

Executive Committee of the OPSC Board of Directors Meeting Minutes

April 10, 2023 | 10:00– 10:30 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 10:00 a.m. Stephanie Warren conducted a roll call for attendance.
Approve Minutes	<p>Valerie Harmon requested that the EC approve the EC meeting minutes from December 13, 2022, and February 14, 2023.</p> <p>Action Item: Approve December 13, 2022, Meeting Minutes</p> <ul style="list-style-type: none"> Motion: Judy Marvin moved to approve the December 13, 2022, meeting minutes and Leah Mitchell seconded. Vote: Judy Marvin called for a vote to approve the December 13, 2022, EC meeting minute. Judy Marvin and Leah Mitchell voted in favor. The motion passed. <p>Action Item: Approve February 14, 2023, Meeting Minutes</p> <ul style="list-style-type: none"> Motion: Judy Marvin moved to approve the February 14, 2023, meeting minutes and Leah Mitchell seconded. Vote: Judy Marvin called for a vote to approve the February 14, 2023, EC meeting minutes. Judy Marvin and Leah Mitchell voted in favor. The motion passed.
Review OPSC Board of Directors Meeting Agenda and Action Items	The EC members reviewed the agenda and action items for the April 11, 2023, OPSC Board meeting. The discussion included:

- Welcome, Roll Call, and Public Comment and Review Agenda, Approve Minutes, Acknowledge Receipt of Consent Agenda Materials
- Treasurer’s Report
- Board Membership Update
 - **Action Item:** Officer Elections
- Opportunity to Build Statewide Capacity
 - Melissa Parkerton, Director of Pathway to Accountability, Compassion and Transparency (PACT), will be attending the board meeting to present and answer any questions.
- Executive Director’s Report
 - **Action Item:** Annual PSRP Fee Adjustment
 - 8% increase, based on Customer Price Index (CPI) for 2023-2024
 - **Action Item:** 2023-2025 Biennial Budget Approval
- Upcoming Board Meeting Topics

Action Item: 2023-2025 Biennial Budget Approval

Valerie Harmon provided an overview of the proposed 2023-2025 biennial budget of \$4,021,452 and requested that the EC recommend the proposed budget to the OPSC Board of Directors for final approval at the April 11, 2023, board meeting.

Action Item: Recommend the 2023-2025 Biennial Budget to the OPSC Board of Directors

- **Motion:** Judy Marvin moved to approve the recommendation of the 2023-2025 biennial budget of \$4,021,452 to the OPSC Board of Directors and Leah Mitchell seconded.
- **Vote:** Judy Marvin called for a vote to approve a recommendation of the 2023-2025 biennial budget. Judy Marvin and Leah Mitchell voted in favor. The motion passed.

Action Item: Bank Transfer Approval

Valerie Harmon requested that the EC approve an annual authorization for transfers between OSPC Checking and OSPC Local Government Investment Pool (LGIP) accounts, in accordance with the Bank Transfer Parameters, up to \$1 million to provide an estimated three month’s cash requirement in OPSC Checking account. Transfers exceeding \$1 million will require advance approval by the EC. This bank transfer procedure will be re-established by Committee vote annually in April.

Action Item: Approve Bank Transfer Procedure

- **Motion:** Judy Marvin moved to approve the annual blanket authorization for transfers and Leah Mitchell seconded.
- **Vote:** Valerie Harmon called for a vote to approve the bank transfer and conducted a roll call vote. Judy Marvin and Leah Mitchell voted in favor. The motion passed.

Adjourn

Meeting adjourned: at 10:30 a.m. (Any updates to the meeting schedule will be available on the [Our Governance page](#) of the OPSC website.)