

Members Present: Christine Kan, Savannah Powell, Missy Albrich, Gianou Knox, Yvonne Smith, Pam Bonner, Desiree Thomas, Max Penneck, Darcee Kilsdonk, Rebecca Stavenjord, Mike Foley, Roma Leiva, Mimi Luther, Michelle Kutnyak

CCPHD Staff Present: Dr. Sarah Present, Philip Mason-Joyner, Kim La Croix, Jamie Zentner, Armando Jimenez, Marco Enciso, Jenny Masculine, Susan Berns-Norman

Topic	Presenter	Notes
I. Call to Order	Co-Chairs Knox, Smith	Meeting called to order at 5:33 p.m.
II. Introductions & Ice Breaker	Led by Co-Chairs Knox, Smith All participate	The participants shared their favorite game shows and the reasons behind their choices.
III. Public Input	Public	No public input was received.
IV. Agenda approval	Co-Chairs Knox, Smith	Darcee Kilsdonk moved, and Savannah Powell seconded the approval of the agenda. Motion passed.
V. Minutes of August 19, 2024 reviewed, and action taken	Co-Chairs Knox, Smith	Two changes were recommended by Pam Bonner. Move Pam Bonner to being present at the meeting and fix the actual date of the meeting in the minutes. Pam Bonner moved; Mimi Luther seconded the approval of the minutes. Motion passed with changes. Darcee Kilsdonk abstained.
VI. Director's Report	Philip Mason-Joyner	A Director's Report was not presented.
VII. Health Officer Report	Dr. Sarah Present	A Health Officer's Report was not presented.
VIII. Call for new business	Co-Chairs Knox, Smith	No new business was offered at the meeting.
IX. Orientation pt. 2 A. Code of Conduct, B. Public Mtg Law C. Quorum D. Conflict of Interest E. Roberts Rules of Order	Susan Berns-Norman, Jamie Zentner	Susan Berns-Norman and Jamie Zentner presented important information regarding Public Meeting Law, Roberts Rules of Order, Code of Conduct, Gifts, Advocacy, Quorum, and Conflict of Interest to PHAC members as Part Two of their orientation. The slides that were referred to for the presentation are found here > Orientation pt. 2 slides final 10-21-24.pdf . PHAC members were asked to review three videos regarding the use of Roberts Rules of Order. Susan explained the code of conduct and rules for members of the Public Health Advisory Council, including the mandatory child abuse reporting training

		<p>requirement. These documents can be found on the PHAC County webpage. Susan mentioned that members are required to complete a mandatory child abuse reporting training offered by the State of Oregon. Link to this training can be found on the respective slide in the presentation. Please let Susan know via email when you have completed this training.</p> <p>Jamie added that as public officials, members are subject to a body of ethics laws and must adhere to them. She also clarified the definitions of potential and actual conflicts of interest, and the process for declaring them.</p> <p>Jamie further clarified that as advisors to the departments and the Board of County Commissioners, the advisory boards and councils do not have independent authority or a legislative agenda of their own.</p> <p>If a PHAC member is providing legislative testimony you can mention that you are a member of PHAC but that you are advocating as a private citizen.</p>
<p>X. Strategic Plan</p>	<p>Marco Enciso</p>	<p>Marco presented the Public Health Strategic Plan, which is set to be refreshed from 2022 to 2024. The plan's purpose is to guide the work of the Public Health Division and align with the organization's vision and mission.</p> <p>Marco also discussed the importance of staff engagement and understanding in the strategic planning process. He shared the results of a pre-assessment survey, which showed that staff had limited knowledge of the plan.</p> <p>The ultimate goal is to have a unified vision and mission, and to ensure that staff understand and can explain the plan. Marco discussed the potential adjustment of the organization's values to align with their department's strategic planning process. He also outlined the organization's goals, which include racial health equity and cultural responsiveness, community partnership development, communication, and accountability and performance management.</p> <p>Marco to provide a final draft of the strategic plan to Susan for consideration by PHAC members for the December meeting. PHAC will act on the letter of support at the December meeting.</p> <p>PHAC members' comments regarding the plan and future PHAC action:</p>

		<ul style="list-style-type: none"> • PHAC should respond to final draft of the Strategic Plan (Yvonne Smith) • Add a sentence to the support letter that PHAC endorses the alignment of the various PH plans with the Strategic Plan, that extra effort has been taken to make sure that the CCPHD, as a whole, is working in tandem with other regional counties/entities, and focusing on plan alignment.
XI. Community Health Needs Assessment Update	Jamie Zentner	Eight Community Health Needs Assessment (CHNA) focus groups have been planned to take place throughout Clackamas County during the month of October. These focus groups are being done in partnership with local Community Based Organizations (CBOs). The Clackamas County Children’s Commission of which Darcee Kilsdonk is the Executive Director, is one partner that CCPHD is working with, as well as Todos Juntos in Canby. Both CBOs support families with young children. CCPHD is also conducting listening sessions in coordination with senior adult centers in Estacada, Molala and Welches. Two of the 8 focus groups are in Spanish. An online survey will also be released and open between November 5 th – December 20 th . PHAC members will be reminded of the survey at their next PHAC meeting on December 16. The data and information derived from the CHNA will influence the direction of the next Community Health Improvement Plan (CHIP).
XII. Wrap-up and Adjournment	Co-Chairs Knox, Smith	Mimi Luther moved, and Darcee Kilsdonk seconded the motion to adjourn. Motion passed.

Future Meetings	Time	Topic	Location
December 16, 2024	5:30 – 7:30 p.m.	Climate Adaptation Plan – Leah Fisher (30 minutes) Review and Discuss Group Agreement By-Laws, First Reading CHNA Update – Online Survey	Virtual
February 10, 2025	5:30 – 7:30 p.m.		Virtual
April 21, 2025	5:30 – 7:30 p.m.	Modernization Cost & Capacity Report Public Health Week celebration	Virtual
June 16, 2025	5:30 – 7:30 p.m.		Virtual
August 18, 2025	5:30 – 7:30 p.m.		Virtual
October 20, 2025	5:30 – 7:30 p.m.		Virtual
December 15, 2025	5:30 – 7:30 p.m.		Virtual