

AGENDA

PUBLIC HEALTH ADVISORY BOARD Charter and Bylaws Workgroup

September 16, 2022, 12:00-1:30 pm

Join ZoomGov Meeting

<https://www.zoomgov.com/j/16134391980>

Meeting ID: 161 3439 1980

One tap mobile

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Meeting objectives:

- Approve September 2 minutes
- Continue to review and recommend updates to PHAB charter and bylaws

12:00-12:15 pm	Welcome, shared agreements, agenda review <ul style="list-style-type: none">• Welcome, board member introductions and icebreaker• Share group agreements and the Health Equity Review Policy and Procedure• Approve September 2 workgroup minutes	Cara Biddlecom, OHA staff PHAB members
12:15-1:15 pm	PHAB charter and bylaws updates <ul style="list-style-type: none">• Continue to review recommended changes to date• Discuss additional recommended changes to reflect PHAB member discussion and Health Equity Committee recommendations• Determine who will present the charter and bylaws at the October 13 meeting	Cara Biddlecom and Sara Beaudrault, OHA staff PHAB members
1:15-1:25 pm	Public comment	Cara Biddlecom, OHA staff

1:25 pm Adjourn

Cara
Biddlecom,
OHA staff

PHAB Accountability Metrics

Group agreements

- Stay engaged
- Speak your truth and hear the truth of others
- Expect and accept non-closure
- Experience discomfort
- Name and account for power dynamics
- Move up, move back
- Confidentiality
- Acknowledge intent but center impact: ouch / oops
- Hold grace around the challenges of working in a virtual space
- Remember our interdependence and interconnectedness
- Share responsibility for the success of our work together

Draft Minutes

PUBLIC HEALTH ADVISORY BOARD Charter and Bylaws Workgroup

September 2, 2022, 12:00-1:30 pm

Join ZoomGov Meeting

<https://www.zoomgov.com/j/16134391980>

Meeting ID: 161 3439 1980

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Meeting objectives:

- Discuss Health Equity Committee feedback about Oregon Health Policy Board committee charters
- Review and recommend updates to PHAB charter and bylaws

Welcome, shared agreements, agenda review

- Welcome, board member introductions and icebreaker
- Share group agreements and the Health Equity Review Policy and Procedure
- Share OHPB Health Equity Committee recommendations for committees
 - Health Equity committee's letter to OHPB and committees. To be used and keep in mind when modifying/updating charter and bylaws
 - Modifying charter & bylaws of OHPB & committees to reflect equity inclusion and anti-racism as organizational values
 - Engaging in racial equity journey creating concrete set of deliverables that advance population health through racial equity goals of OHPB & committees
 - Increasing racial equity values in OHPB & committee recruitment and onboarding as well as incorporating racial equity goals and expectations into core responsibilities and decision making
 - Ensuring that the members of OHPB & committees reflect the racial and ethnic make up and lived experiences of communities it serves
 - Participating in learning process to improve language, comprehension, and commitment
 - Ensure that OHPB & committees are model for ongoing engagement, learning and commitment to this effort

PHAB charter and bylaws updates

- Authority section changes:
 - Change last line in first paragraph to read “The purpose of the PHAB is to advise and make recommendation to governmental public health in Oregon.”
 - Second item changed to read “A commitment to health equity for all people as defined in OHPB’s health equity definition.”
 - Fifth item changed to read “Guidance for Oregon Health Authority, Public Health Division strategic initiatives, including the state health assessment and state health improvement plan.
 - Sixth item changed to read “Support and alignment for local governmental strategic initiatives.”
 - Seventh item changed to read “Connect, convene, and align LPHAs, Tribes, CBOs & other partners to maximize strengths across the public health system and serve community-identified needs.”
- Deliverables section changes:
 - PHA duties (left side of table) can’t be changed as they are in statute. PHAB objectives (right side of table) can be changed without legislative action.
 - Objective A changes
 - First item – have knowledge of OHPB agendas and priorities
 - Second item – create opportunities to align with OHPB priorities & elevate recommendations to OHPB
 - Third item – participate in and provide guidance for Oregon’s state health assessment
 - Fourth item – regularly review state public health data to identify on going and emerging health issues
 - Fifth item – provide recommendations to OHPB on policies needed to address priority public health issues, including social determinants of health, per PHAB’s health equity review policy and procedures
 - Removed last two items as it is addressed in bylaws
 - Objective B changes
 - “Early learning” removed from all items
 - Removed last item
 - 4th item changed to read “Identify opportunities for health care delivery system to support statewide public health goals.”
 - Objective C changes
 - First item – Provide representation and participate in the administrative rule making process when appropriate
 - Second item – Provide recommendations on updates to the public health modernization manual as needed.
 - Objective D & E changes
 - Merged the two cells as they overlap but still state both statutes

- Removed items from both that state have been completed
- Second item – Perform ongoing evaluation, review, and recommendations toward systems performance.
- Add item – Use assessment findings to inform PHAB priorities.

Public Comment

- No public Comment

Next meeting scheduled for September 16, 2022, from 12:00 pm – 1:30 pm

**Public Health Advisory
Board, July 2022 PHAB
proposed updates**

I. Authority

The Public Health Advisory Board (PHAB) is established by ORS 431.122 as a body that reports to the Oregon Health Policy Board (OHPB). PHAB performs its work in accordance with its Health Equity Review Policy and Procedure <https://www.oregon.gov/oha/PH/ABOUT/Documents/phab/PHAB-health-equity.pdf>.

The purpose of the PHAB is to advise and make recommendations for governmental public health in Oregon. The role of the PHAB includes:

- A commitment to leading intentionally with racial equity to facilitate public health outcomes.
- A commitment to health equity for all people as defined in OHPB’s health equity definition.
- Alignment of public health priorities with available resources.
- Analysis and communication of what is at risk when there is a failure to invest resources in public health.
- Guidance for Oregon Health Authority, Public Health Division strategic initiatives, including the State Health Assessment and State Health Improvement Plan.
- Support and alignment for local governmental strategic initiatives.
- Connect, convene and align LPHAs, Tribes, CBOs and other partners to maximize strengths across the public health system and serve community-identified needs.
- Support for state and local public health accreditation and public health modernization.

This charter defines the objectives, responsibilities, and scope of activities of the PHAB.

The charter will be reviewed no less than annually to ensure that the work of the PHAB is aligned with statute and the OHPB’s strategic direction.

II. Deliverables

The duties of the PHAB as established by ORS 431.123 and the PHAB’s corresponding objectives include:

PHAB Duties per ORS 431.123	PHAB Objectives
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<p>a. Make recommendations to the OHPB on the development of statewide public health policies and goals.</p>	<ul style="list-style-type: none"> • Have knowledge of OHPB agendas and priorities. • Create opportunities to align with OHPB priorities and elevate recommendations to OHPB • Participate in and provide guidance for Oregon’s State Health Assessment. • Regularly review state public health data to identify ongoing and emerging health issues. • Provide recommendations to OHPB on policies needed to address priority public health issues, including the social determinants of health, per PHAB’s health equity review policy and procedure.
<p>b. Make recommendations to the OHPB on how other statewide priorities, such as the provision of early learning services and the delivery of health care services, affect and are affected by</p>	<ul style="list-style-type: none"> • Regularly review health system transformation priorities. • Recommend how health system transformation priorities and statewide public health goals can best be aligned.
<p>statewide public health policies and goals.</p>	<ul style="list-style-type: none"> • Identify opportunities for public health to support health system transformation priorities. • Identify opportunities for health care delivery system to support statewide public health goals.
<p>c. Make recommendations to strengthen foundational capabilities and programs for governmental public health and other public health programs and activities</p>	<ul style="list-style-type: none"> • Provide representation and participate in the administrative rulemaking process when appropriate. • Provide recommendations on updates to the Public Health Modernization Manual as needed. • Make recommendations on the roles and responsibilities of partners, including LPHAs, Tribes, CBO, RHECs, OHA and others to the governmental public health system

<p>d. Make recommendations to the OHPB on the adoption and updating of the statewide public health modernization assessment.</p> <p>e. Make recommendations to the OHPB on updates to and ongoing development of and any modification to the statewide public health modernization plan.</p>	<ul style="list-style-type: none"> • Make recommendations and updates to the OHPB on processes/procedures for updating the statewide public health modernization assessment. • Perform ongoing evaluation, review and recommendations toward system performance • Update the public health modernization plan as needed based on capacity. • Use assessment findings to inform PHAB priorities.
<p>f. Establish accountability metrics for the purpose of evaluating the progress of the Oregon Health Authority (OHA), and local public</p>	<ul style="list-style-type: none"> • Core set of metrics. For example, across any programs there would be metrics related to access, reach. • Menu of metrics and orgs working in these areas would be eligible to receive incentives

<p>health authorities, CBO's and HEC's in achieving statewide public health goals.</p>	
<p>PHAB Workgroup reviewed through f.</p>	
<p>g. Make recommendations to the Oregon Health Authority (OHA) and the OHPB on the development of and any modification to plans developed for the distribution of funds to local public health authorities CBO's and HEC's, and the total cost to local public health authorities of implementing the foundational capabilities programs.</p>	<ul style="list-style-type: none"> • Identify effective mechanisms for funding the foundational capabilities and programs. • Develop recommendations for how the OHA shall distribute funds to local public health authorities. • Review the Public Health Modernization Assessment report for estimates on the total cost for implementation of the foundational capabilities and programs. (completed, 2016)

<p>h. Make recommendations to the Oregon Health Policy Board on the incorporation and use of accountability metrics by the Oregon Health Authority to encourage the effective and equitable provision of public health services by local public health authorities, CBO's and HEC's</p>	<ul style="list-style-type: none"> • Develop and update public health accountability metrics and local public health authority process measures. • Provide recommendations for the application of accountability measures to incentive payments as a part of the local public health authority funding formula.
<p>i. Make recommendations to the OHPB on the incorporation and use of incentives by the OHA to encourage the effective and equitable provision of public health services by local public health authorities, CBO's and HEC's</p>	<ul style="list-style-type: none"> • Develop models to incentivize investment in and equitable provision of public health services across Oregon. • Solicit stakeholder feedback on incentive models.
<p>j. Provide support to local public health authorities in developing local plans to apply the foundational capabilities and implement the foundational programs for governmental public health.</p>	<ul style="list-style-type: none"> • Provide support and oversight for the development of local public health modernization plans.
<p>k. Monitor the progress of local public health authorities, CBO's and HEC's in meeting statewide public health goals, including employing the foundational capabilities and implementing the foundational programs for governmental public health.</p>	<ul style="list-style-type: none"> • Provide oversight and accountability for Oregon's State Health Improvement Plan by receiving quarterly updates and providing feedback for improvement. • Provide support and oversight for local public health authorities in the pursuit of statewide public health goals. • Provide oversight and accountability for the statewide public health modernization plan. • Develop outcome and accountability measures for state and local health departments.

<p>l. Assist the OHA in seeking funding, including in the form of federal grants, for the implementation of public health modernization.</p>	<ul style="list-style-type: none"> • Provide letters of support and guidance on federal grant applications. • Educate federal partners on public health modernization. • Explore and recommend ways to expand sustainable funding for state and local public health and community health.
<p>m. Assist the OHA in coordinating and collaborating with federal agencies.</p>	<ul style="list-style-type: none"> • Identify opportunities to coordinate and leverage federal opportunities. • Provide guidance on work with federal agencies.

Additionally, the Public Health Advisory Board is responsible for the following duties which are not specified in ORS 431.123:

Duties	PHAB Objectives
<p>a. Review and advise the Director of the OHA Public Health Division and the public health system as a whole on important statewide public health issues or public health policy matters.</p>	<ul style="list-style-type: none"> • Provide guidance and recommendations on statewide public health issues and public health policy.
<p>b. Act as formal advisory committee for Oregon’s Preventive Health and Health Services Block Grant.</p>	<ul style="list-style-type: none"> • Review and provide feedback on the Preventive Health and Health Services Block Grant work plan priorities.
<p>c. Provide oversight for the implementation of health equity initiatives across the public health system <u>by leading with racial equity.</u></p>	<ul style="list-style-type: none"> • Receive progress reports and provide feedback to the Public Health Division Health Equity Committee. • Participate in collaborative health equity efforts.

III. Dependencies

PHAB has established two subcommittees that will meet on an as-needed basis in order to comply with statutory requirements:

1. Accountability Metrics Subcommittee, which reviews existing public health data and metrics to propose biannual updates to public health accountability measures for consideration by the PHAB.
2. Incentives and Funding Subcommittee, which develops recommendations on the local public health authority funding formula for consideration by the PHAB.

PHAB shall operate under the guidance of the OHPB.

IV. Resources

The PHAB is staffed by the OHA, Public Health Division, as led by the Policy and Partnerships Director. Support will be provided by staff of the Public Health Division Policy and Partnerships Team and other leaders, staff, and consultants as requested or needed.

PHAB Executive Sponsor: [Rachael Banks](#), Public Health Director, Oregon Health Authority, Public Health Division

Staff Contact: Cara Biddlecom, Oregon Health Authority, Public Health Division

PUBLIC HEALTH ADVISORY BOARD BYLAWS

~~November 2017~~ April 2020

ARTICLE I

The Committee and its Members

The Public Health Advisory Board (PHAB) is established by ORS 431.122 for the purpose of advising and making recommendations to the Oregon Health Authority (OHA) and the Oregon Health Policy Board (OHPB).

The PHAB consists of the following 14 members appointed by the Governor.

1. A state employee who has technical expertise in the field of public health;
2. A local public health administrator who supervises public health programs and public health activities in Benton, Clackamas, Deschutes, Jackson, Lane, Marion, Multnomah or Washington County;
3. A local public health administrator who supervises public health programs and public health activities in Coos, Douglas, Josephine, Klamath, Linn, Polk, Umatilla or Yamhill County;
4. A local public health administrator who supervises public health programs and public health activities in Clatsop, Columbia, Crook, Curry, Hood River, Jefferson, Lincoln, Tillamook, Union or Wasco County;
5. A local public health administrator who supervises public health programs and public health activities in Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Wallowa or Wheeler County;
6. A local health officer who is not a local public health administrator;
7. An individual who represents the Conference of Local Health Officials created under ORS 431.330;
8. An individual who is a member of, or who represents, a federally recognized Indian tribe in this state;
9. An individual who represents coordinated care organizations;
10. An individual who represents health care organizations that are not coordinated care organizations;
11. An individual who represents individuals who provide public health services directly to the public;
12. An expert in the field of public health who has a background in academia;
13. An expert in population health metrics; and
14. An at-large member.

Governor-appointed members serve four-year terms and are eligible for reappointment. Members serve at the pleasure of the Governor.

PHAB shall also include the following nonvoting, ex-officio members:

1. The Oregon Public Health Director or the Public Health Director's designee;
2. If the Public Health Director is not the State Health Officer, the State Health Officer or a physician licensed under ORS chapter 677 acting as the State Health Officer's designee;
3. If the Public Health Director is the State Health Officer, a representative from the Oregon Health Authority who is familiar with public health programs and public health activities in this state; and
4. An OHPB liaison.

Members are entitled to travel reimbursement per OHA policy and are not entitled to any other compensation.

Members who wish to resign from the PHAB must submit a formal resignation letter. Members who no longer meet the statutory criteria of their position must resign from the PHAB upon notification of this change.

If there is a vacancy for any cause, the Governor shall make an appointment to become immediately effective for the unexpired term.

ARTICLE II

Committee Officers and Duties

PHAB shall elect ~~one~~two of its voting members to serve as the chair ~~and vice chair~~. Elections shall take place ~~no later than January of~~within the first quarter of each even-numbered year and must follow the requirements for elections in Oregon's Public Meetings Law, ORS 192.610-192.690. Oregon's Public Meetings Law does not allow any election procedure other than a public vote made at a PHAB meeting where a quorum is present.

The chair ~~and vice chair~~ shall serve a ~~two~~-year terms. The chair ~~and vice chair are~~is eligible for one additional two-year reappointment.

If the chair were to vacate their position before their term is complete, ~~the vice chair shall become the new chair to~~a chair election will take place to complete the term. ~~If a vice chair is unable to serve, or if the vice chair position becomes vacant, then a new election is held to complete the remainder of the vacant term(s).~~

The PHAB chair shall facilitate meetings and guide the PHAB in achieving its deliverables. The PHAB chair shall represent the PHAB at meetings of the OHPB as directed by the OHPB designee. The PHAB chair may represent the PHAB at meetings with other stakeholders and partners, or designate another member to represent the PHAB as necessary.

~~Should the PHAB chair not be available to facilitate a meeting, the PHAB chair shall identify a voting member to facilitate the meeting in their place.~~

~~The PHAB vice chair shall facilitate meetings in the absence of the PHAB chair. The PHAB vice chair shall represent the PHAB at meetings of the OHPB as directed by the OHPB designee when the PHAB chair is unavailable. The PHAB vice chair may represent the PHAB at meetings with other stakeholders and partners when the PHAB chair is unavailable or under the guidance of the PHAB chair, or may designate another member to represent the PHAB as necessary.~~

Both the PHAB chair ~~and vice chair~~ shall work with OHA Public Health Division staff to develop agendas and materials for PHAB meetings. The PHAB chair shall solicit future agenda items from members at each meeting.

ARTICLE III

Committee Members and Duties

Members are expected to attend regular meetings and are encouraged to join at least one subcommittee.

Absences of more than 20% of scheduled meetings that do not involve family medical leave may be reviewed.

Date approved: ~~November 17, 2017~~

In order to maintain the transparency and integrity of the PHAB and its individual members, PHAB members must comply with the PHAB Conflict of Interest policy as articulated in this section, understanding that many voting members have a direct tie to governmental public health or other stakeholders in Oregon.

All PHAB members must complete a standard Conflict of Interest Disclosure Form. PHAB members shall make disclosures of conflicts at the time of appointment and at any time thereafter where there are material employment or other changes that would warrant updating the form.

PHAB members shall verbally disclose any actual or perceived conflicts of interest prior to voting on any motion that may present a conflict of interest. If a PHAB member has a potential conflict related to a particular motion, the member should state the conflict. PHAB will then make a decision as to whether the member shall participate in the vote or be recused.

If the PHAB has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member and afford an opportunity to explain the alleged failure to disclose. If the PHAB determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action including potential removal from the PHAB.

Members must complete required Boards and Commissions training as prescribed by the Governor's Office.

[PHAB members shall utilize regular meetings to propose future agenda items.](#)

ARTICLE IV

Committee and Subcommittee Meetings

PHAB meetings are called by the order of the chair or vice chair, if serving as the meeting facilitator. A majority of voting members constitutes a quorum for the conduct of business.

PHAB shall conduct its business in conformity with Oregon's Public Meetings Law, ORS 192.610-192.690. All meetings will be available by conference call, and when possible also by either webinar or by livestream.

The PHAB strives to conduct its business through discussion and consensus. The chair or vice chair may institute processes to enable further decision making and move the work of the group forward.

Voting members may propose and vote on motions. The chair and vice chair will use Robert's Rules of Order to facilitate all motions. Votes may be made by telephone. Votes cannot be made by proxy, by mail or by email prior to the meeting. All official PHAB action is recorded in meeting minutes.

Meeting materials and agendas will be distributed one week in advance by email by OHA staff and will be posted online at www.healthoregon.org/phab.

ARTICLE V

Amendments to the Bylaws

Bylaws will be reviewed annually. Any updates to the bylaws will be approved through a formal vote by PHAB members.