

Executive Committee of the OPSC Board of Directors Meeting Minutes

November 17, 2023 | 10:00 a.m. – 11:00 a.m. | Virtual Meeting

Attendees		Present	Virtual	Absent
Executive Committee Members	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"/>
	Jessica Morris (<i>Treasurer</i> , Healthcare Consumer)	<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	Jessica Sands (<i>Consultant</i>)			

Agenda Items

Convene Meeting	Executive Director Valerie Harmon called the meeting to order at 10:04 a.m.
Review OPSC Board of Directors Meeting Agenda and Action Items	<p>Members reviewed the agenda and action items for the December 4, 2023, OPSC Board meeting. The discussion included:</p> <ul style="list-style-type: none"> • Welcome, Introductions, and Housekeeping • Patient at the Center • Treasurer’s Report <ul style="list-style-type: none"> ○ 2024 PSRP fee invoices have been sent with a focus on electronic payment ○ OPSC has received 2021-2023 Financial Review report <ul style="list-style-type: none"> ▪ Jessica will note the financial review’s completion ▪ Valerie will present any financial review findings during her Executive Director’s Report ▪ Megan gave a Local Government Investment Pool (LGIP) fund update ○ Valerie noted OPSC’s anticipated hiring efforts, staffing model adjustments, and next steps for outreach in 2024 • Executive Director’s Report <ul style="list-style-type: none"> ○ Valerie will include an update on how OPSC is approaching work to build a sustainable organization, grow the team, and provide a high-level update for ongoing work • Oregon Administrative Rules Update • Review & Feedback: Early Discussion & Resolution Annual Report

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- Strategic Planning Progress Update
 - Strategic plan is due to Governor on June 1, 2024
 - Board Membership Update
 - The board will need an executive session to consider candidates for open Healthcare Consumer position
 - Upcoming Board Meetings Topics

Next Steps:

- Valerie will send follow-up to board members regarding strategic planning feedback survey
- Megan and Valerie will discuss combining Accounts Payable and Accrued Payroll line-items with Jessica Sands
- Stephanie will research Microsoft Teams breakout room settings for shared calendar invites for the December board meeting

Adjourn

Meeting Adjourned: 10:46 a.m.

Next Meeting: February 16, 2024

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