

Executive Committee of the OPSC Board of Directors Meeting Minutes

August 25, 2023 | 10:00 – 11:00 a.m. | Virtual Meeting

Attendees		Present	Virtual	Absent
Executive Committee Members	Robert Dannenhoffer (<i>Chair, Physician</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mary Engrav (<i>Vice-chair, Health Insurer</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Morris (<i>Treasurer, Healthcare Consumer</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OPSC Staff	Valerie Harmon (<i>Executive Director</i>) Stephanie Warren (<i>Operations Analyst</i>) Megan Deardorff (<i>Finance Manager</i>)			
Guests				

Agenda Items

Convene Meeting	Bob Dannenhoffer called the meeting of the Executive Committee (EC) of the Oregon Patient Safety Commission (OPSC) Board of Directors to order at 10:05 a.m.
OPSC Board of Directors Meeting Agenda Planning	<p>The EC members reviewed the agenda and action items for the September 11, 2023, 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"> ○ Bob Dannenhoffer suggested removing “acknowledge receipt of consent agenda materials”. • Patient at the Center • Treasurer’s Report • Executive Director’s Report • Board Membership Update • Board Member Candidate • Upcoming Board Meeting Topics <p>Decisions and Follow-up Items: September 11, 2023, Board Meeting</p> <ul style="list-style-type: none"> • Jessica Morris will present an icebreaker question for board member introductions. • Bob Dannenhoffer will present a Patient at the Center story.

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- OPSC will add the "Statement of Financial Position" to the Treasurer's Report presentation.
 - OPSC will send Treasurer's slides to Jessica Morris for review and questions prior to the meeting.
 - OPSC will prepare an agenda with notes to Chair the meeting for Bob Dannenhoffer.
 - Stephanie Warren will set up an executive session calendar item for the *Board Member Candidates* agenda item to have available, if needed.
 - Megan Deardorff will provide Jessica Morris with information about the financial review checklists to inform update in the *Treasurer's Report* agenda item.
 - Megan Deardorff will provide the Local Government Investment Pool (LGIP) description and return information to EC members to inform investment activities.

Financial Update
*Includes Investment
Activity Update*

EC members discussed what financial information they would like to receive from OPSC and how to incorporate it into the OPSC Board meeting. EC members agreed that the Actual to Budget Comparison and the Statement Financial Position were helpful documents and should be integrated into the Treasurer's Report portion of the OPSC Board meeting.

Investment Activity Update

- Executive Committee is responsible for investment activity.
- The goal is to maximize investment return and optimize operating cash requirements.
- Fund transfer occurred August 18, 2023: \$220,258 transferred from Local Government Investment Pool (LGIP) account to OPSC checking account.
- This was the first use of the new investment fund transfer fund process, and EC members agreed that it went well.

Additional content related to the Financial Updates was covered in the context of the OPSC Board of Directors Meeting Agenda Planning.

Strategic Planning
Update

OPSC hopes to hold a strategic planning session in October and will invite board members, staff, and interested community partners. Valerie will work to integrate the Governor's expectations for agencies into the strategic planning process and will give a status update to the OPSC Board at the September meeting.

Follow-up Item: Stephanie Warren will send a calendar invite for OPSC's October 20, 2023 strategic planning session to board members.

Adjourn

The meeting was adjourned at 11:02. Any updates to the meeting schedule will be available on the [Our Governance page](#) of the OPSC website.
