

## Modernization Improvement Workgroup

April 10, 2026

### Attendees:

Sara Harstein, Sara Beaudrault, Emily Wegener, Steve Fiala, Martha McInnis, Drew Simpson, Andrea Krause, Shane Sanderson, Heather Kaisner, Florence Pourtal, Kelly McDonald, Laura Lui, Andrew Epstein, Julie Reeder, Allison Mora, Veronica Herrera, Valori Fleisher, Kim Tham, Kim La Croix

### Notes:

- **Formation and Purpose of Modernization Improvement Workgroup:** Steve and Sara led the kickoff of the Modernization Improvement Work Group, outlining its background, purpose, and the collaborative approach between OHA and local public health authorities.
  - **Visioning Process Background:** Steve explained that the work group was formed following a six-month visioning refresh process, initiated at the CLHO retreat in September 2025, which identified key improvement opportunities for public health modernization. The group was established to revisit the modernization framework, the terminology used, and the modernization manual.
  - **Collaborative Membership Structure:** Steve and Sara described the work group as a collaborative body comprising OHA staff, local public health authorities, and open to the public, with fluid membership to accommodate participants' availability. The group will meet twice monthly, and notes will be distributed to ensure continuity for those unable to attend.
- **Group Agreements Adoption:** Steve and Sara proposed using the community agreements developed between OHA and CLHO at the 2024 CLHO retreat as the work group's guiding practices, including principles such as willingness to slow down, practicing curiosity, and making clear expectations.
- **Draft Charter Review and Group Agreements:** Sara presented the draft charter section by section, inviting feedback from the group.
  - **Sponsor Roles Discussion:** Sara raised the question of having a co-sponsor from local public health in addition to OHA, with Heather, Martha, and Allison agreeing to discuss this further within the CLHO meeting.

- **Member Responsibilities:** Sara outlined member responsibilities, including active participation, reviewing materials in advance, and contributing to discussions.
- **Key Deliverables and Scope:** Sara outlined the group's key deliverables, including developing recommendations for updating the modernization framework, terminology, and manual. The group will not make final decisions but will forward recommendations to CLHO for approval and then to OHA for implementation.
- **Exclusion of Budget Discussions:** Sara clarified that budget and funding allocation discussions, including PE51-specific conversations, are out of scope for the work group, as suggested by Florence and supported by Shane and Martha.
- **Decision-Making and Feedback Processes:** Sara led a discussion on the group's decision-making process, proposing a consensus-oriented approach with the option for majority voting, and clarified the feedback loops with CLHO, OHA, and the Public Health Advisory Board, with input from Florence, Martha, Heather, and Shane.
  - **Consensus and Voting Methods:** Florence and Martha suggested starting with consensus-oriented approach for recommendations, moving to majority voting if consensus cannot be reached. Sara agreed to draft language reflecting this approach for the charter.
  - **Recommendation Approval Pathway:** Sara explained that the work group's recommendations will be forwarded to CLHO for local public health approval, then to OHA for final decisions and implementation. The Public Health Advisory Board (PHAB) will provide input but will not formally approve recommendations.
  - **Feedback Loops and Reporting:** Heather and Florence emphasized the importance of keeping PHAB informed of the group's activities, suggesting regular updates and reporting mechanisms to ensure alignment and shared understanding across related bodies.
- **Process for Adding Items to Scope:** Shane proposed a 'parking lot' system for capturing additional topics or suggestions at the end of each meeting, with opportunity for work group to review and determine inclusion in future agendas, ensuring transparency and flexibility in scope management.

- **Meeting Logistics and Collaborative Tools:** Steve and Sara discussed meeting scheduling, logistics, and the need for a collaborative platform for document sharing and editing, with input from Valori and Emily regarding available tools and access limitations.
  - **Scheduling and Invitations:** Steve confirmed that meetings will be held twice monthly, but participants noted issues with calendar invitations, prompting a commitment to correct scheduling and ensure all members receive updated invites.
  - **Collaborative Document Platforms:** The group discussed options for collaborative document editing, with Valori noting the discontinuation of Basecamp at PHD. Alternatives such as Smartsheet and SharePoint were suggested for further consideration.
- **Next Steps and Follow-Up Actions:** Steve outlined the next steps, including updating the charter based on group feedback, preparing materials for the next meeting focused on scope, and ensuring meeting logistics are resolved, with agreement from participants to proceed as planned.
  - **Charter Updates and Distribution:** Revise the charter to reflect the group's input and send it out for review prior to the next meeting. (Sara)
  - **CLHO Co-Sponsor Identification:** Discuss within the Conference of Local Health Officials (CLHO) whether a co-sponsor from local public health should be added to the work group and determine who will fill that role. (Heather Kaisner, CLHO)
  - **CLHO Recommendation Process Clarification:** Clarify the process for how recommendations from the work group should be brought to CLHO, including whether they need to go through the Systems and Innovation Subcommittee, by consulting with Jessica and Katie during agenda planning. (Andrew)
  - **Collaborative Document Platform Selection:** Send a prompt to work group members to suggest preferred platforms for collaborative document work and evaluate options for a shared workspace. (Sara)
  - **Meeting Invitation Correction:** Update and resend the recurring meeting invitations to ensure all work group members have the correct twice-monthly meetings on their calendars. (Valori)