

# OPSC Board of Directors Executive Committee Meeting Agenda

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

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<b>11:30</b> 2 min	Convene Meeting	Judy Marvin, Chair
<b>11:32</b> 3 min	Approve Minutes	Judy Marvin, All
<b>11:35</b> 15 min	Review OPSC Board of Directors Meeting Agenda and Action Items*	Valerie Harmon and Executive Committee
<b>11:50</b> 10 min	OPSC 2023-25 Biennial Budget Planning	Valerie Harmon and Executive Committee
<b>12:00</b>	Adjourn	Judy Marvin

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\* OPSC Board of Director’s meeting materials are available on the Oregon Patient Safety Commission website (<https://oregonpatientsafety.org/governance>).

# Executive Committee of the OPSC Board of Directors Meeting Minutes

December 13, 2022 | 11:30 a.m. – 12:00 p.m. | Virtual Meeting

Attendees		Present	Virtual	Absent
Executive Committee Members	Judy Marvin ( <i>Chair</i> , Health Insurer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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) Stephanie Warren (Program Assistant)			
Guests				

Agenda Items	
Convene Meeting	Mary Engrav 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.
Approve Minutes	<p>Mary Engrav requested that the EC approve the EC meeting minutes from September 9, 2022.</p> <p><b>Action Item: Approve September 9, 2022 Meeting Minutes</b></p> <ul style="list-style-type: none"> <li><b>Motion:</b> Leah Mitchell moved to approve the September 9, 2022 EC meeting minutes and Mary Engrav seconded.</li> </ul> <p><b>Vote:</b> Mary Engrav called for a vote to approve the September 9, 2022 EC meeting minutes and conducted a roll call vote. Mary Engrav and Leah Mitchell voted in favor. The motion passed.</p>
Review OPSC Board of Directors Meeting Agenda and Action Items	<p>The EC members reviewed the agenda and action items for the December 13, 2022 OPSC Board meeting. The discussion included:</p> <ul style="list-style-type: none"> <li>Welcome, Roll Call, and Public Comment and Review Agenda, Approve Minutes, Acknowledge Receipt of Consent Agenda Materials               <ul style="list-style-type: none"> <li>First board meeting for new OPSC Board member, Katie Hufft (<i>Pharmacy position</i>)</li> </ul> </li> <li>Treasurer’s Report</li> <li>Executive Director’s Report</li> <li>Board Membership Update</li> </ul>

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- Officer elections at the February 14, 2023 board meeting
    - Board Chair
    - Treasurer
  - Early Discussion and Resolution (EDR) Report Feedback
  - EDR Logic Model Overview and Feedback
  - Upcoming Board Meeting Topics
  - Patient Safety Reporting Program (PSRP) Clinical Questions

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Adjourn

The meeting was adjourned at 11:49 a.m. Any updates to the meeting schedule will be available on the [Our Governance page](#) of the OPSC website.

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# 2023-2025 Biennial Budget - Work in Progress

Oregon Patient Safety Commission

Executive Committee Discussion: February 14, 2023

8% CPI adjustment for 2023-24

4% CPI adjustment for 2024-25

Account	2021-2023 Biennial Budget	2023-2025 Biennial Budget by Program and			% Change from 2021- 2023 Budget
		Patient Safety Reporting Program	Early Discussion and Resolution	2023-2025 Proposed Biennial Budget	
<b>Revenue:</b>					
PSRP Fee Revenue	1,613,372	1,786,741	-	1,786,741	
EDR Funds	1,950,000	-	1,755,000	1,755,000	
Interest Income	22,140	48,430	47,570	96,000	
<b>Total Revenue</b>	<b>3,587,112</b>	<b>1,835,171</b>	<b>1,802,570</b>	<b>3,637,741</b>	1%
EDR Reserve Funds		-	337,384	337,384	
<b>Total Funds</b>	<b>3,587,112</b>	<b>1,883,601</b>	<b>2,139,954</b>	<b>3,975,125</b>	11%
<b>Expenses:</b>					
Subtotal - Personnel	2,799,623	1,396,000	1,604,327	3,000,327	7%
Subtotal - Service and Supplies	787,490	439,170	535,627	974,797	24%
<b>Total Expenses</b>	<b>3,587,112</b>	<b>1,835,170</b>	<b>2,139,954</b>	<b>3,975,124</b>	11%