

# Executive Committee of the OPSC Board of Directors Meeting Minutes

February 14, 2023 | 11:30 a.m. – 12:00 p.m. | 1201 SW 12<sup>th</sup> Ave. Portland OR, 97205 + Virtual Option

| 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 (Executive Director)<br>Stephanie Warren (Program Assistant)<br>Megan Deardorff (Finance Manager) |                                     |                          |                          |
| 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 11:30 a.m. Stephanie Warren conducted roll call for attendance.

**Review OPSC Board of Directors Meeting Agenda and Action Items** Valerie Harmon informed the EC members that quorum will not be met for the February 14, 2023 board meeting. In lieu of a regular board meeting, general informational updates will be shared; however, no business will be conducted and no decisions, or deliberations toward decisions, will take place.

The EC members reviewed the agenda for the February 14, 2023 OPSC Board meeting. The discussion included:

- Provide information about limiting information to general updates
- Welcome, Roll Call, and Public Comment and Review Agenda
- Treasurer’s Report
- Executive Director’s Report
  - Valerie updated EC members on the anticipated appointment schedule for board applicants.
- Board Planning Discussion
  - Valerie provided EC members with quarterly board activities.
- Board Membership Planning

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- EC members discussed officer transition planning for the upcoming Board Chair and Treasurer position openings.
  - Valerie informed EC members that a board member has expressed interest in officer positions.
  - Judy Marvin requested OPSC fill the Board Chair position with a replacement by the end of 2023.
  - Upcoming Board Meeting Topics

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OPSC 2023-25 Biennial Budget Planning

- Valerie presented the 2023-2025 biennial budget currently in progress.
- Possible budgetary proposals include collaborating with Pathway to Accountability, Compassion, and Transparency (PACT) and hiring for new positions were discussed.
  - Budget also includes implementation funding for two current projects for Early Discussion and Resolution (data strategy and public outreach).
  - Reserve funds could be used to cover the anticipated 10% biennial funding reduction to Early Discussion and Resolution.
  - Biennial budget needs board approval by the end of April 2023.

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Adjourn

The meeting was adjourned at 12:00 p.m. Any updates to the meeting schedule will be available on the [Our Governance page](#) of the OPSC website.

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