

# OPSC Board of Directors Meeting Summary

September 11, 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](#), 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 ( <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 checked="" type="checkbox"/>
	Judy Marvin (Health Insurer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leah Mitchell (Hospital Administrator)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 (Operations Analyst)			
	Megan Deardorff (Finance Manager)			
	Kristine Olson (Communications Specialist)			
	Linda Lancaster (Early Discussion and Resolution Program Manager)			
	Sydney Edlund (Director of Policy and Program Analysis)			
Guests	Jessica Sands ( <i>Consultant</i> )			
	Susan Gidding (Life Flight Network)			
	Laura Van Cura (Samaritan Health Services)			

## Agenda Items

Welcome, Introductions, and Housekeeping

**Meeting Convened:** Oregon Patient Safety Commission (OPSC) Board of Directors was called to order by Bob Dannenhoffer at 3:00 p.m. Jessica Morris offered an icebreaker activity for board member introductions.

<p>Bob Dannenhoffer, Board Members</p>	<p><b>Action Item: Approve June 13, 2023, Meeting Minutes</b>          Bob Dannenhoffer called for a motion to approve the June 13, 2023, OPSC Board meeting minutes.</p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> Mary Engrav moved to approve the June 13, 2023, OPSC Board meeting minutes and Judy Marvin seconded.</li> <li>• <b>Vote:</b> Bob Dannenhoffer called for a vote to approve the June 13, 2023, OPSC Board meeting minutes and Stephanie Warren conducted a roll call vote. Amanda Bemetz, Lisa Bui, Hollie Caldwell, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Judy Marvin, Jessica Morris, and Erin Sprando voted in favor. The motion passed.</li> </ul> <p>All members acknowledged receipt of consent agenda materials.</p>
<p>Patient at the Center Bob Dannenhoffer</p>	<p>Bob Dannenhoffer shared the story of a patient who died in post-operative care after a caesarean section due to blood loss from a loose suture. The event highlights the importance of tracking changes in patient vital signs and staff training.</p> <p><b>Board Discussion</b></p> <p>Board members discussed the importance of follow-up training and the effect of staffing on care quality.</p> <p><a href="#">Listen to the Patient at the Center story and board discussion</a></p>
<p>Treasurer’s Report Jessica Morris</p>	<p><b>2023 PRSP Fee Collection</b></p> <ul style="list-style-type: none"> <li>• Per ORS 293.231, OPSC is working with the Oregon Department of Revenue to collect outstanding fees.</li> </ul> <p><b>2021-2023 Financial Review</b></p> <ul style="list-style-type: none"> <li>• OPSC has contracted with Moss Adams, set to begin September 2023.</li> <li>• Financial review results, together with any recommendations to management, will be presented to the board in December 2023.</li> </ul> <p><b>Investment Activity Update</b></p> <ul style="list-style-type: none"> <li>• August 18, 2023, transfer of \$220,258 from Local Government Investment Pool (LGIP) account to OPSC checking account using established transfer process.</li> </ul> <p><b>Actual Compared to Budget: 2021-23 Biennium</b></p> <ul style="list-style-type: none"> <li>• Total revenue ended the biennium \$17,000 greater than budgeted.</li> <li>• Total expense including non-cash depreciation expense are \$352,000 favorable to budget.</li> </ul> <p><b>Statement of Financial Position</b></p> <ul style="list-style-type: none"> <li>• OPSC is developing a long-term plan to strategically use the investment reserve to continue supporting OPSC’s mission and vision.</li> </ul>
<p>Executive Director’s Report Valerie Harmon</p>	<p><b>Oregon Agency Expectations: Governor Kotek</b></p> <ul style="list-style-type: none"> <li>• Supports accountability and transparency across the State of Oregon.</li> <li>• Performance evaluations for agency directors expected every 2 years.</li> </ul>

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- Bob Dannenhoffer has had an initial conversation with Sherry Lauer, OPSC’s HR Business Partner from Department of Administrative Services Chief Human Resources Office.
  - Bob Dannenhoffer noted that the Governor’s expectations of the OPSC Board is to hire, evaluate, and fire (if needed) the Executive Director and be involved in strategic planning.
  - Strategic plans for Oregon agencies are due by June 1, 2024.

### **Strategic Planning Process**

Valerie presented an overview of the required elements and goals for OPSC’s upcoming strategic planning session with the OPSC Board and staff on October 20, 2023. The board will be provided with the draft of the progress on the strategic plan at the December 2023 board meeting and determine next steps.

### **EDR Funding Update: Interagency Agreement Status**

- OPSC is working with the Oregon Health Authority on an interagency agreement for 2023-25 EDR funding.

### **Annual EDR Report**

- Task Force on the Resolution of Adverse Incidents will request report feedback from board members at December 2023 board meeting.

### **20th Annual Northwest Patient Safety Conference (NWPSC)**

- **Theme:** Bringing Patient Safety to Life: What’s worked, what hasn’t, and what to do about it.
- **Date:** October 17 – 18, 2023, 8:00 a.m. – 1:00 p.m. (Pacific Time)
- **Location:** Virtual
- **Registration is free** for OPSC board members.

### **Next Steps:**

- OPSC has requested board members confirm their attendance for the strategic planning session by Friday, September 15, 2023.

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Board Membership Update

Valerie Harmon

### **Board Membership and Status**

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

### **Action Item: Nominate Candidates**

Bob Dannenhoffer called for a motion to nominate Candidate A for the upcoming open Hospital Administrator position for the Governor’s consideration.

- **Motion:** Mary Engrav moved to nominate Candidate A and Jessica Morris seconded.
- **Vote:** Bob Dannenhoffer called for a vote to nominate Candidate A for the upcoming open Hospital Administrator position for the Governor’s consideration. Stephanie Warren conducted a roll call

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vote. Amanda Bemetz, Lisa Bui, Hollie Caldwell, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Judy Marvin, Jessica Morris, and Erin Sprando voted in favor. The motion passed.

**Next Steps**

- **Nomination:** OPSC will provide the OPSC Board’s nomination 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.

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Public Comment and  
Upcoming Meetings  
**Bob Dannenhoffer**

No public comments were submitted prior to the meeting. During the meeting, guest Susan Gidding shared interest in learning more about OPSC and possibly getting more involved. Staff provided contact information.

**October 20, 2023: Strategic Planning Session**

- Portland, Oregon (specific location forthcoming)
- In-person meeting with public listen-in option.

**December 4, 2023: Board Meeting**

- 3:00 – 5:00 p.m.
- Virtual meeting
- Agenda items:
  - Agency Expectations Update
  - EDR Annual Report Feedback
  - Draft Strategic Plan
  - 2021-2023 Financial Review Draft Report

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Adjourn  
**Bob Dannenhoffer**

**Meeting Adjourned:** 4:35 p.m.

**Next Meetings:** October 20, 2023, and December 4, 2023

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

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