

OPSC Board of Directors Executive Committee Meeting Agenda

April 10, 2023 | 10:00 – 10:30 a.m. | Virtual Meeting

10:00 2 min	Convene Meeting	Judy Marvin, Chair
10:02 3 min	Approve Minutes	Judy Marvin, All
10:05 10 min	Review OPSC Board of Directors Meeting Agenda and Action Items	Valerie Harmon, Executive Committee
10:15 10 min	Action Item: 2023-2025 Biennial Budget Approval	Valerie Harmon, Executive Committee
10:25 5 min	Action Item: Bank Transfer Approval	Valerie Harmon, Executive Committee
12:00	Adjourn	Judy Marvin

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>Action Item: Approve September 9, 2022 Meeting Minutes</p> <ul style="list-style-type: none"> Motion: Leah Mitchell moved to approve the September 9, 2022 EC meeting minutes and Mary Engrav seconded. <p>Vote: 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"> Welcome, Roll Call, and Public Comment and Review Agenda, Approve Minutes, Acknowledge Receipt of Consent Agenda Materials <ul style="list-style-type: none"> First board meeting for new OPSC Board member, Katie Hufft (<i>Pharmacy position</i>) Treasurer’s Report Executive Director’s Report Board Membership Update

-
- 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

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.

DRAFT

Executive Committee of the OPSC Board of Directors Meeting Minutes

February 14, 2023 | 11:30 a.m. – 12:00 p.m. | 1201 SW 12th 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) Stephanie Warren (Program Assistant) 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

-
- 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

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.

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.

DRAFT



OPSC Board of Directors Executive Committee

April 10, 2023 | Virtual Meeting

Tips for Participating in the Meeting



Please remain muted when not speaking

- Microsoft Teams: Use the microphone icon to mute/unmute
- Phone: Use *6 to mute/unmute



When possible, use the "raise hand" function in Microsoft Teams to:

- Be recognized prior to speaking



State your name prior to speaking

- This ensures all listeners can follow the conversation.

BUILDING A CULTURE OF
SAFER CARE—TOGETHER

1

Convene Meeting

Judy Marvin, Chair, All



2

Today's Agenda

10:00 2 min	Convene Meeting	Judy Marvin, Chair
10:02 3 min	Approve Minutes	Judy Marvin, All
10:05 10 min	Review OPSC Board of Directors Meeting Agenda and Action Items	Valerie Harmon, Executive Committee
10:15 10 min	Action Item: 2023-2025 Biennial Budget Approval	Valerie Harmon, Executive Committee
10:25 5 min	Action Item: Bank Transfer Approval	Valerie Harmon, Executive Committee
10:30	Adjourn	Judy Marvin



3

Action Items

- **Action Item:** Approve minutes from the following meetings:
 - December 13, 2022 Executive Committee Meeting
 - February 14, 2023 Executive Committee Meeting



4

7

2

Action Item: 2023-2025 Biennial Budget Approval (1 of 2)

Revenue

- PSRP: CPI increase of 8% for 2023-2024. Budgeted 4% CPI for 2024-2025 (will adjust to actual when known)
- EDR: Incorporates 10% cut to the biennial budget
- Other: Interest income on investment funds is significant at this time, anticipate interest rates will plateau and possibly drop towards end of biennium

Expense

- Personnel: Two additional support staff (one at the beginning of fiscal year, one six months in)
- Services and Supplies:
 - PSRP: Support to implement anticipated statute changes, writing services to support program output
 - EDR: Task Force recommendation for OPSC/PACT partnership, writing services to support program output, communication plan implementation
 - Indirect: Strategic planning, ED evaluation (both agency expectations from Gov. Kotek)

Net Assets

- Investment Reserve: Covers 10% EDR budget cut and PACT for Oregon facilities



5

Action Item: 2023-2025 Biennial Budget Approval (2 of 2)

Motion Needed: Approve the 2023-2025 Biennial Budget of \$4,021,452.

	2021-2023 Biennial Budget	For Approval 2023-2025 Biennial Budget			% Change from 2021-2023 Budget
		PSRP	EDR	Total	
Revenue					
PSRP Funds	1,613,372	1,786,740		1,786,740	11%
EDR Funds	1,950,000		1,755,000	1,755,000	-10%
Other Income	23,740	630,683	59,605	120,288	407%
Total Revenue	3,587,112	1,847,423	1,814,605	3,662,028	2%
Expense					
Personnel	2,799,623	1,415,721	1,621,058	3,042,180	9%
Service and Supplies	787,490	431,702	552,971	979,272	24%
Total Expense	3,587,112	1,847,423	2,174,029	4,021,452	12%
Change in Net Assets	-	-	(359,424)	(359,424)	
Utilization of Investment Reserve			359,424	359,424	
Change in Net Assets after Utilization of Investment Reserve			-	-	



6

Action Item: Bank Transfer Approval (1 of 3)

OPSC Accounting Policy: Investments

- The Board of Directors of OPSC has delegated supervisory authority over its investing activities to the executive committee of the Board. The executive committee is responsible for regularly reporting on the agency's investments to the full Board of Directors.
- OPSC's investment objectives are the preservation and protection of the agency's assets, as well as the maintenance of liquid reserves to meet obligations arising from unanticipated activities, by earning an appropriate return on investments.

Current Investment Environment

- In light of the current interest rate environment, having flexibility to transfer funds between the OPSC Checking account and the OPSC Local Government Investment Pool account (LGIP) allows for maximization of investment return and optimizes the ability to cover monthly operating cash requirements. Interest rates in the LGIP account increased from 0.65% in April 2022 to 3.75% today, and we expect rates to continue to increase in the short-term.



7

Action Item: Bank Transfer Approval (2 of 3)

Bank Transfer Parameters

- The OPSC Executive Committee directs the OPSC Executive Director to initiate transfers between the OPSC Checking account and the OPSC LGIP account to maximize investment return and optimize operating cash requirements. The OPSC Checking account will maintain a balance to cover an estimated three month's operating cash requirement on a monthly basis. Cash transfers will not exceed \$1MM, and Treasurer will be notified in advance and provided a report supporting the operating cash target. Transfers exceeding \$1MM will require advance approval by the Executive Committee. This procedure will be re-established by Committee vote every year in April.

Motion Needed

- Approve an annual blanket authorization for transfers between OPSC Checking and OPSC LGIP accounts up to \$1MM to provide an estimated three month's cash requirement in OPSC Checking account, in accordance with the Bank Transfer Parameters.



8

9

Cashflow Example: Bank Transfer Approval (3 of 3)

Cash Balance Projection	Jul 2023	Aug 2023	Sep 2023	Oct 2023
Checking – Opening Balance	\$ 655,024	\$ 493,753	\$ 505,114	\$ 500,563
Total Money In – Operations		\$ 877,500		
Total Money Out – Operations	\$ 271,271	\$ 166,139	\$ 169,551	\$ 190,989
Checking – Balance	\$ 393,753	\$1,205,114	\$ 335,563	\$ 309,573
Proposed transfer to Investment		\$ 700,000		
Proposed transfer from Investment	\$ 100,000		\$ 165,000	\$ 190,000
Checking – Month-End Balance	\$ 493,753	\$ 505,114	\$ 500,563	\$ 499,573
Months of Cash – Checking	3 Months	3 months	3 months	3 months



2023-2025 Biennial Budget - For Approval

Oregon Patient Safety Commission
For Board Approval: April, 11 2023

	2021-2023 Biennial Budget	2023-2025 Biennial Budget by Program			% Change from 2021- 2023 Budget
		Patient Safety Reporting Program	Early Discussion and Resolution	2023-2025 Budget FOR APPROVAL	
Revenue:					
PSRP Fee Revenue	1,613,372	1,786,740	-	1,786,740	
EDR Funds - Year 1	975,000	-	877,500	877,500	
EDR Funds - Year 2	975,000	-	877,500	877,500	
Interest Income	22,140	60,683	59,605	120,288	
Other Revenue	1,600	-	-	-	
Total Revenue	3,587,112	1,847,423	1,814,605	3,662,028	2%
Personnel:					
Salaries and Wages	1,816,522	910,432	1,045,954	1,956,386	
Payroll Taxes @8%	145,322	72,835	83,676	156,511	
Retirement Benefits @23.5%	426,883	213,951	240,399	454,351	
Pension Obligation Bond @ 6%	101,725	50,984	58,573	109,558	
Medical Dental Life Insurance @ 18%	308,809	163,878	188,272	352,149	
Oregon Paid Leave .04%		3,642	4,184	7,826	
Subtotal - Personnel	2,799,623	1,415,721	1,621,058	3,036,780	9%
Service and Supplies:					
In State Meals & Lodging	4,634	2,009	2,991	5,000	
In State Ground Transportation	3,901	2,155	945	3,100	
Board In State Meals & Lodging	-	938	922	1,860	
Board In State Ground Transportation	-	-	400	400	
Out of State Meals & Lodging	2,032	-	-	-	
Out of State Airfare	4,876	1,362	1,338	2,700	
Out of State Ground Transportation	1,100	-	-	-	
Office Supplies	1,200	303	297	600	
Small Equipment	720	252	248	500	
Postage and Shipping	951	303	297	600	
Printing	-	353	347	700	
Equipment Lease	7,272	3,763	3,696	7,459	
Telephone & Internet Service	22,752	15,134	14,866	30,000	
Conference & Meeting Expenses	8,000	3,430	4,570	8,000	
Subscriptions and Memberships	13,638	2,371	2,329	4,700	
Subscriptions and Memberships (PACT)		-	40,000	40,000	
Publicity & Publications	2,000	1,000	1,550	2,550	
Employee Training	20,000	9,063	10,937	20,000	
Employee Recruitment	10,000	5,146	5,054	10,200	
Miscellaneous Fees - Bank Fees	-	1,128	372	1,500	
Merchant Fees	1,960	331	89	420	
Contributions and Gifts	35,000	-	-	-	
IT Professional Services	34,948	10,392	10,208	20,600	
Legal Services	15,000	9,522	5,478	15,000	
Accounting Services	26,300	16,900	16,600	33,500	
Payroll Services	5,536	4,914	4,827	9,740	
Professional Services	346,926	199,916	144,074	343,990	
Professional Services (PACT)		-	142,000	142,000	
Risk Charges	5,000	2,522	2,478	5,000	
State Government Service Charge	61,450	52,237	51,309	103,546	
Office Lease	123,026	68,054	66,845	134,899	
Office Furniture & Fixtures	1,000	303	297	600	
Computer Hardware & Software	28,268	17,900	17,608	35,508	
Subtotal - Service and Supplies	787,490	431,702	552,971	984,672	24%
Total Expenses	3,587,112	1,847,423	2,174,029	4,021,452	12%
Change in Net Assets	-	-	(359,424)	(359,424)	
Utilization of Investment Reserve	-	-	359,424	359,424	
Change in Net Assets After Utilization of Reserve	-	-	-	-	