

# AGENDA

## PUBLIC HEALTH ADVISORY BOARD RETREAT

**July 14, 2023, 8:00 am-2:00 pm**

Portland Hyatt Convention Center  
375 NE Holladay St.  
Willamette I meeting room  
Portland, OR 97232

Meeting objectives:

- Approve June meeting minutes
- Reflect on PHAB purpose, charter, responsibilities and accomplishments
- Develop PHAB's action plan

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**7:30- 8:00 am**      **Breakfast**

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**8:00-11:00 am**      **Introductions and re-grounding**

- Discuss what we bring to PHAB
- Review PHAB purpose, charter and responsibilities
- Reflect on PHAB accomplishments
- **ACTION:** Approve June meeting minutes

Lillian Tsai and Thomas Bruner, facilitators

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**11:00-11:30 am**      **Working lunch and public comment period**

Cara Biddlecom, OHA

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**11:30 am-1:30 pm**      **Develop PHAB action plan**

- Clarify desired outcomes
- Develop strategies and tactics
- Identify responsible parties and timeline

Lillian Tsai and Thomas Bruner, facilitators

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**1:30- 2:00 pm**      **Reaffirm commitments and close**  
• Discuss next steps

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Lillian Tsai and  
Thomas Bruner,  
facilitators

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Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. Some examples of the free help OHA can provide are:

- Sign language and spoken language interpreters.
- Written materials in other languages.
- Braille.
- Large print.
- Audio and other formats.

If you need help or have questions, please contact Cara Biddlecom: at 971-673-2284, 711 TTY, or [publichealth.policy@odhsoha.oregon.gov](mailto:publichealth.policy@odhsoha.oregon.gov) at least 48 hours before the meeting.



**Public Health Advisory Board meeting minutes  
June 8, 2023, 3:00-5:30 pm**

**Attendance**

Board members present: Marie Boman-Davis, Mike Baker, Bob Dannenhoffer, Veronica Irvin, Jackie Leung, Meghan Chancey, Sarah Present, Jocelyn Warren, Erica Sandoval, Jawad Khan, Jeanne Savage, Kelle Little, Nic Powers

Board members excused: Rachael Banks, Ryan Petteway, Dean Sidelinger

OHA Staff for PHAB: Tamby Moore, Sara Beaudrault, Charina Walker, Cara Biddlecom, Danna Drum, Victoria Demchak, Virginia Luka, Kusuma Madamala

**Welcome and introductions**

- PHAB members, subcommittee and workgroup members and staff introduced themselves
- Cara and Veronica attended Oregon Health Public Board committee meeting.
  - Discussed charter and bylaws with committee. All changes were approved besides some minor language changes.
  - Recognized no representative from OHPB is not currently on PHAB. Working to fill the position.
  - Recognized and proud of all work done especially during pandemic
- Motion to approve May meeting minutes was put forth by Jawad Khan. Erica Sandoval seconded the motion. All in attendance approved May meeting minutes.

**Public health modernization accountability metrics**

Presentation by Sara Beaudrault, Elliott Moon and Julie Sifuentes

- Environmental Health Proposal
  - One recommendation in a single bundle
    - Priority area – Climate planning, adaptation, and resilience
  - Recommended indicators
    - Summer heat related morbidity & mortality
    - Wildfire smoke related air quality
    - Drinking water security
    - Developmental: Mental Health effects of climate change
  - Rationale:
    - Bundled priorities reflect intersections in climate related threats and challenges
    - Affects a range in topics & issues that are relevant statewide
    - Strong indication of support from communities
    - Opportunities for LPHA & OHA interventions for all topics
    - Alignment with other statewide initiatives
    - Alignment with Healthy People 2030 objectives
- Summer heat morbidity & mortality
  - Priority
    - Extreme heat on rise
    - 157 deaths in 2021 & 2022 total compared with 1 to 4 heat related deaths per year in the previous decade
    - Environmental threats disproportionately impact communities of color, tribal and lower income
    - Racist housing policies relegated these communities to areas with increased heat exposure and less access to protections
    - Systematic educational disinvestment and lack of oversight results in jobs with greater exposure to environmental hazards
  - Summer heat is community priority
    - CBOs and interested community members identified extreme heat as one of their top concerns
    - Extreme heat also emerged as a top concern in qualitative finds of survey sent out, especially from people who identified as people of color.

- OHA currently funding 37 CBOs that are engaged in climate resilience. Many LPHAs also working with community partners on this.
    - Recent legislative investments in household cooling & air filtration interventions
    - New OSHA heat rules for outdoor work activities effective June 15, 2022
- Air Quality
  - Priority
    - Wildfires are primary contributor to summer air pollution across Oregon
    - Frequency and intensity of wildfires in Oregon have been increasing
    - Many areas experience cumulative wildfire smoke impacts & exposure to hazardous year after year
    - Disproportionate wildfire smoke impacts measured by Emergency Department and Urgent care visits have been experienced by people of color & Hispanic
  - Most likely to have health effect
    - Sensitive group
      - Chronic respiratory, cardiovascular & other chronic conditions
      - 64 years old and/or older
      - Infant & children
      - Pregnant people
      - People who smoke
    - Vulnerable
      - People working outdoors (migrant & seasonal agricultural workers)
      - Exercising or working at levels increasing breathing intake
      - Persons experiencing homelessness
      - Person in low income
  - Air quality community priority

- CBOs and interested community members identified extreme heat as one of their top concerns
  - Air quality also emerged as a top concern in qualitative finds of survey sent out, especially from people who identified as people of color.
  - OHA currently funding 37 CBOs that are engaged in climate resilience adaptation actions
  - Recent legislative investments in household air purifiers
  - New OSHA heat rules for outdoor work activities effective June 15, 2022
- Drinking Water
  - Priority
    - Equitable access to adequate supplies of clean and safe water essential to human health & wellness
    - Oregon changing climate, aging water infrastructures, socioeconomic conditions & community design have a negative impact on access to safe & affordable water
    - Populations experiencing homelessness, lower income, rural communities, tribal communities, migrant communities & communities served by private wells, surface water intakes or very small water systems more than likely to experience threats to water access & quality
  - Community Priority
    - Oregon Water Futures facilitated conversation with communities impacted by water issues, concerns around water quality and cost
    - CBOs & interested communities members identified water security one of the top concerns
    - Water Security emerged as a top concern in qualitative finds of survey sent out, especially from people who identified as people of color.
- Mental Health effects of climate change
  - No data really to back up the claim but has been brought up as a concern

- Effects of climate change on mental health & wellbeing are not isolated but interact with other social & environmental determinants of health including race and income
- Livelihoods & cultural identities are negatively affected by Oregon changing landscapes & disproportionately effect farmworkers, fishers, tribal & indigenous communities. Youth with anxiety and depression are at higher risk.
- Comments
  - Goal to give LPHAs the ability to access & assess data for the priorities as well as the communities in the state
  - Data on domestic wells is very limited to be able to work on it currently but will investigate it in the future with better data
  - Suggestion of changing language of climate to something else
    - Suggestion to use what exactly the issues are currently (extreme heat, air quality, water)
    - Using the word environmental instead as climate has a negative impact
- Voting for environmental health proposal bundle for extreme heat, drinking water, & smoke as well as the indicators on the slides that were presented.
  - Bob Dannenhoffer put a motion forward to adopt “Extreme heat, wildfire smoke and water”. Jeanne Savage Second the motion
  - The motion passed as follows.
    - Marie Boman-Davis - yes
    - Mike Baker - no
    - Bob Dannenhoffer - yes
    - Veronica Irvin - yes
    - Jackie Leung - yes
    - Meghan Chancey - yes
    - Sarah Present - yes
    - Jocelyn Warren - yes
    - Erica Sandoval - yes
    - Jawad Khan - yes
    - Jeanne Savage - yes
    - Kelle Little - yes
    - Nic Powers - yes

## **Legislative updates**

Presented by Cara Biddlecom

- SB965A – Recommendation to add four new governor-appointed seats to PHAB has passed both houses & waiting for governor signature
- 5525 OHA budget bill went through both committees and passed. Still sitting in House due to Republican walk out

## **PHAB retreat planning**

Presented by Lillian Tsai and Thomas Bruner

- Reviewed proposed agenda
  - Offered two options for a start time. 1<sup>st</sup> option was starting at 9 and ending at 3pm. 2<sup>nd</sup> option was starting early and leaving by 2pm.
    - All people agreed to an earlier start time to be able to leave earlier.
  - Suggestion of defining a safe space in the beginning
  - Changes made to agenda to discuss who we are as PHAB, accomplishments over the last several years, what is PHAB, what is currently in PHAB's control, and how to succeed as a PHAB member
  - An updated agenda will be sent out to get final approval

## **Public health modernization investments and improvements, 2021-23**

Presented by Victoria Demchak & Virginia Luka

- Strategic Data Plan committee update
- Process
  - Reviewed survey modernization reports and recommendations; added recommendations from the PHAB Strategic Data Plan subcommittee
  - Reviewed behavioral risk factor surveillance system & other data improvement initiatives within the state public health division
  - Develop and workshopped values for data equity initiatives
- Values
  - Data Justice
  - Data equity
  - Community engagement

- Short term recommendations
  - Accessible data that's community or culturally specific
  - Develop working definitions of actionable data
  - Develop toolkits for data work at all levels of use
  - Data rights & governance
  - Elevate community identified issues
  - Develop a framework to incorporate community develop data
  - Ongoing engagement
- Long term recommendations
  - Invest in different data collection strategies
  - Identify different paradigms of data collection and advocate for future data efforts
  - Improve survey translations
  - Improve communication on survey activities
  - Add community responsive questions to existing surveys
  - Data sovereignty and governance
  - Data collection oversight
  - Develop a workforce that supports data engagement within OHA & with CBOs
- Data Infrastructure Recommendation
  - How it fits
    - Builds on survey modernization recommendation 2018 – 2019
    - Investments in data collection & data quality
    - For Asian, Black, American Indian/Alaskan Native, Latine, & Pacific Islander communities
    - Community engagement process started 2023
  - Funding
  - Engagement process supported with some state modernization dollars
  - Data infrastructure comprises \$1million of CDC grant
  - Focus:
    - Indirect effects of COVID-19 in BIPOC and tribal communities
    - Highlight community strength
    - Improve state's response to pandemic
    - Invest in improved data for future preparedness
  - What's next
    - Determine funding opportunities

- Set up contracts for deliverables in each of the five communities for CDC funds
- Provide support and ongoing monitoring for contracts
- Stay engaged with steering committee and other community partners over project development cycle

## **Preventive Health and Health Services Block Grant**

Presented by Sara Beaudrault

- Proposed October 1, 2023 – September 30, 2024. Primarily a continuation of current work to build upon successes for public health modernization and Healthier Together Oregon investments.
- Motion to approve block grant. Sarah Present put forth motion. Mike Baker 2<sup>nd</sup> motion.
  - The motion passed as follows.
    - Marie Boman-Davis - yes
    - Mike Baker - yes
    - Bob Dannenhoffer - yes
    - Veronica Irvin - yes
    - Jackie Leung - yes
    - Meghan Chancey - yes
    - Sarah Present - yes
    - Jocelyn Warren - yes
    - Erica Sandoval - yes
    - Jawad Khan - yes
    - Jeanne Savage - yes
    - Kelle Little - yes
    - Nic Powers - yes

### **Public comment**

- No public comment

### **July meeting agenda items**

- No July PHAB meeting on Thursday, July 13<sup>th</sup> as we will be meeting in person on July 14<sup>th</sup> for PHAB retreat.

## **Adjourn**

- Meeting adjourned at 5:30 pm.

DRAFT

**Public Health Advisory  
Board Charter  
November 2022**

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**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.<sup>1</sup>

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.

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<sup>1</sup> <https://www.oregon.gov/oha/PH/ABOUT/Documents/phab/PHAB-health-equity.pdf>

## II. Definitions

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**Governmental public health system:** A network of state and local public health authorities and government-to-government relationships with federally recognized Tribes. In Oregon’s decentralized public health system, local and Tribal governments have authority over many public health functions to ensure the health and well-being of every person in their jurisdictions.

**Public health system:** A broad array of governmental public health authorities and partners working collectively to improve health through interventions that reach every person in Oregon with a focus on those experiencing health inequities. Partners include but are not limited to community-based organizations, regional health equity coalitions, health care and behavioral health providers, public safety agencies, faith-based institutions, schools, environmental agencies, and the business sector.

**Community-based organizations (CBO):** Non-governmental organizations that provide community-informed, culturally and linguistically responsive services to improve the community’s health and well-being. CBOs often provide services intended to reach those experiencing a disproportionate impact of health risks and disease. Within this charter, CBOs is used to refer to community-based organizations that currently are or in the future may be funded by OHA.

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## III. 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
<p>a. Make recommendations to the OHPB on the development of statewide public health policies and goals.</p>	<ul style="list-style-type: none"> <li>• Have knowledge of OHPB agendas and priorities.</li> <li>• Create opportunities to align with OHPB priorities and elevate recommendations to OHPB</li> <li>• Participate in and provide guidance for Oregon’s State Health Assessment.</li> <li>• Regularly review state public health data to identify ongoing and emerging health issues.</li> <li>• 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.</li> </ul>
<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 statewide public health policies and goals.</p>	<ul style="list-style-type: none"> <li>• Regularly review health system transformation priorities.</li> <li>• Recommend how health system transformation priorities and statewide public health goals can best be aligned.</li> <li>• Identify opportunities for public health to support health system transformation priorities.</li> <li>• Identify opportunities for health care delivery system to support statewide public health goals.</li> </ul>
<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"> <li>• Provide representation and participate in the administrative rulemaking process when appropriate.</li> <li>• Provide recommendations on updates to the Public Health Modernization Manual as needed.</li> <li>• Make recommendations on the roles and responsibilities of partners, including LPHAs, Tribes, CBOs, OHA</li> </ul>

	<p>and others to the governmental public health system</p>
<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"> <li>• Make recommendations and updates to the OHPB on processes/procedures for updating the statewide public health modernization assessment.</li> <li>• Perform ongoing evaluation, review and recommendations toward system performance</li> <li>• Update the public health modernization plan as needed based on capacity.</li> <li>• Use assessment findings to inform PHAB priorities.</li> </ul>
<p>f. Establish accountability metrics for the purpose of evaluating the progress of the Oregon Health Authority (OHA), and local public health authorities in achieving statewide public health goals.</p>	<ul style="list-style-type: none"> <li>• Establish public health accountability metrics as a core set of metrics. For example, across any program there would be relevant metrics related to access or reach.</li> <li>• Use a menu of metrics, with organizations working in these areas eligible to receive incentives.</li> </ul>
<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, and the total cost to local public health authorities of implementing the</p>	<ul style="list-style-type: none"> <li>• Identify effective mechanisms for funding the foundational capabilities and programs.</li> <li>• Develop recommendations for how the OHA shall distribute funds to local public health authorities and community-based organizations. Continue to evaluate and update funding recommendations.</li> <li>• Follow Tribal Consultation policy on funding to federally recognized Tribes</li> </ul>

<p>foundational capabilities programs.</p>	<p>and the Urban Indian Health Program.</p> <ul style="list-style-type: none"> <li>Review the Public Health Modernization Assessment report for estimates on the total cost for implementation of the foundational capabilities and programs.</li> </ul>
<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.</p>	<ul style="list-style-type: none"> <li>Develop and update public health accountability metrics.</li> <li>Provide recommendations for the application of accountability measures to incentive payments as a part of the local public health authority funding formula.</li> <li>Make recommendations regarding the extension of metrics and use of incentive metrics, including CBOs funded by OHA, federally recognized Tribes and the Urban Indian Health Program, if approved through Tribal Consultation Policy.</li> <li>Consider public health system’s integration as it relates to achievement of accountability metrics.</li> </ul>
<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.</p>	<ul style="list-style-type: none"> <li>Develop models to incentivize investment in and equitable provision of public health services across Oregon.</li> <li>Solicit feedback on incentive models.</li> </ul>

<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"> <li>• Provide support and vision for local modernization plans, and ensure collaboration with CLHO.</li> <li>• Provide support and vision for Tribal planning as requested by Tribes through the Tribal Consultation process.</li> <li>• Develop a strategy for PHAB to support vision and strategies for working with LPHAs on local modernization plans.</li> </ul>
<p>k. Monitor the progress of local public health authorities 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"> <li>• Provide guidance and accountability for Oregon’s State Health Improvement Plan by receiving quarterly updates and providing feedback for improvement.</li> <li>• Provide support and guidance for local public health authorities in the pursuit of statewide public health goals.</li> <li>• Provide guidance and accountability for the statewide public health modernization plan.</li> <li>• Develop accountability measures for state and local health departments.</li> </ul>
<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"> <li>• Provide letters of support and guidance on federal grant applications, as applicable.</li> <li>• Educate federal partners on public health modernization.</li> <li>• Explore and recommend ways to expand sustainable funding for state and local public health and community health.</li> </ul>
<p>m. Assist the OHA in coordinating and collaborating with federal agencies.</p>	<ul style="list-style-type: none"> <li>• Identify opportunities to coordinate and leverage federal opportunities.</li> <li>• Provide guidance on work with federal agencies.</li> </ul>

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

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

#### IV. Dependencies

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PHAB has established three subcommittees that meet on an as-needed basis in order to comply with statutory requirements and support PHAB priorities and initiatives:

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.
3. Strategic Data Plan Subcommittee, which provides recommendations and develops a framework for modernization of public health data in the state of Oregon.

Subcommittees and their work will evolve based on PHAB priorities and deliverables. PHAB shall operate under the guidance of the OHPB.

## **V. Resources**

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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 2022**

**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. Members are entitled to compensation as specified in HB 2992 (2021).<sup>1</sup> Members are not entitled to any other compensation.

Members who wish to resign from the PHAB shall inform the PHAB chair and OHA staff in writing. 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 of its voting members to serve as the chair. Elections shall take place 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 shall serve a two-year term. The chair is eligible for one additional two-year reappointment.

If the chair were to vacate their position before their term is complete, a chair election will take place to complete the term.

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<sup>1</sup> State of Oregon. Boards and Commissions. Available at: <https://www.oregon.gov/gov/pages/board-list.aspx>.

State of Oregon. Boards and Commission Member Compensation. Available at: [https://www.oregon.gov/gov/SiteAssets/How\\_To\\_Apply/HB-2992-FAQ.pdf](https://www.oregon.gov/gov/SiteAssets/How_To_Apply/HB-2992-FAQ.pdf)

The PHAB chair shall facilitate meetings or delegate that responsibility to guide the PHAB in achieving its deliverables. Delegates may be PHAB members, OHA staff or external facilitators. 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 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 join at least one subcommittee.

Absences of more than 20% of scheduled meetings may be reviewed. PHAB members are expected to notify OHA staff if they are unable to attend a scheduled PHAB or subcommittee meeting.

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, 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 may institute processes to enable further decision making and move the work of the group forward.

PHAB shall establish, practice and regularly update group agreements.

Voting members may propose and vote on motions. The chair will use the current version of Robert's Rules of Order to facilitate all motions. Votes may be made in-person, webinar or 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](http://www.healthoregon.org/phab).

#### **ARTICLE V**

##### ***Amendments to the Bylaws***

Bylaws will be reviewed annually. Any updates to the bylaws or charter will be approved through a formal vote by PHAB members followed by an approval by the Oregon Health Policy Board.

**PHAB RETREAT QR CODES**  
**JULY 14, 2023**

DISCUSSION	QR CODE
<b>REFLECTIONS: WHAT WE'VE ACCOMPLISHED &amp; HOW I CAN BE A GREAT PHAB MEMBER:</b>	
<b>DESIRED OUTCOMES/GOALS:</b>	
<b>OUTCOMES/GOALS #1, STRATEGIES, TACTICS, RESPONSIBLE PARTIES &amp; TIMELINE:</b>	
<b>OUTCOMES/GOALS #2, STRATEGIES, TACTICS, RESPONSIBLE PARTIES &amp; TIMELINE:</b>	
<b>OUTCOMES/GOALS #3, STRATEGIES, TACTICS, RESPONSIBLE PARTIES &amp; TIMELINE:</b>	
<b>THEMES, COMMITMENTS &amp; FEEDBACK:</b>	