

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 (Executive Director) Stephanie Warren (Operations Analyst) Megan Deardorff (Finance Manager)			
Guests	Jessica Sands (Consultant)			

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

-
- 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.
