



The Public Health Foundation of Columbia County

Meeting Minutes

12:30 p.m., Tuesday, July 19, 2016

Public Health Office, 2370 Gable Road, Saint Helens

Present: Rita Bernhard, Mike Chapman, Heather Lewis

Missing: Trent Dolyniuk, Eric Smythe, Lena Yee, Michael Carter

Staff: Erika Owen-McCann, Nicole Melling, Sarah Present

Rita called the meeting to order at 12:38 pm.

Welcome and Introductions

Public Input (limited to 5 minutes per person and no more than 15 minutes total). No public present.

Changes to the Agenda

None

1. Approval of May 2016 Minutes

Rita suggested waiting to approve minutes and the check register until the August 16th meeting and asked Erika to encourage attendance for the August meeting to ensure a quorum.

2. Board committee reports

a. Membership Committee – Positions open

- i. Healthcare – Sarah suggested reaching out to the CCO Committee and the clinical leader for OHSU. She recommended Sherrie as the best person to do this outreach.
- ii. At-large – Rita shared that she spoke with Mike Greisen. Mike plans to have someone attend permanently when things settle for the Fire District. Rita also suggested having someone from the police department attend. She will reach out to Norm in August.

3. Executive Session:

- a. None requested

4. Financial report – Nicole Melling

- a. Financial Reports- Nicole shared that the contract amendment was awarded through June 30, 2016. She summarized that June was tight as usual because payables were high, but that the cash flow projected looks good. Nicole shared that she is getting in new information about funding and that she is getting some changes together for an amendment. Rita asked how TPHFCC was doing on Collections. Nicole stated that the process was time consuming, but that it was moving forward successfully. They have submitted over \$3300 to the collections agency at the date of this meeting. Heather shared that \$2800 for rent and the \$200 obligation agreement had been paid (\$3,000 total) this month.
- b. Primary Care Investment Fund status update (% forgiven, % spent) – Nicole stated that she and Erika were looking into loan forgiveness and that data will be shared at the August meeting. Erika briefly discussed PCIF metric data with the board. Heather suggested tracking quality metrics manually to

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improve performance. Heather also suggested the use of direct door mailers to increase clinic utilization prior to open enrollment.

- c. Check register – Board motion & members initial hard copy (June, July) – Rita suggested approving the check register at the August meeting.

5. Public Health Administrator’s Report – Erika shared that it was time to renew the contract with Kern and Thompson and asked for permission to sign. There was consensus from the Board to renew the contract for one more year.

Erika asked the Board how they would like to proceed to learn more about the CCO’s Community Based Risk Model Program. Heather volunteered to participate in a conference call with the Coordinated Care Organization and to report out to the group at the August meeting for a vote.

Finally, Erika reported that she received a phone call from the CEO of OPCA who expressed concern about their letter of recommendation for the FQHC application because the Vernonia Health Board was not in support of TPHFCC’s application. Rita suggested that Sherrie have a conversation with Craig, OPCA’s CEO, to provide him with additional information. Heather stated that TPHFCC has only three options in Vernonia based on irreconcilable differences with the Vernonia Health Board. Those options include: (1) Find a new building; (2) Repair relationship; or (3) Withdraw. She also shared that the community likes that we are hiring locally. Mike inquired about an exit strategy.

Good of the order

Adjournment

Upcoming meetings: August 16th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Minutes

12:30 p.m., Tuesday, August 16, 2016

Public Health Office, 2370 Gable Road, Saint Helens

Present: Trent Dolyniuk, Michael Carter, Mike Chapman, Rita Bernhard, Heather Lewis (phone), Lena Yee (phone).
Staff: Sherrie Ford, Erika Owen-McCann

Rita called the meeting to order at 12:00 pm

Members in the room introduced themselves to members on the phone.

Public Input (limited to 5 minutes per person and no more than 15 minutes total)- No Public Present

Board documents

Michael Carter made a motion to approve the following board documents as presented (Heather seconded, motion carried):

- Agenda for August 2016 meeting
- Minutes for May 2016
- Minutes for June 2016
- Check register for May 4234-4272 and DD# DD1640-1672
- Check register for June 4273-4302 and DD# DD1673-1703
- Check register for July 4303-4337 and DD# DD1704-1733

Board committee reports

- a. Membership Committee – Rita spoke to CRF&R and he is considering membership. She also recommended a representative from Scappoose police; the request is pending. The board also discussed that maybe there is someone at the CCO on a provider retention committee who could be a member, if not a conflict of interest.
- b. CPCCO Risk Model Sharing – Heather Lewis reported on the CCO's risk sharing model. Her report is attached. She clarified that there is no financial risk for county governments, but for clinics specifically, She recommended that PHFCC participate in the model. Michael Carter made the motion to move forward with the agreement and authorize Sherrie Ford to sign. Trent Dolyniuk seconded. Motion carried.

Executive Session: *The board went into executive session at 1:12pm to discuss contracts, and returned from executive session at 1:30pm.*

Financial report –

Michael Carter made a motion to direct the administrator that the board will now require approval for any grants sought. Heather Lewis seconded. Motion carried.

Sherrie Ford provided Nicole Melling's written financial report (attached).

Michael made a motion to accept the written financial report as presented. Trent seconded. Motion carried.

Bank Account: Michael made a motion to add Lena Yee as an additional signer on the PHFCC bank account at USBank. Trent seconded. Motion carried.

Public Health Administrator's Report

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Erika Owen-McCann provided a verbal report regarding progress on the PCIF program. She also reported that her last day at PHFCC is September 7th. Sherrie Ford reported that she is back part-time from maternity leave and is working on catching up on what she missed before Erika's last day.

Good of the order

Michael Carter shared that he is now also on the PeaceHealth Board of Directors and does not foresee any conflict of interest.

Rita adjourned the meeting at 1:44pm

Upcoming meetings: September 20th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Agenda

12:30 p.m., Tuesday, September 20, 2016

Public Health Office, 2370 Gable Road, Saint Helens

Present: Mike Chapman, Lena Yee, Michael carter (phone), Rita Bernhard
Staff: Sherrie Ford, Nicole Melling

Rita called the meeting to order at 12:40pm

Welcome and Introductions

Public Input (limited to 5 minutes per person and no more than 15 minutes total). *No public present*

Changes to the Agenda

Approval of August 2016 Minutes: Michael Carter made a motion to accept the minutes as presented. Lena Yee seconded. Motion carried.

Board committee reports

Membership Committee – Positions open. Rita is following up with her contact at emergency services. Sherrie will follow up with Eric Smythe. Lena recommended a member; Sherrie will follow up.

Financial report – Nicole Melling

- Financial Reports- Nicole provided a financial report with a written narrative. Debt is reduced. Auditors have been in the office this week.
- Primary Care Investment Fund status update (63% forgiven, 83% spent)
- Check register – Michael made a motion to approve check register for checks 4338-4376 and DD1736-1765. Mike Chapman seconded. Motion carried.

Public Health Administrator's Report

Sherrie provided the Administrator's report. She introduced Ashley Baggett, TPEP Coordinator, who introduced Shamele Battan, the Americorps VISTA who is doing Accreditation work. The board agreed that they would like to have program staff present to the board regularly again.

Good of the order

Michael expressed his disappointment that Erika Owen-McCann left the agency. Members provided recommendations to help with provider recruitment.

Mike provided some input for community outreach/marketing and agreed to meet with the social media committee.

Meeting adjourned at 1:20pm

Upcoming meetings: October 18th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Minutes

12:30 p.m., Tuesday, October 18, 2016

Public Health Office, 2370 Gable Road, Saint Helens

Present: Lena Yee, Heather Lewis, Rita Bernhard, Michael Carter, Mike Chapman

Staff: Sherrie Ford, Nicole Melling, Jana Mann, Krista Rosales

Guests: Jenny McDermott, applicant

Rita called the meeting to order at 12:35pm

Introductions were made.

Public Input: No public present

No changes to the Agenda

1. Approval of September 2016 Minutes

Michael made a motion to accept the September minutes as presented. Heather seconded. Motion carried.

2. Board committee reports

a. Membership Committee

i. Lena recommended New Member application for Jenny McDermott (Healthcare vacancy). The board reviewed her application. Jenny shared her interest in learning more about public health and contributing to the community projects. Heather made a motion to accept Jenny McDermott's application. Mike Chapman seconded. Motion carried.

ii. At-large- still vacant

iii. Sherrie reported that Eric Smythe will be back from his board leave at the November meeting.

3. Public Health Program Presentation- WIC

Jana Mann presented about the WIC program. She shared that the WIC team travels to Rainier, Vernonia, Scappoose and Rainier once per month to make services more accessible to those communities. She shared brochures and the new food list. Heather had questions about the farmer's market vouchers.

4. Financial report – Nicole Melling

a. Financial Reports- Nicole made a presentation of the financial reports. Michael had cash flow questions, noting that cash flow has been tight this fall. Nicole explained that some of the public health program funds have not come in yet, but the programs are continuing. Payment should be received the first of November.

b. Check register – Board motion & members initial hard copy (September) Michael made a motion to accept check register for checks 4377-4394 and DD1766-1799. Jenny seconded. Motion carried.

5. Public Health Administrator's Report: Sherrie provided her written administrator's report. She added a verbal report of the PCIF program and the business plan analysis showing that the project is on track with additional focus on clinical efficiency QI projects.

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6. Executive Session:

1:31-2:02 pm

a. Contracts & Personnel

Heather Lewis made a motion to form a board committee (Heather Lewis and Michael Carter) to conduct the Administrator's evaluation. Seconded by Mike Chapman. Motion carried.

Good of the order: Michael shared that for the staff retreat in December, he will be donating two weekends at the beach for a drawing.

Adjournment at 2pm.

2:00pm

Upcoming meetings: November 15th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Minutes

12:30 p.m., Tuesday, November 15, 2016

Public Health Office, 2370 Gable Road, Saint Helens

Present: Lena Yee, Rita Bernhard, Eric Smythe, Jenny McDermott, Mike Chapman, Michael Carter, Trent Dolyniuk

Staff: Sherrie Ford

Rita called the meeting to order at 12:30pm

Welcome and Introductions

Public Input (limited to 5 minutes per person and no more than 15 minutes total). *No public present*

No changes to the Agenda proposed

- 1. Approval of October 2016 Minutes:** Michael made a motion to approve the October 2016 meeting minutes as presented. Lena seconded. Motion carries
- 2. Board committee reports:** Sherrie shared that there is one at-large position open at this time.
- 3. Financial report:** Financial report was provided and reviewed by the board. The check register was also circulated for board review. Trent made a motion to accept the financial report and check register for DD 1800-1834 and checks 4396-4491. Mike seconded. Motion carries.
- 4. Outreach:** the board discussed possibilities for outreach including a marketing plan and an instagram account. Mike shared that he is working with the publicity team of staff and will be sharing a draft marketing plan soon.
- 5. Executive Session:** The board went into executive session from 1:00 to 2:11pm to discuss current contracts and personnel concerns. No decisions were made.
- 6. Public Health Administrator's Report:** Sherrie reviewed the attached administrator's report with the board.
- 7. Adjournment** **2:20pm**

Upcoming meetings: December 20th *ALL STAFF RETREAT- Location TBD*

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The Public Health Foundation of Columbia County

Minutes

9:00a.m., Tuesday, January 24, 2017

Public Health Office, 2370 Gable Road, Saint Helens

Present: Mike Chapman, Michael Carter, Trent Dolyniuk, Rita Bernhard, Lena Yee (phone). Staff: Sherrie Ford and Nicole Melling. Guest: Rick Proulx

Rita called the meeting to order at 9:10am

Welcome and Introductions

Public Input: No public input

No changes to the Agenda

1. Approval of November 2016 Minutes: Michael Carter made a motion to accept the November 2016 minutes as presented. Mike Chapman seconded. Motion carried
2. Ratification of email votes: Michael Carter made a motion to ratify the following email votes. Mike Chapman seconded. Motion carried.
 - a. 12/14/2016 @ 4:45pm: Heather moved to approve a short-term loan for match funding, to be paid back within 90 days. Residual of match after loan payoff will be to apply toward future Medicaid match billing. Michael seconded. Vote ended 12/14/2016 at 10:29pm. Motion carried.
 - b. 12/5/2016 @ 10:23pm: Michael Carter made a motion to approve the grant application requests for 2017 MRC Challenge Grant and the 2017 MRC Mini Grant Request. Heather seconded. Vote ended on 12/6/2016 at 8:19am. Motion carried.
3. Review of July 2016 Minutes: Sherrie reported that upon review of the subsequent minutes, the July 2016 minutes were never reviewed or approved by the board. The July meeting occurred while Sherrie was on maternity leave and there are a couple of sections that she requested clarification on:
 - a. Section 2ai: Clarification on the CCO Retention and Recruitment Clinical Advisory Panel. The board corrected this to read: "CCO Committee."
 - b. Section 4a: Was the budget amended? The board clarified that this should read: "Nicole shared that she is getting in new information about funding and that she is getting some changes together for an amendment."
 - c. Section 4a: Clarification on collections process. Our records indicate the Collections agency has only collected \$49.20 minus a surcharge. More had been deferred to collections in June and July (see attached reports). There was also language about payment of \$3000 obligation. Sherrie asked for clarification about what the meant. The board clarified that this should section should read, "They have submitted over \$3300 to the collections agency at the date of this meeting. Heather shared that \$2800 for rent and the \$200 obligation agreement had been paid (\$3,000 total) this month."Michael Carter made a motion to accept the minutes with the aforementioned corrections. Mike Chapman 2nd. Motion carried.
4. Board committee reports
 - a. Audit Report- Rick Proulx reviewed the audit report with the board. He presented that there were no findings of material weaknesses or financial deficiencies.
 - b. Membership Committee: Sherrie provided an updated Board member directory/contact list

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- c. Marketing Plan update: Mike Chapman shared that he is arranging a meeting with a few key personnel to finalize the marketing and branding plan(s).
 - d. Executive Director's Evaluation. Michael Carter presented a formal letter from the evaluation committee summarizing the review findings and recommendations for contract renewal. Michael proposed that the evaluation committee meet to negotiate compensation. Trent Dolyniuk made a motion to accept the evaluation letter and allow the committee to negotiate compensation. Mike Chapman seconded. Motion carried.
5. Financial report – Sherrie, Nicole
- a. Financial Reports-
 - b. Check register – Michael Carter made a motion to accept the November and December check registers. Mike Chapman seconded. Motion carried.
 - i. November Check #4421-4451 and DD1835-1867
 - ii. December Check #4452-4487 and DD1868-1896
6. Administrator's Report- provided in writing
7. The board was in Executive Session: 10:00am-10:30am to review Contracts & Personnel

Good of the order: Michael Carter requested that PHFCC begin setting up a process for individual private donations to the agency. Sherrie will work on this.

Meeting Adjourned at 10:40am

Upcoming meetings: February 17th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Minutes

12:30pm Tuesday, February 21, 2017

Public Health Office, 2370 Gable Road, Saint Helens

Present: Trent Dolyniuk, Michael Carter, Heather Lewis, Rita Bernhard, Jenny McDermott, Lena Yee, Mike Chapman

Rita Called the meeting to order at 12:40pm There was No Public Input

Michael Carter made a motion to approve the agenda as presented. Mike seconded. Motion carried.

Approval of January 2017 Minutes: Michael Carter made a motion to approve the minutes as presented. Mike seconded. Motion carried.

1. Board committee reports

- a. Membership Committee: Trent shared that he will reach out to Doug Griesen to see if he is interested.
- b. Marketing Plan update: Mike Chapman provided an update that he met with the staff committee on 2/21/2017 and started identifying focus areas for marketing, as well as other opportunities.
- c. **Policy:** Electronic Systems and Equipment Use (IT) policy. The board asked to table a vote on the IT policy until the March meeting
- d. Executive Director's Evaluation final report/wrap-up. Mike Chapman made a motion and Trent seconded to approve a step increase effective May 2017 pay period, retroactive to 2/21/2017

2. Public Health Program Report: Sustainable Relationships for Community Health (Jackie Litzau)

Jackie Litzau presented the board an overview of the SRCH program. She discussed the primary work which is closed-loop referral for tobacco cessation and Self-Management programs.

3. Financial report – Sherrie, Nicole

- a. Financial Reports- Nicole provided a narrative report, bringing to the board's attention the cash flow concerns. Michael Carter made a motion to approve the financial reports as presented. Jenny seconded. Motion carried.
- b. Check register – Board motion & members initial hard copy
 - i. Michael made a motion to accept check register for January check#4418-4513 and DD1901-1933. Mike seconded. Motion carried.
- c. **Amendment** 1 to the budget was presented to the board. The board requested to table a decision on acceptance of the budget until the March meeting. The board also requested to review **terms of service** at the March meeting.

4. Administrator's Report- *provided in writing*. Sherrie also provided a summary of the request for additional county funding.

- a. The board went into Executive Session at 1:30pm to discuss Contracts & Personnel. They returned from Executive Session at 1:48pm.

Rita adjourned the meeting at 1:55pm

Upcoming meetings: March 21st from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Minutes

12:30pm Tuesday, March 21, 2017

Public Health Office, 2370 Gable Road, Saint Helens

Present: Rita Bernhard, Lena Yee, Mike Chapman, Jenny McDermott, Trent Dolyniuk

Staff: Sherrie Ford, Ashley Baggett, Nicole Melling

Rita Called the meeting to order at 12:40pm

Welcome and Introductions

Public Input (limited to 5 minutes per person and no more than 15 minutes total). *No public present*

Changes to the Agenda

1. Public Health Program Report: Ashley Baggett provided a report on current work related to the Tobacco Prevention and Education Program. She answered questions about Public Health jurisdiction pertaining to marijuana and emerging tobacco/nicotine devices.
2. Approval of February 2017 Minutes
Lena made a motion to approve the February 2017 minutes as presented. Mike seconded. Motion carried.
3. Board committee reports
 - a. Membership Committee: Terms of Service
 - i. Lena Yee 4/16/2013-4/18/2017 Trent made a motion to renew Lena Yee's membership for a term of 4/18/2017-4/21/2020. Jenny seconded. Motion carried.
 - b. Marketing Plan update: Mike Chapman provided an update that he has been working with Public Health staff on a marketing and branding strategy. He proposed a calendar of "National ____ Month" as a launching point for public messaging and that was well received by staff, he reported.
 - c. Policy: Electronic Systems and Equipment Use (IT) policy.
Mike made a motion to accept the IT policy as presented. Lena seconded. Motion carried.
4. Financial report – Sherrie, Nicole
 - a. Financial Reports- Nicole presented the financial reports. Trent made a motion to accept as presented. Jenny seconded. Motion carried.
 - b. Check register – Board motion & members initial hard copy
 - i. Mike made a motion to accept February check#4514-4540 and DD1934-1968. Trent seconded. Motion carried.
 - c. Budget Amendment 1: Sherrie and Nicole presented the budget amendment that was also distributed by email to board members in February and March. Mike made a motion to accept as presented. Trent seconded. Motion carried.
 - d. Grant Application Request Form: NACCHO funds for Reproductive Health Conference travel stipend. Trent made a motion to approve the submission of the grant application. Jenny seconded. Motion carried.
5. Administrator's Report- *provided in writing*

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6. Executive Session: None requested

7. Good of the order: Trent shared personal news about his health but that he will continue to serve on the board.
Adjournment

Upcoming meetings: April 18th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

Minutes

12:30pm Tuesday, May 16, 2017

Public Health Office, 2370 Gable Road, Saint Helens

Members Present: Heather Lewis, Jenny McDermott, Rita Bernhard, Mike Chapman, Michael Carter

Staff Present: Sherrie Ford, Nikki Morford Canwell, Anne Parrott, Nicole Melling

Rita called the meeting to order at 12:31pm

Welcome and Introductions

Public Input (limited to 5 minutes per person and no more than 15 minutes total)

Changes to the Agenda

1. Approval of March 2017 Minutes for March 2017 were approved (Motion by Mike Chapman, second by Heather Lewis)
2. Board committee reports
 - a. Marketing Plan update: Mike Chapman provided an update on the marketing plan. He shared that the team (led by Shamele) has been putting together a branding plan and outreach plan. Sherrie shared that Kaitlyn Calhoon, intern from OSU, has been working on the website. The organization logo redesign is underway. Mike also shared that Wauna is the title sponsor for a new community stage at the Columbia Waterfront Park in St. Helens. They will have a booth on site at the venue and Wauna would like to feature non-profits to promote non-profit programming.
3. Public Health Program Report: None scheduled this month
4. Financial report – Sherrie, Nicole
 - a. Financial Reports- Care Oregon Primary Care Investment Fund loan
 - b. Check register – Board motion & members initial hard copy Michael motion, Mike second.
 - i. March check # DD Sherrie will bring to June meeting
 - ii. April check #4572-4596 DD 2004-2037
 - c. Wauna Credit Union Loan discussion- perhaps a shared reserve loan can be used as collateral for a line of credit. IT was previously investigated as a corporate loan. There is also a consumer loan possibility with lower interest.
5. Administrator's Report- *provided in writing*
6. Executive Session- entered into Executive Session at 1:17pm
 - a. Contracts & Personnel At 1:59pm the board entered back into public session. Michael made a motion to direct the Administrator to operate VHC with only volunteer provider and one Medical Assistant effective as soon as allowed following legal employment obligations. Heather seconded. Motion carries. Michael made a motion to direct Administrator to make as many reductions as necessary to balance the budget to ensure we fulfill obligations under the law. Michael withdrew his motion.

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Michael made a motion to require the Administrator to develop a plan for the agency so TPHFCC does not have any outstanding bills exceeding 90 days henceforth. Heather seconded. Motion carries.

Good of the order: Anne Parrott shared that the federal government is considering a change that will significantly impact our preparedness and response capabilities.

Adjournment: Rita adjourned the meeting at 2:12pm

Upcoming meetings: June 20th from 12:30-2:00pm

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The Public Health Foundation of Columbia County

NOTES- NO QUORUM

7:00pm Tuesday, June 27, 2017

Public Health Office, 2370 Gable Road, Saint Helens

Present: Mike Chapman, Jenny McDermott, Michael Carter

Staff: Sherrie Ford

Guest: Matt Brown (City of St. Helens)

Mike Chapman Called the meeting to order at 7:05pm. He acknowledged that there is not a quorum present.

Welcome and Introductions

Public Input (limited to 5 minutes per person and no more than 15 minutes total)

Changes to the Agenda

1. Michael made a motion to approve May 2017 Minutes.
Jenny seconded. Three votes in favor
2. Public Health Program Report: **Letter of Support Sugar Sweetened Beverage Excise Tax** (Matt Brown)
City of St. Helens. Matt Brown presented to the board the summary of the City process for considering a sugar sweetened beverage tax.
Michael made a motion to provide a letter of support and commitment to invest
SSB tax dollars into obesity prevention work. Jenny seconded. Discussion continued and Jenny requested the city consider adding artificially sweetened beverages to the tax. Three votes in favor.
3. Board committee reports
 - a. Budget Committee- **Budget and Narrative**
Michael made a motion to approve the presented budget, with the understanding that Amendment 1 be presented to the board of directors no later than August 15, 2017 Board meeting. Jenny seconded. Three votes in favor.
4. Policy Review- Sherrie introduced **policy changes** to the vehicle use policy, as recommended by our insurance provider.
Michael made a motion to approve the policy changes as presented. Jenny second. Three votes in favor.
5. Financial report – Sherrie
 - a. **Financial Reports**- provided in writing and electronically
 - b. Care Oregon Primary Care Investment Fund loan: Sherrie reported that full forgiveness is expected in a couple of weeks.
 - c. Check register – Board motion & members initial hard copy
 - i. March check#4541-4571 DD1969-2002
 - ii. May check#4597-4631 DD2038-2069Michael made a motion to accept as presented. Jenny seconded. Three votes in favor.

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6. **Administrator's Report**- *provided in writing*
7. Executive Session:
 - a. None requested
8. Next meeting- skip July 18th or reschedule? The board requested the July 18th meeting be cancelled due to summer vacation schedules.
Good of the order- no comments

Adjournment at 8:00pm

Upcoming meetings: August 15th from 12:30-2:00pm

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