

# OPSC Board of Directors Executive Committee Meeting Agenda

June 9, 2023 | 10:30 – 11:00 a.m. | Virtual Meeting

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<b>10:30</b> 2 min	Convene Meeting	Judy Marvin, Chair
<b>10:32</b> 3 min	Approve Minutes	Judy Marvin, All
<b>10:35</b> 20 min	Review OPSC Board of Directors Meeting Agenda and Action Items	Valerie Harmon, Executive Committee
<b>10:55</b> 5 min	Investment Activities Update	Valerie Harmon, Megan Deardorff
<b>11:00</b>	Adjourn	Judy Marvin

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# OPSC Board of Directors Meeting Summary

April 11, 2023 | 12:00 – 1:40 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"/>
	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"/>
	Heather Hurst (Labor Representative)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kristi Ketchum (Ambulatory Surgery Center Representative)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Judy Marvin ( <i>Chair</i> , Health Insurer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
OPSC Staff	Valerie Harmon (Executive Director)			
	Stephanie Warren (Program Assistant)			
	Megan Deardorff (Finance Manager)			
	Linda Lancaster (Early Discussion and Resolution Program Manager)			
Guests	Melissa Parkerton (Director of Pathway to Accountability, Compassion and Transparency)			
	Hollie Caldwell (Concordia University)			
	Erin Sprando (Marquis Companies)			

## Agenda Items

<p>Welcome, Introductions, and Public Comment</p> <p><b>Judy Marvin, All</b></p>	<p><b>Meeting Convened:</b> Oregon Patient Safety Commission (OPSC) Board of Directors was called to order by Judy Marvin at 12:02 p.m. Stephanie Warren conducted a roll call for attendance.</p> <p><b>Action Item: Approve December 13, 2022, and February 14, 2023, Meeting Minutes</b></p>
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Judy Marvin called for a motion to approve the December 13, 2022, and February 14, 2023, OPSC Board meeting minutes.

- **Motion:** Bob Dannenhoffer moved to approve the December 13, 2022, and February 14, 2023, OPSC Board meeting minutes and Amanda Bemetz seconded.
- **Vote:** Judy Marvin called for a vote to approve the December 13, 2022, and February 14, 2023, OPSC Board meeting minutes and Stephanie Warren conducted a roll call vote.
  - **December 13, 2022, OPSC Board Meeting:** Amanda Bemetz, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Leah Mitchell, Jessica Morris, and Dana Selover voted in favor. Due to their absence at the December 13, 2022, board meeting, Lisa Bui and Judy Marvin abstained. Due to abstentions, the motion did not pass. This item will be added to a future agenda item.
  - **February 14, 2023, OPSC Board Meeting:** Amanda Bemetz, Lisa Bui, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Judy Marvin, Leah Mitchell, and Dana Selover voted in favor. Due to her absence at the February 14, 2023, board meeting, Jessica Morris abstained. The motion passed.

All members acknowledged receipt of consent agenda materials.

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Treasurer’s Report

Leah Mitchell

**2023 Patient Safety Reporting Program (PSRP) Fee Collection**

- As of April 6, 2023, 99% of 2023 PSRP annual fees have been collected.
- Past due accounts sent to collection (per ORS 293.231).

**Executive Committee (EC) Investment Activities**

- EC adopted a new process to preserve capital and maximize investment return.

**Budget to Actual: Biennium Forecast 2021-2023**

- Total revenue is anticipated to come in at budget.
- Total expense is expected to come in less than budgeted.

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Board Membership Update

Valerie Harmon

**Open Seats:** Healthcare Consumer, Hospital Administrator, Private Purchaser of Healthcare

**Upcoming Open Positions or Needed Reappointments:** Healthcare Consumer, Hospital Administrator (or their designee), Nurse

**Pending Appointment or Reappointment:** Faculty Member, Nursing Facility Representative, Public Purchaser

- **Senate Confirmation Hearing:** April 18, 2023

**Officer Transition Planning**

- **Chair:** Judy Marvin began her officer term on January 1, 2020, and plans to relinquish the Board Chair position by the end of 2023.
- **Treasurer:** Leah Mitchell’s second officer term ends this month.

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- Officer election action item will be rolled over to June’s meeting, and Treasurer will continue to serve until position is filled.

#### Next Steps

- **June 13, 2023, OPSC Board Meeting:** Board to hold officer elections.
- **Open Positions Recruitment:** Board members will be provided with materials to support OPSC’s recruitment efforts.
- **Officer Positions:** One board member has expressed interest, Judy Marvin offered to serve as Treasurer on an interim basis, if needed.

Board members interested in the Board Chair or Treasurer position are encouraged to email Valerie at [valerie.harmon@oregonpatientsafety.org](mailto:valerie.harmon@oregonpatientsafety.org)

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#### Opportunity to Build Statewide Capacity

Valerie Harmon, Melissa Parkerton, Director of Pathway to Accountability, Compassion and Transparency (PACT)

In their 2022 report on Early Discussion and Resolution, the Task Force on Resolution of Adverse HealthCare Incidents highlighted the need to build capacity in Oregon’s healthcare system to respond to and learn from medical harm.

#### Task Force on Resolution of Adverse Healthcare Incidents Recommendation to the OPSC Board of Directors (March 8, 2023 meeting)

- Consider including support for PACT in the 2023-2025 OPSC Biennial Budget to help build capacity in Oregon’s healthcare system for responding to and learning from medical harm in a way that prioritizes patient safety, transparency, and learning.
- Specifically, consider resources to support:
  - Interested organizations to participate in the *PACT Community of Practice*
  - A small cohort (5) of Oregon organizations to participate in the *PACT Collaborative*

#### Board Discussion

Valerie and Melissa led a discussion with board members about the goals of PACT, alignment with OPSC’s work, what support for PACT and facility participation would look like, next steps to get approval of this item in the 2023-25 biennial budget and begin planning for this work.

Listen to the [board discussion](#).

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#### Executive Director’s Report

Valerie Harmon

#### Early Discussion and Resolution (EDR) Program Updates

- Data process strategy development
  - **Agenda Item for June 13, 2023, Board Meeting:** Discuss final recommendations and next steps
- Outreach strategy development
- Standardize workflow and document management strategy
- 2023-25 program planning

#### Patient Safety Reporting Program (PSRP) Updates

- Quality improvement plan
  - Senate Bill 229 passed Senate and has been assigned to House Committee on Behavioral Health and Health Care

- PSRP annual report
  - **Agenda Item for June 13, 2023, Board Meeting:** Review and approve PSRP report
- PSRP user enhancement: Secure two-way communication

**Action Item: Annual PSRP Fee Adjustment**

Judy Marvin requested a motion to approve the 2024 annual PSRP fee adjustment of 8%, based on the change in the most recent available (2022) Consumer Price Index (CPI) for All Urban Consumers, West Region (All Items), in accordance with ORS 442.851(2).

- **Motion:** Bob Dannenhoffer moved to approve the 2024 annual PSRP fee CPI adjustment of 8% and Jessica Morris seconded.
- **Vote:** Judy Marvin called for a vote to approve the 2024 annual PSRP fee CPI adjustment of 8% and Stephanie Warren conducted a roll call vote. Amanda Bemetz, Lisa Bui, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Judy Marvin, Leah Mitchell, Jessica Morris, and Dana Selover voted in favor. The motion passed.

**Action Item: 2023-2025 Biennial Budget Approval**

Judy Marvin requested a motion to approve the 2023-2025 biennial budget of \$4,021,452.

- **Motion:** Katie Hufft moved to approve the 2023-2025 biennial budget of \$4,021,452 and Mary Engrav seconded.
- **Vote:** Judy Marvin called for a vote to approve the 2023-2025 biennial budget of \$4,021,452 and Stephanie Warren conducted a roll call vote. Amanda Bemetz, Lisa Bui, Smitha Chadaga, Bob Dannenhoffer, Mary Engrav, Katie Hufft, Judy Marvin, Leah Mitchell, and Dana Selover voted in favor. The motion passed.

Suggested Agenda Items  
for Next Board Meeting  
  
Judy Marvin

**June 13, 2023, Meeting**

- Draft PSRP annual report
- SB 229 update
- 2021-2023 financial review update
- Guidance on Governor Kotek’s agency expectations (anticipated from Department of Administrative Services by June 1, 2023)
- Final recommendations from EDR data process strategy development
- Officer elections

Adjourn  
  
Judy Marvin

**Meeting Adjourned:** 1:38 p.m.

**Next Meeting:** June 13, 2023

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



# OPSC Board of Directors Executive Committee

June 9, 2023 | Virtual Meeting

## Tips for Participating in the Meeting



Please remain muted when not speaking

- Microsoft Teams: Use the microphone icon to mute/unmute
- Phone: Use \*6 to mute/unmute



When possible, use the "raise hand" function in Microsoft Teams to:

- Be recognized prior to speaking



State your name prior to speaking

- This ensures all listeners can follow the conversation.

BUILDING A CULTURE OF  
SAFER CARE—TOGETHER

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# Convene Meeting

Judy Marvin, Chair, All



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## Today's Agenda

<b>10:30</b> 2 min	Convene Meeting	Judy Marvin, Chair
<b>10:32</b> 3 min	Approve Minutes	Judy Marvin, All
<b>10:35</b> 20 min	Review OPSC Board of Directors Meeting Agenda and Action Items	Valerie Harmon, Executive Committee
<b>10:55</b> 10 min	Investment Transfer Process Update	Valerie Harmon, Megan Deardorff
<b>11:00</b>	Adjourn	Judy Marvin



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## Action Items

- **Action Item:** Approve minutes from the following meeting(s):
  - April 11, 2023 Executive Committee Meeting



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## Review: OPSC Board of Directors Agenda

12:00	Welcome, Introductions, and Public Comment <ul style="list-style-type: none"> <li>Welcome New Members</li> </ul>	Mary Engrav, Board Members, Public
12:10	Review Agenda, Approve Minutes, Acknowledge Receipt of Consent Agenda Materials	Mary Engrav, Board Members
12:15	Patient at the Center	Valerie Harmon, Board Members
12:25	Treasurer's Report	Leah Mitchell
12:30	Board Membership Update <ul style="list-style-type: none"> <li>Action Item: Nominate Candidates</li> <li>Action Item: Officer Elections</li> </ul>	Valerie Harmon, Mary Engrav
12:45	Executive Director's Report	Valerie Harmon
1:00	Patient Safety Reporting Program Annual Report Review and Feedback	Valerie Harmon
1:15	Early Discussion and Resolution Outreach Strategy Update	Miranda Brown, Mike Westling, Mireaya Medina, Brink Communications
1:45	EDR Data Strategy Recommendations	Sydney Edlund
2:00	Upcoming Board Meetings and Adjourn†	Valerie Harmon, Mary Engrav, Board Members



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## Investment Activities Update

- Bank Transfer Procedure developed
  - Review accounts at least monthly
  - Transfer will occur as-needed based on review
  - Keep an average 3 months operating cash in checking
  - Transfers will not exceed 1MM
  - Treasurer will be notified in advance of transfer and provided a report to support it occurred



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