

# OPSC Board of Directors Executive Committee Meeting Agenda

December 13, 2022 | 11:30 – 11:50 a.m. | Virtual Meeting

<b>11:30</b> 2 min	Convene Meeting	Mary Engrav, Vice-chair
<b>11:32</b> 3 min	Approve Minutes	Mary Engrav, All
<b>11:35</b> 15 min	Review OPSC Board of Directors Meeting Agenda and Action Items	Executive Committee and OPSC Staff
<b>11:50</b>	Adjourn	Mary Engrav

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# Executive Committee of the OPSC Board of Directors Meeting Minutes

September 9, 2022 | 9:00 – 10:00 a.m. | Virtual Meeting

Attendees		Present	Virtual	Absent
Executive Committee Members	Judy Marvin ( <i>Chair</i> , Health Insurer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mary Engrav ( <i>Vice-chair</i> , Health Insurer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leah Mitchell ( <i>Treasurer</i> , Hospital Administrator)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPSC Staff	Valerie Harmon Stephanie Warren Megan Deardorff			
Guests				

## Agenda Items

Convene Meeting	Judy Marvin called the meeting of the Executive Committee (EC) of the Oregon Patient Safety Commission (OPSC) Board of Directors to order at 9:06 a.m.
Approve Minutes	<p>Judy Marvin requested that the EC approve the EC meeting minutes from June 14, 2022.</p> <p><b>Action Item: Approve June 14, 2022 Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> Leah Mitchell moved to approve the June 14, 2022 meeting minutes and Mary Engrav seconded.</li> <li>• <b>Vote:</b> Judy Marvin called for a vote to approve the June 14, 2022 EC meeting minutes. Mary Engrav, Judy Marvin, and Leah Mitchell voted in favor. The motion passed.</li> </ul>
Review OPSC Board of Directors Meeting Agenda and Action Items	<p>EC members discussed quorum issues for the upcoming September 13, 2022 OPSC Board meeting. Members suggested options to help meet quorum, including rescheduling meeting times and vote delegation. Valerie Harmon will contact the Executive Appointments Office and Department of Justice for direction on vote delegation.</p> <p>The EC members reviewed the agenda and action items for the September 13, 2022 OPSC Board meeting. The discussion included:</p>

- Welcome, Roll Call, and Public Comment and Review Agenda, Approve Minutes, Acknowledge Receipt of Consent Agenda Materials
- Treasurer’s Report
  - Annual CPI adjustment will be 4.5% for 2023 PSRP billing and will need OPSC Board approval
- 2021-23 Biennial Budget Amendment
- Board Membership Update
  - EC members discussed potential recruitment barriers
- Executive Session
- Board Candidate Review
- Upcoming Board Meetings

2021-23 Amended Budget Proposal and Cash Flow Management

Valerie Harmon reported changes made to the amended budget proposal, including an addition of two full-time staff, Executive Director position vacancy, increase in library access fees, and travel expense adjustments.

**Action Item: Recommend Board Approval of 2021-23 Amended Budget**

Judy Marvin requested that the EC recommend board approval of the 2021-23 amended budget.

- **Motion:** Leah Mitchell moved to recommend the Board approval of the 2021-2023 amended budget and Mary Engrav seconded.
- **Vote:** Judy Marvin called for a vote to approve the recommendation. Mary Engrav, Judy Marvin, and Leah Mitchell voted in favor. The motion passed.

**Action Item: Investment Funds Transfer**

Judy Marvin requested that the EC transfer \$500,000 from the OPSC checking account into the OPSC Investment Fund in September 2022.

- **Motion:** Leah Mitchell moved to approve the transfer of \$500,000 into the OPSC Investment Fund and Mary Engrav seconded.
- **Vote:** Judy Marvin called for a vote to approve the fund transfer. Mary Engrav, Judy Marvin, and Leah Mitchell voted in favor. The motion passed.

Board Meeting Planning

Valerie Harmon recommended the board consider revisiting its meeting schedule to accommodate board member schedules and increase the likelihood of meeting quorum requirements to hold public meetings. She shared a sample quarterly schedule that planned for agency business needs requiring board action. If board members were to meet less frequently, they may want progress updates between meetings. EC members said that they were interested in transitioning to a quarterly meeting cycle and wanted to keep meeting times during business hours.

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Valerie Harmon will contact board members to gather their feedback and will work with Judy Marvin on the best way to bring a proposal to the full OPSC Board.

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Adjourn

The meeting was adjourned at 9:57 a.m. Any updates to the meeting schedule will be available on the [Our Governance page](#) of the OPSC website.

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