

OPSC Board of Directors Meeting Summary

June 13, 2023 | 12:00 – 2:00 p.m. | Virtual Meeting

This meeting summary provides an overview of the information shared during this meeting, along with motions and votes. For complete contents of this meeting, a [video recording](#), including chapters for each agenda item, is available on [OPSC's YouTube channel](#).

Attendees		Present	Virtual	Absent
Board Members	Amanda Bemetz (Nurse)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Lisa Bui (Public Purchaser)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Hollie Caldwell (Faculty Member)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Smitha Chadaga (Physician)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bob Dannenhoffer (Physician)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mary Engrav (<i>Vice-chair</i> , Health Insurer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Katie Hufft (Pharmacist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kristi Ketchum (Ambulatory Surgery Center Representative)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Judy Marvin (<i>Chair</i> , Health Insurer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leah Mitchell (<i>Treasurer</i> , Hospital Administrator)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Morris (Healthcare Consumer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Dana Selover (Public Health Officer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erin Sprando (Nursing Facility Representative)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
OPSC Staff	Valerie Harmon (Executive Director)			
	Stephanie Warren (Program Assistant)			
	Sydney Edlund (Director of Program and Policy Analysis)			
	Megan Deardorff (Finance Manager)			
Guests	Miranda Brown (Brink Communications)			
	Mireaya Medina (Brink Communications)			

Agenda Items	
<p>Welcome, Introductions, and Public Comment</p> <p>Mary Engrav, Board Members, Public</p>	<p>Meeting Convened: Oregon Patient Safety Commission (OPSC) Board of Directors was called to order by Mary Engrav at 12:02 p.m. New board members Hollie Caldwell and Erin Sprando were welcomed. Board members introduced themselves.</p> <p>Action Item: Approve April 11, 2023, Meeting Minutes</p>

Mary Engrav called for a motion to approve the April 11, 2023, OPSC Board meeting minutes.

- **Motion:** Bob Dannenhoffer moved to approve the April 11, 2023, OPSC Board meeting minutes and Leah Mitchell seconded.
- **Vote:** Mary Engrav called for a vote to approve the April 11, 2023, OPSC Board meeting minutes and Stephanie Warren conducted a roll call vote. Amanda Bemetz, Lisa Bui, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Kristi Ketchum, Leah Mitchell, and Jessica Morris voted in favor. The motion passed.

All members acknowledged receipt of consent agenda materials.

Patient at the Center
Valerie Harmon, Board Members

Valerie shared the video “Responding to Patient Safety Incidents - Valerie's Story” from the National Health Service (NHS) England. The video highlights the need for transparency with patients about adverse events and how biases (e.g., age, gender) can further erode the patient-provider relationship.

[Watch the video](#) on YouTube.

Board Discussion

Valerie Harmon opened the meeting for discussion. Board members discussed how errors are often reflective of larger system issues, the importance of providing support for healthcare workers when errors occur, and how varied patient experiences can be after medical harm events.

[Listen to the Board discussion](#)

Treasurer’s Report
Leah Mitchell

2023 Patient Safety Reporting Program (PSRP) Fee Collection

- Per ORS 293.231, Oregon Department of Revenue is collecting past due accounts on behalf of OPSC.

2021-2023 Financial Review Timeline

- Financial review results, together with any recommendations to management, will be presented to the Board in December 2023.

Budget to Actual: Biennium Forecast 2021-2023

- Revenue is anticipated to come in above budget by around \$12,000.
- Expenses are anticipated to come in less than budgeted by around \$344,000, which includes depreciation expense.
 - Bob Dannenhoffer requested an explanation of “depreciation expense”; Megan Deardorff explained the depreciation expense was determined by OPSC’s office relocation, tenant buildout, and bookkeeper processes.

Board Membership Update
Valerie Harmon, Mary Engrav

Board Membership and Status

- **Open Seats:** Healthcare Consumer, Hospital Administrator, Labor Representative, and Private Purchaser of Healthcare.
- **Upcoming Open Positions or Needed Reappointments:** Hospital Administrator (or their designee), Healthcare Consumer, Nurse.

Action Item: Nominate Candidates

Mary Engrav called for a motion to nominate Candidate A for the open Hospital Administrator position and Candidate B for reappointment to the Healthcare Consumer position, for the Governor’s consideration.

- **Motion:** Bob Dannenhoffer moved to nominate Candidate A and Candidate B, and Kristi Ketchum seconded.
- **Vote:** Mary Engrav called for a vote to nominate Candidate A for the open Hospital Administrator position and Candidate B for the reappointment to the Healthcare Consumer position for the Governor’s consideration. Stephanie Warren conducted a roll call vote. Amanda Bemetz, Lisa Bui, Hollie Caldwell, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Kristi Ketchum, Leah Mitchell, and Erin Sprando voted in favor. Jessica Morris voted in favor for the nomination of Candidate A and abstained from voting for Candidate B. The motion passed.

Action Item: Elect Officers

Mary Engrav called for a motion to consider interested candidates for the Chair and Treasurer positions on the OPSC Board of Directors.

- **Motion:** Leah Mitchell moved to nominate Bob Dannenhoffer as Board Chair and Jessica Morris as Treasurer, and Katie Hufft seconded.
- **Vote:** Mary Engrav called for a vote to nominate Bob Dannenhoffer as Board Chair and Jessica Morris as Treasurer, and Stephanie Warren conducted a roll call vote. Amanda Bemetz, Lisa Bui, Hollie Caldwell, Smitha Chadaga, Mary Engrav, Katie Hufft, Kristi Ketchum, Leah Mitchell, and Erin Sprando voted in favor. Bob Dannenhoffer and Jessica Morris abstained. The motion passed.

Next Steps

- **Nominations:** OPSC will provide the OPSC Board’s nominations to the Governor’s Office for the Governor’s consideration.
- **Board Member Recruitment:** OPSC will continue to share membership opportunities through its communication channels and talk with interested candidates. Board members will share opportunities with their networks, as appropriate.

Executive Director’s Report

Valerie Harmon

OPSC 2023-2025 Biennial Budget

- Funding for the Early Discussion and Resolution (EDR), provided by Oregon Health Authority (OHA), may be delayed, as OHA’s budget approval requires legislative approval.

2021-23 Financial Review (ORS 182.464)

- Contract finalized and review scheduled to start September 2023.

Board Meeting Cadence Update

- Quarterly schedule for board meetings beginning September 2023.
- Special meetings for candidate nominations will be scheduled during the summer, as needed.

Governor’s Expectations for Oregon Agencies

- Oregon Department of Administrative Services (DAS) hosting a workgroup for smaller agencies to address performance reviews for agency directors.
- Strategic planning guidance has been posted by DAS. OPSC will work with Executive Committee on finding a facilitator.

EDR Priorities

- Outreach strategy development with Brink Communications.
- Data process strategy development with Center for Outcomes Research and Education (CORE).
- Other priorities include workflow standardization and document management strategy.

OPSC and PACT Partnership Update

- PACT Collaborative Oregon Cohort Virtual Information Session scheduled for Thursday, June 22, 2023, from 11-11:30 a.m. (PT). A recording of the session will be available after the event.

PSRP Priorities

- Quality improvement/modernization plan with the passing of Senate Bill 229, effective January 1, 2024.
- Annual report to be published and shared by the end of June 2023.

Patient Safety Reporting Program Annual Report Review and Feedback

Valerie Harmon

Board members were encouraged to provide written feedback by June 16, 2023, to Valerie at valerie.harmon@oregonpatientsafety.org.

Next Steps

- OPSC will incorporate any needed changes and board feedback, publishing the report no later than June 30, 2023.
- OPSC will submit the report to legislative committees on healthcare.
- Annual report will be posted on OPSC’s website and distributed via email and on social media.

Early Discussion and Resolution Outreach Strategy Update

Miranda Brown, Mireaya Medina, Brink Communications

Miranda Brown and Mireaya Medina presented an overview of the strategic communications and outreach plan that Brink Communications has developed for OPSC’s Early Discussion and Resolution program. Miranda and Mireaya shared about the priority audiences, key findings from stakeholder interviews, communication strategies, and next steps.

[Listen to Brink’s presentation.](#)

EDR Data Strategy Recommendations

Sydney Edlund

Center for Outcomes Research and Education (CORE) completed their work and submitted their final report and recommendations in early April 2023.

Sydney provided an overview of CORE’s 28 recommendations and noted OPSC’s prioritized recommendations for 2023 implementation:

- Give patients/family members a unique login so they can check and update information over time (5a)
 - Add patient race/ethnicity and patient language to the Request for Conversation (1a & 1b)
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- Add an intake interview question to the Request for Conversation (2a)
 - Make small changes to existing questions (2d & 5c)
 - New or revised Resolution Report questions, including the satisfaction question (4a-4h)
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Upcoming Board Meetings and Adjourn

Valerie Harmon, Mary Engrav, Board Members

Tentative: Summer 2023 Special Board Meeting

- Nominate Board Candidates

September 2023: Regular Board Meeting

- Governor Kotek’s Agency Expectations Progress Update
 - Strategic planning
 - Executive Director review
- Program Priority Updates

Fall 2023: Strategic Planning

- Develop a Strategic Plan (Due before end of 2023)

Meeting Adjourned: 2:00 p.m.

The meeting schedule and materials will be available on [Our Governance page](#) of the OPSC website.

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