soon.

Tom Engle reported he has received no variance requests. Adding, it would be helpful and is important for people to be specific and explicitly state financial impacts to counties. The process is really about the timber revenue shortfall.

County representatives are encouraged to send their variance requests to Tom Engle.

Tom Engle proposed the annual plan due date be changed to June 1, 2007.

Motion: Jan Wallinder moved and Tom Eversole seconded changing the annual plan due date to June 1, 2007. **Motion was approved with no oppositions or abstentions.**

Meeting of the Conference of Local Health Officials adjourned at 11:30am.