

OPSC Board of Directors Meeting Summary

December 4, 2023 | 3:00 – 5:00 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](#) is available on [OPSC's YouTube channel](#).

Attendees		Present	Virtual	Absent
Board Members	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 (<i>Chair</i> , 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 (Health Insurer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Margaret Mikula (Hospital Administrator)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Morris (<i>Treasurer</i> , Healthcare Consumer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Dana Selover (Public Health Officer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 (Operations Analyst)			
Guests	Vanessa Becker (V Consulting & Associates Inc.)			

Agenda Items

<p>Welcome, Introductions, and Housekeeping</p> <p>Bob Dannenhoffer, All</p>	<p>Meeting Convened: Oregon Patient Safety Commission (OPSC) Board of Directors was called to order by Bob Dannenhoffer at 3:02 p.m. Jessica Morris offered an icebreaker activity for Board member introductions.</p> <p>Action Item: Approve Meeting Minutes</p> <p>Bob Dannenhoffer moved to approve the following meeting minutes (difficult to distinguish who seconded on virtual call).</p> <ul style="list-style-type: none"> • August 25, 2023 Executive Committee Meeting • September 11, 2023 Board Meeting
---	--

-
- November 17, 2023 Executive Committee Meeting

Stephanie Warren conducted a roll call vote.

September 11, 2023, Board meeting minutes: Lisa Bui, Hollie Caldwell, Smitha Chadaga, Bob Dannenhoffer, Katie Hufft, Kristi Ketchum, Judy Marvin, Jessica Morris, and Erin Sprando voted in favor.

August 25, 2023, and November 17, 2023 Executive Committee meeting minutes: Smitha Chadaga, Bob Dannenhoffer, Katie Hufft, Kristi Ketchum, Judy Marvin, and Jessica Morris voted in favor. Lisa Bui and Hollie Caldwell abstained. Mary Engrav and Dana Selover were not present during the vote.

As a new member, Margaret Mikula abstained. Mary Engrav and Dana Selover were not present during the vote. The motion passed.

Treasurer's Report

Jessica Morris

2024 Patient Safety Reporting Program (PSRP) Fees

- Fees are due on December 31, 2023.
- OPSC is focusing on electronic payment for fee collection.

2021-2023 Financial Review

- OPSC contracted with Moss Adams and completed the financial review requirement (ORS 182.464) in November 2023.

Investment Activity Update

- OPSC transferred \$433,060 from OPSC's checking account to the Local Government Investment Pool (LGIP) account.

Actual Compared to Budget

- OPSC is looking to fill new positions in 2024.
- EDR program revenue was received in full.

Statement of Financial Position

- Accounts Receivable are EDR funds and past due 2023 PSRP fees.
- Accrued Payroll & Related Liabilities include two months of payroll-related costs.
- Future reporting will combine the Accounts Receivable and Accrued Payroll & Related line items.
- Total Net Assets reflect an increase, due to EDR funds recorded in September 2023.

Executive Director's Report

Valerie Harmon

Financial Review Update

- Once available, OPSC will provide the final report to the Board.
- The report will be submitted to the Governor, Senate President, House Speaker, Legislative Fiscal Officer (LFO).
- OPSC will include final report in Biennial Semi-Independent State Agency (SIBA) Report in 2024 (ORS 182.472).
- Findings and conclusions from all SIBA reports are presented to Joint Audit Committee and Joint Committee on Ways and Means.

Oregon Agency Expectations: Governor Kotek

- OPSC has met all expectation deadlines so far.
- The next deadline is a succession plan by December 31, 2023.

- OPSC is investing in IT infrastructure, streamlining operations, and documenting workflows to support succession planning efforts.
- Expectations with direct Board responsibility are the executive director's evaluation and strategic planning.

OPSC's Additional Priorities

- Job roles and responsibilities are being revised, and new job roles are being developed, to support OPSC's long-term sustainability.
- Before continuing outreach work, OPSC is assessing communications for accessibility, efficiency, measurement, and brand awareness.

Board Input: EDR Annual Report

- Board members provided input, which included feedback that the report is visually attractive, clear, and easy to read. Lisa Bui suggested equity-based, inclusive language changes and will follow-up with Valerie.

Next Steps: EDR Annual Report

- OPSC will bring Board input to the Task Force on the Resolution of Adverse Healthcare Incidents on December 13, 2023.
- OPSC will focus on EDR report distribution in January 2024.

Oregon Administrative Rules Update

Sydney Edlund

Sydney provided an update to the Board about the Rules Advisory Committee held on November 20, 2023, which resulted in recommendations and minor corrections to OPSC's proposed Oregon Administrative Rules (OAR) revision. OPSC's goals in revising OAR Chapter 325 include simplification and streamlining, broadening and revising overly specific or outdated language, and increasing program flexibility.

Statement of Need: The Oregon Patient Safety Commission's statute (ORS 442.819-442.851) was modified by SB 229 in 2023. Revisions are needed to keep the rules consistent with the statute.

Action Item: Approve OPSC to file a Notice of Rulemaking

Bob Dannenhoffer called for a motion to approve OPSC to file a notice of proposed rulemaking. Hollie Caldwell moved and Smitha Chadaga seconded. Lisa Bui, Hollie Caldwell, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Kristi Ketchum, Margaret Mikula, Judy Marvin, Jessica Morris, Dana Selover and Erin Sprando voted in favor, with no abstentions or objections. The motion passed.

Next Steps: OPSC will file a Notice of Proposed Rulemaking. A virtual public hearing is scheduled on January 17, 2024, from 1:00-2:00p.m.

Strategic Planning Progress Update

Vanessa Becker

Vanessa provided Board members with an update on the strategic planning timeline and reviewed the overall planning process. OPSC's goal is to submit a strategic plan and a high-level strategic map by June 2024. Vanessa and Valerie shared OPSC's values statements and goal areas with the Board.

Board Discussion: Stakeholder Input Through Listening Sessions

	Board members recommended including critical access hospitals and committees involved in community outreach in the stakeholder input process. Hollie Caldwell noted the importance of a public approach in alignment with the annual EDR report, targeting groups most likely to be harmed.
Board Membership Update Valerie Harmon	<p>Open Seats: Healthcare Consumer, Hospital Administrator, Nurse, Private Purchaser of Healthcare</p> <p>Pending Appointment or Reappointment: Hospital Administrator</p> <ul style="list-style-type: none"> • Senate Confirmation Hearing: February 2024 <p>Next Steps</p> <ul style="list-style-type: none"> • Valerie will continue working with the Department of Justice to define criteria for the open Nurse position.
Executive Session*	At 4:45 p.m., Board members entered executive session to discuss two candidates for position 4 (<i>Healthcare Consumer</i>) on the OPSC Board of Directors.
Board Candidate Nomination Bob Dannenhoffer	<p>At 4:58 p.m., Board members exited executive session and returned to the main meeting.</p> <p>The OPSC Board of Directors requested OPSC obtain clarification on Healthcare Consumer seat criteria and whether consultation in the healthcare industry is acceptable. The Board candidate nomination agenda item will be included in the March 4, 2024, OPSC Board of Directors meeting.</p>
Suggested Agenda Items for Next Board Meeting Bob Dannenhoffer	<p>January 2024: Special Board Meeting</p> <ul style="list-style-type: none"> • Date and time pending • Virtual meeting • Agenda Item <ul style="list-style-type: none"> ○ Final Oregon Administrative Rules for the Patient Safety Reporting Program <p>March 4, 2024, Meeting</p> <ul style="list-style-type: none"> • 3:00 – 5:00 p.m. • Virtual meeting • Agenda items <ul style="list-style-type: none"> ○ Strategic Planning Continued ○ Program Priority Updates ○ Governor’s Expectations Update ○ Biennial Semi-independent State Agency Report Update
Adjourn Bob Dannenhoffer	<p>Meeting Adjourned: 05:02 p.m.</p> <p>Next Meetings: January 2024 (date and time pending), March 4, 2024</p> <p>The meeting schedule and materials will be available on the Our Governance page of the OPSC website.</p>

* The executive session is held pursuant to ORS 192.660(2)(a). This law allows OPSC Board members to meet in executive session to consider the employment of a public officer, employee, staff member of individual agent. No final decision will be made during the executive session and a public session will follow at a future date where resolution may be adopted.