

## GUIDELINES

**Date:** July 1, 2018

**Issue:** Local Public Health Authority (LPHA) and Tribal Training and Travel Guidelines

---

### **Background:**

Local Public Health Authority (LPHA) and Tribal staff, especially those who reside in frontier or rural counties, spend a significant amount of time and money commuting to and from Public Health Division (PHD) trainings and events. Staff from Tribes and small and extra small LPHAs serve multiple roles and are required to attend multiple PHD trainings to comply with the terms of each Program Element (PE) and the Intergovernmental Agreement for the Financing of Public Health Services (PH IGA).

Currently these trainings often:

- Require mandatory in-person attendance;
- Do not support remote participation;
- Are not coordinated among PHD programs so that carpooling can occur and;
- Are held in a single location (often Portland)

PHD is committed to aligning agency practice with agency mission to help support a culture of health, which includes reducing Oregon's carbon footprint and greenhouse gas emissions, and demonstrating responsible stewardship of public funds. The state and local public health system is uniquely positioned to serve as a role model to help create new social norms around considering learners' obligations when determining training dates and locations, and the effective use of technology at trainings and events to promote optimal remote participation.

Some LPHAs have taken actions to reduce driving to save resources while improving the environment and regional air quality. For example, the Benton County Board of Commissioners has directed department administrators to consider carbon consumption and greenhouse gas emissions when reviewing/approving all travel decisions.

### **Description:**

When training events are delivered to LPHA and/or Tribal staff, PHD employees shall follow the travel and remote participation training guidelines described below. Staff are encouraged to implement these guidelines at other PHD meetings and events with non-LPHA and/or Tribal staff partners, as well.

### **Applicability:**

This guidance applies to all PHD trainings for LPHA and/or Tribal staff including meetings, conferences, workshops, retreats and other training-related activities and events.

As leaders in developing and maintaining a high quality public health workforce across the state by promoting workforce development and capacity building, all PHD employees have a responsibility to ensure equitable, feasible and appropriate trainings that meet the needs of LPHA and/or Tribal programs and staff.

## **Guidance for PHD Programs:**

### Travel

1. In person attendance by LPHA and/or Tribal staff at statewide meetings shall be optional. Programs may require remote attendance.
2. PHD programs and staff shall consider coordinating across the Division to jointly schedule program meetings so that carpooling can occur.
  - a. For example, two programs that commonly do not have the same LPHA and/or Tribal staff serving multiple roles (e.g. TPEP and PHEP) could set their grantee meeting for the same date and in nearby locations so LPHA and/or Tribal staff could carpool together for those events.
  - b. Alternatively, two programs where there is usually overlap in staffing at the local level (e.g. CD/TB/STD) could set their meetings for back to back days so that staff that work under both programs could carpool and stay for both meetings.
  - c. Coordination can be optimized by scheduling all meetings and events on the shared PHD/LHD calendar.
3. PHD programs and staff shall assess the feasibility of holding meetings regionally versus in a single location.
  - a. Regional meetings may reduce travel time, foster collaboration and cross-jurisdictional sharing agreements. They may also be less costly, especially if in-kind meeting space is made available, and LPHA and/or Tribal staff only need to travel within their region.
  - b. However, it may be more logistically challenging (and costlier) for state staff to schedule and attend multiple meetings around the state.

### Remote Participation

1. PHD programs and staff shall create options for remote participation at statewide meetings.
  - a. Options may include: livestreaming key sessions, webinars (GoToWebinar, Cisco WebEx), conference calls and Skype. Most PHD sections have invested in webinar and conference meeting platforms.
2. Utilize the Remote Engagement and Education Toolkit to make remote participation effective and engaging.
  - a. Identify the right training delivery mechanisms for the training objectives.
  - b. Incorporate methods to make trainings successful if offered in-person and remote or just remote. Whether you are facilitating learning face to face, via live or recorded webinar or through an asynchronous e-module, keep the basics in mind:
    - i. Who is your audience?
    - ii. What do they need to know?
    - iii. What is the best medium to use?
    - iv. What is the best method to confirm that knowledge transfer occurred?

## **References**

Oregon Climate and Health Resilience Plan, 2017. Available at:  
<http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/CLIMATECHANGE/Pages/resilience-plan.aspx>