

**CONFERENCE OF LOCAL HEALTH OFFICIALS
EXECUTIVE COMMITTEE MEETING
May 19, 2005**

The meeting was called to order by Marilyn Sutherland, Chair, with seven Executive Committee members present. Alan Melnick and Gary Oxman were absent. Fifteen local health departments and DHS/HS were represented.

Jan Wallinder moved, Anne Peltier seconded: Approve the April minutes (passed unanimously).

Garrett Lee Smith Grant Application – Frank Moore

Lisa Millet framed the grant and the criteria for application and selection. Six or seven counties submitted letters of intent. After conferring with Sen. Smith's office, lack of focus on 10-17 year olds and statewide applicability were identified as weaknesses in the Oregon proposal.

Jan Wallinder reported that the application had been discussed at CLHO MCH. They had been informed that the sites had been selected, but the information has not been released yet. Selection was based on death and attempt rates, population, rural/urban/coastal and regional, and evidence of Mental Health/Public Health collaboration, along with support from an institution of higher education. To address the 10-17 year old population and statewide approaches, a training may be offered statewide focusing on this age group.

Jan Wallinder and Frank Moore both pointed out that there was not a lot of money available for the level of expectations. In addition, Oregon Partnership, a private non-profit, has been in contact with Sen. Smith's office and is requesting money.

PHPLT – Dave Houghton

Dave presented a high level review of the Milne Report on Local Preparedness and stated the complete document had been sent to all administrators and Preparedness Coordinators. The county survey was web-based with subsequent on-site follow-up with each county to review strengths, assets, and challenges.

Dave Houghton distributed a handout on the CDC/HRSA cooperative agreement(s) and asked Susan Allan to provide an update based on her most recent information. Susan discussed CDC and HRSA concerns about justification of funding and noted that a number of programs have already been transferred to Homeland Security. HAN, emergency response, and bioterrorism preparedness are at risk if CDC/HRSA and state/local partners can't make Health and Human Services and Homeland Security see Public Health Preparedness progress and importance on their terms. Susan assured those present that DHS/HS will have an even greater investment in promoting a relationship with Office of Emergency Management. She identified a need to reduce the separation and share the workload. She encouraged local agencies to do the same.

Dave Houghton stated the guidance is posted on the website and noted that "dual use" is not explicit in the guidance. There was discussion about some diseases being more emergency preparation worthy than others and the issues of maintaining capacity and expertise for communicable disease control. When asked about the feasibility of establishing a standard for communicable disease staffing capacity, Susan Allan responded that no one has been able to identify that number due to the number of variables, and always end up with outcome indicators vs. a staffing number. She pointed out that we are each other's surge capacity in the event of a disaster or outbreak.

Discussion of the need to move forward with the application in a timely manner.

Anne Peltier moved, Jan Wallinder seconded: Give PHPLT fast track authority to make decisions and move forward with the workplan.

Discussion: How can all counties be informed of the content and status? **Linda Fleming will forward all information as she receives it to administrators. Susan Allan and Dave Houghton will keep Linda informed and forward all summaries and updates.**

Process for grant approval/concurrence from CLHO: Completed grant will be e-mailed to Executive Committee Officers for approval.

The motion passed.

PAN Grant Funding Formula – Kathy Schwartz

Jane Moore worked with both CLHO Chronic Disease and Funding Formula Committee to prepare the application and funding formula. Funding Formula Committee supported the recommendation from CLHO Chronic Disease Committee. The formula distributes approximately \$120,000.00 to the local level. Funds for evaluation and other required activities will stay at the state level. The grant does add some state staff.

Kathy Schwartz moved, Jan Kaplan seconded: Support the Funding Formula Committee recommendation (passed unanimously).

The RFA will go out to counties prior to notice of award.

Jane Moore distributed county information on population and employers with fifty or more employees and CDC basic implementation grant requirements.

Jane Moore distributed the proposed program elements and requested CLHO Executive Committee approval. There was discussion of the program elements and concerns expressed that all Executive Committee members had not seen the proposed elements. It was suggested approval be postponed, but Jane reiterated her desire to include the approved elements in the RFA packet.

Jan Kaplan moved, Kathy Schwartz seconded: Approve conditionally with the option to bring them back if necessary. If CLHO Exec has problems let Tom Eversole know and have Linda Fleming do an electronic confirmation if questions are raised (passed unanimously).

In response to a question about timelines, it was stated the RFA would be out by July 1.

Drinking Water Program Elements – Matt Jaqua

Matt distributed a handout and recommended that for the Drinking Water Contract the biennial Statewide Drinking Water Conference be used as the informal forum for meeting, discussing, and resolving issues identified in the Drinking Water Program. In the interim, CLEHS and State staff will be moving toward a more formal method to process issues.

CLEHS recommended continuation of the current program elements.

Upon questioning by Susan Allan as to what is currently being addressed (fixed), Matt Jaqua responded that counties are on a continuum of skills and service levels in their ability to reduce violations and increase monitoring. There are varying needs for the funding with a desire for more flexibility. Ultimately CLEHS would like to see the fund allocation criteria changed so that a county is not penalized by reduced funding if they do a good job.

Moved and seconded: The Drinking Water Program language be extended and the State Drinking Water Conference be recognized as the forum for review (passed unanimously).

Social Marketing Strategy – Lila Wickham

A handout and semi final report of the project was reviewed. Lila provided general overview of the strategy, its components, and recommendations. She requested, on behalf of Standards Committee, for support of the recommendations, including inviting the contractor to the August meeting. Kathy Schwartz stated that the purpose for inviting the contractor is to help us determine where we go next. There was general discussion of the recommendation, the intended audience, cost, need for more information packets, and supports for moving forward (e.g. – additional staff and how to fund it). There were questions as to how this connected with other strategic planning efforts. It was stated that DHS/HS should assist in the financial and other support of the project. Susan Allan noted that the state cannot do nor develop lobbying skills and suggested that the training center at the University

of Washington might be of some assistance in developing messages and skills. “Messaging” vs. lobbying is more preferable. She stated there is national research showing that clear and practical messages for the public are essential.

Other discussion followed. Marilyn Sutherland noted there was general support for a CLHO structural analysis in the strategic planning session done September 2004, but there hasn't been room for further development on regular agendas. A summer or fall meeting should be used for that purpose. She suggested that we fold the strategic marketing information into that process.

Lila Wickham and the committee were asked to bring back specific activities to further support and clarify their recommendations.

Discussions with UW Training Center should be initiated.

Jan Wallinder suggested that Tom Evans come to CLHO Executive Committee to present his ideas and recommendations to CLHO leadership based on the social marketing campaign just completed. Provide CLHO leadership with advice on next steps and reaffirm social marketing's place as part of addressing a strategic planning process and organizational development.

Anne Peltier reported she had received and paid an additional invoice above the contract amount on behalf of the Coalition of Local Health Officials. She reminded the Executive Committee that the amount had been necessary due to a need to revise erroneous information in the marketing packets.

Moved and seconded: Approve invoice for \$700.00 above contract to EMS (passed unanimously).

IS Committee – Ellen Larsen

IS Committee has embraced the HL7 standard in their strategic plan. Ellen described areas it will be applied to and noted that the State is moving towards digital certificate for access. It is believed it will help with password proliferation. The IS meeting has been combined with the county health data managers meetings.

DHS Highlights – Susan Allan

It has been announced that Cindy Becker is leaving as Deputy Director, DHS, and Barry Kast has been appointed acting Deputy. An interim Director has been appointed.

The Preventive Health Block Grant has been cut at the federal level. The full amount is replaced in the DHS budget “reshoot.”

General discussion of the DHS funding “hole,” and proposal to take funds saved and earmarked for future projects to help fill current gaps.

Marti Franc requested on behalf of CLHO MCH that there be a more integrated annual planning process. Tom Engle responded that statute already requires that all elements of the annual plan be approved by CLHO. If statute is followed, the perceived problem should be solved.

Future Meetings

Tom Engle asked if the annual meeting of the Coalition is scheduled for June.

Marilynn Sutherland asked about the suggestion to meet with OPHA in the fall. Tom Engle clarified that it is not really a meeting “with” OPHA, but rather in conjunction with OPHA, either the day before or after. The OPHA fall meeting is October 6 and 7 in Corvallis. Dates for the CLHO meeting were suggested as possibilities. It was noted that holding the Annual Meeting of CLHO during the AOC Annual Meeting hasn't worked very well. Decision was postponed to a later date.

Meeting adjourned.