



# OPSC Board of Directors

December 4, 2023 | Virtual Meeting

Building a culture of safer care—*together*

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## 3 Meeting Tips & Tricks



**To decrease background noise, please stay muted when not speaking**

**Microsoft Teams:**  
Click the microphone icon to mute/unmute

**Phone:**  
Dial \*6 to mute/unmute



**Feel free to use the "raise hand" function in Microsoft Teams**



**Say your name before speaking so we know who's talking**

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# Welcome and Introductions

Bob Dannenhoffer, Chair, Board Members

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## Board Member Introductions

**Jessica Morris**  
Healthcare Consumer seat

**Katie Hufft**  
Pharmacist seat

**Lisa Bui**  
Public Purchaser seat

**Kristi Ketchum**  
ASC Representative seat

**Hollie Caldwell**  
Faculty seat

**Judy Marvin**  
Health Insurer seat

**Smitha Chadaga**  
Physician seat

**Margaret Mikula**  
Hospital Administrator seat

**Bob Dannenhoffer**  
Physician seat

**Dana Selover**  
Public Health Officer seat

**Mary Engrav**  
Health Insurer seat

**Erin Sprando**  
Nursing Facility Rep. seat

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# Housekeeping

Bob Dannenhoffer, Chair

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## Today's Agenda

<b>3:00</b> 10 min	Welcome & Introductions	Bob Dannenhoffer, Chair, Board Members
<b>3:10</b> 5 min	Housekeeping	Bob Dannenhoffer
<b>3:15</b> 5 min	Patient at the Center	Mary Engrav
<b>3:20</b> 5 min	Treasurer's Report	Jessica Morris
<b>3:25</b> 20 min	Executive Director's Report	Valerie Harmon
<b>3:45</b> 10 min	Oregon Administrative Rules Update	Sydney Edlund
<b>3:55</b> 40 min	Strategic Planning Progress Update	Vanessa Becker
<b>4:35</b> 5 min	Board Membership Update	Valerie Harmon
<b>4:40</b> 15 min	Board Member Candidates	Bob Dannenhoffer, All
<b>4:55</b> 5 min	Public Comment	Bob Dannenhoffer
<b>5:00</b>	Upcoming Board Meetings & Adjourn	Bob Dannenhoffer

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## Other Items

- **Action Item:** Approve Minutes from:
  - August 25, 2023 Executive Committee Meeting
  - September 11, 2023 Board Meeting
- Acknowledge Receipt of Meeting Materials

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## Patient at the Center

Mary Engrav, Vice-Chair

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# Treasurer's Report

Jessica Morris, Treasurer

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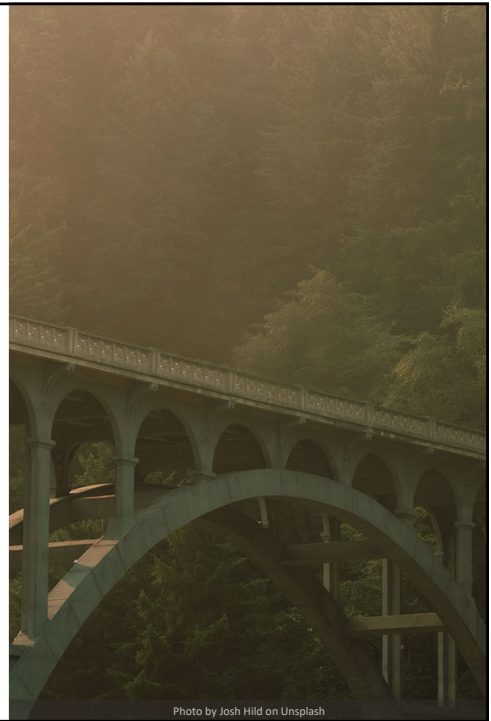


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## General Updates

### **2024 Patient Safety Reporting Program (PSRP) Fees**

- Invoices sent in November
- Due December 31, 2023
- Focused on electronic payment

### **2021-2023 Financial Review**

- Requirement for Semi-Independent State Agencies (ORS 182.464)
- Review completed in November

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## Investment Activity Update

- Investment Fund Transfer
  - Executive Committee is responsible for investment activity
  - **Investment Goal:** To maximize investment return and optimize operating cash requirements
  - **Fund transfer occurred Nov. 16, 2023:** \$433,060 transferred from OPSC’s checking account to the Local Government Investment Pool (LGIP) account

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## Actual Compared to Budget

September 30, 2023

	Year-To-Date Actual	Year-to-Date Budget	Year-to-Date Variance Over (Under)
<b>Revenue:</b>			
PSRP Funds	-	-	-
EDR Funds	975,000	877,500	97,500
Other Revenue	21,885	15,036	6,849
<b>Total Revenue</b>	<b>996,885</b>	<b>892,536</b>	<b>104,349</b>
<b>Expense:</b>			
Personnel	325,993	341,829	(15,837)
Service and Supplies	64,463	267,631	(203,168)
<b>Total Expense</b>	<b>390,456</b>	<b>609,460</b>	<b>(219,005)</b>
Non-Cash Depreciation Exp	-	-	-
<b>Change in Net Assets</b>	<b>606,430</b>	<b>283,076</b>	<b>323,354</b>

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## Statement of Financial Position (1 of 2)

	9/30/2023	6/30/2023
<b>ASSETS:</b>		
Cash and Cash Equivalents	239,989	307,367
LGIP Investment Account	1,875,072	2,073,567
Accounts Receivable	977,582	3,521
Other	141,353	141,182
<b>Total Assets</b>	<b>3,233,996</b>	<b>2,525,636</b>
<b>LIABILITIES:</b>		
Accounts Payable	8,371	9,010
Accrued Payroll & Related	289,811	187,243
Lease Liabilities	72,989	72,989
<b>Total Liabilities:</b>	<b>371,172</b>	<b>269,241</b>

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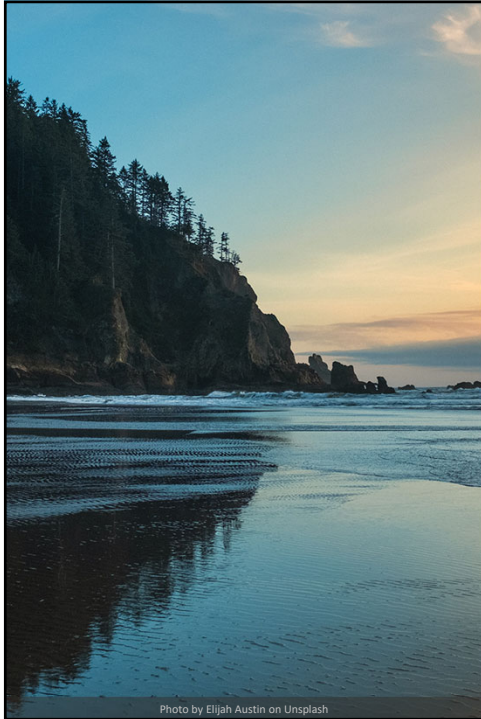
## Statement of Financial Position (2 of 2)

	9/30/2023	6/30/2022
<b>NET ASSETS:</b>		
Net Assets Without Restrictions		
PSRP Funds	710,772	864,255
Fixed Assets	71,776	71,776
<b>Total Net Assets Without Restrictions</b>	<b>782,547</b>	<b>936,031</b>
Net Assets With Restrictions		
EDR Funds	2,080,277	1,320,364
<b>Total Net Assets With Restrictions</b>	<b>2,080,277</b>	<b>1,320,364</b>
<b>Total Net Assets</b>	<b>2,862,824</b>	<b>2,256,395</b>
<b>Total Liabilities and Net Assets</b>	<b>3,233,996</b>	<b>2,525,636</b>

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# Executive Director's Report

Valerie Harmon, Executive Director

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## 2021-2023 Financial Review Update

- **Overview:** Review of OPSC's financial processes by an independent certified public accountant (ORS 182464)
- **Draft report:** No findings or exceptions noted (complimentary of OPSC's record keeping)
- **What's next?**
  - OPSC will include final report in Biennial Semi-independent State Agency Report in 2024 (ORS 182.472)

### Financial Review Elements

Documentation and Internal Controls for:

- Receiving, recording, and reporting transactions
- Cash handling
- Bank reconciliation
- Contracting
- Revenues and expenses
- Budget
- Financial statements

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## Oregon Agency Expectations: Governor Kotek

Expectation	Timing	Status
Performance Reviews for Agency Directors (OPSC BOD)	Every 2 years	Not started
Performance Feedback for Employees	Quarterly	Meeting
Supporting Strategic Planning and Measuring Agency Performance (OPSC BOD)	By June 1, 2024	In progress
Succession Planning for the Workforce	By December 31, 2023	In progress
State Government Commitment to Diversity, Equity, and Inclusion: <i>Affirmative Action Plan</i>	Approved Q1 2023 <i>Update annually</i>	Meeting
State Government Commitment to Diversity, Equity, and Inclusion: <i>Diversity, Equity, and Inclusion Plan</i>	Draft By June 1, 2023 <i>Update every 2 yrs.</i>	Meeting
Agency Hiring Practice: <i>Position Fill Time</i>	50 days or less	Not started
Developing New Employees and Managers: Benefits/Onboarding/Customer Service/New Manger Training	Within: 30/60/60/90 days of hire	Meeting
Agency Emergency Preparedness: <i>Continuity of Operations Plan</i>	September 30, 2023	Meeting
N/A for OPSC: Audit Accountability, IT Strategic Plan, Measuring Employee Satisfaction		



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## EDR Annual Report Overview

- Report from Task Force on Resolution of Adverse Healthcare Incidents (ORS 31.280 (2))
- Audience: Legislature
- What we said we were going to do:
  - Provide a high-level summary of EDR and status of program priorities
  - Make the report more scannable and digestible
  - Provide more visual interest
  - Status/update report to the legislature on EDR
  - Create a more focused report that requires fewer program resources to produce



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## Board Report Input for OPSC or Task Force

- Is the messaging clear?
  - Does the report represent where the program is, and what we are trying to accomplish?
- Do you see any red flags?
- Do you have any other guidance for OPSC or the Task Force?



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## EDR Annual Report Status

	Tasks	Status
Sept 13, 2023	Task Force provides guidance to OPSC on report approach and topics	Complete
	OPSC drafts report	Complete
Nov 28, 2023	OPSC circulates draft report to Task Force and OPSC Board	Complete
Dec 4, 2023	OPSC Board of Directors offers input on draft report	In progress
Dec 13, 2023	Task Force reviews draft report and approves subject to: <ul style="list-style-type: none"> <li>• OPSC making the requested changes</li> <li>• Final review and approval by the co-chairs</li> </ul>	Not started
	OPSC makes final edits	Not started
	Task Force co-chairs review and approve updated report	Not started
Dec 18, 2023	OPSC submits final report to Legislature on behalf of Task Force	Not started
Jan 2024	OPSC distributes final report	Not started



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## Additional Items

- **Build a sustainable organization:** Revising current job roles/responsibilities and clearly defining new job roles to grow our team
- **Assess OPSC's communications & operations:** We are specifically looking at accessibility, efficiency, measurement, and brand awareness
- Modernize Patient Safety Reporting Program
- Developing a strategic plan

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## Oregon Administrative Rules Update

Sydney Edlund, Director of Policy & Program Analysis

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## Rules Advisory Committee (RAC) Members

**Bob Dannenhoffer**

OPSC Board, Physician seat

**Therese Hooft**

Oregon Nurses Association

**Dan Kennedy**

Oregon State Pharmacy Association

**Shanie Mason**

Oregon Medical Association

**Jessica Morris**

OPSC Board, Healthcare Consumer seat

**Nicolette Reilly**

Oregon Health Care Association

**Dana Selover**

OPSC Board, Public Health Officer seat

**Chris Skagen**

Oregon Ambulatory Surgery Center Assoc.

**Meghan Slotemaker**

Hospital Association of Oregon

**Erin Sprando**

OPSC Board, Nursing Facility Rep. seat



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## Rules Revision Overview

- **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.
- **Goals**
  - **Simplify and streamline** from an administrative rules division for each of five eligible facility types to a single division for the whole program.
  - **Broaden and revise overly specific or outdated language** to allow the rules to remain relevant over time.
  - **Increase program flexibility** to support shared learning in keeping with modern patient safety knowledge and practice.



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## Board Approval Needed for Rulemaking

- The OPSC Board has rulemaking authority for the Patient Safety Reporting Program ORS 442.831 (1)
- **Action item:** Does the board approve OPSC to file a Notice of Rulemaking?
- Next steps



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## Strategic Plan: Progress Update

Vanessa Becker, V Consulting

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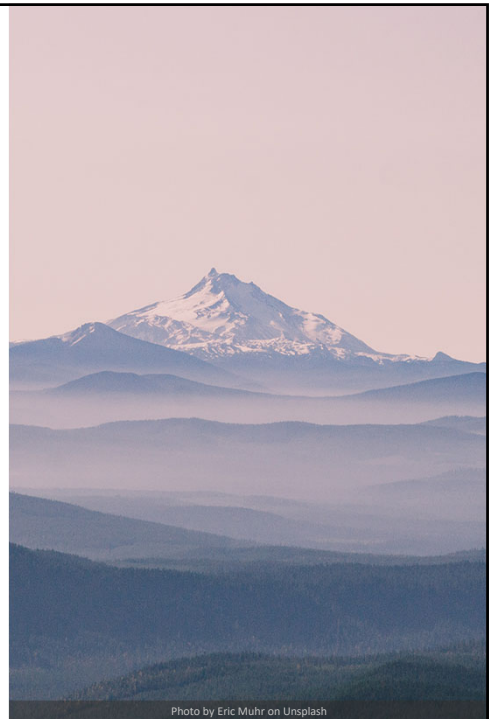


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# Board Membership Update

Valerie Harmon, Executive Director

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## OPSC Board Membership & Status

Seat	Seat Name	Current Member	Term (End Date)	Status
1	Faculty Member	Hollie Caldwell	1 <sup>st</sup> (07-01-2026)	●
2	Private Purchaser of Healthcare	Unfilled		●
3	Public Purchaser of Healthcare	Lisa Bui	2 <sup>nd</sup> (09-30-2026)	●
4	Healthcare Consumer	Unfilled		●
5	Healthcare Consumer	Jessica Morris <b>TREASURER</b>	2 <sup>nd</sup> (09-30-2027)	●
6	Health Insurer	Judy Marvin	2 <sup>nd</sup> (09-30-2024)	●
7	Health Insurer	Mary Engrav <b>VICE-CHAIR</b>	1 <sup>st</sup> (09-30-2024)	●
8	Labor Representative	Unfilled		●
9	Physician	Smitha Chadaga	1 <sup>st</sup> (09-30-2024)	●
10	Physician	Bob Dannenhoffer <b>CHAIR</b>	1 <sup>st</sup> (09-30-2024)	●
11	Hospital Administrator	Margaret Mikula	1 <sup>st</sup> (07-01-2027)	●
12	Hospital Administrator	Pending		●
13	Pharmacist	Katie Hufft	1 <sup>st</sup> (07-01-2026)	●
14	Ambulatory Surgery Center Rep.	Kristi Ketchum	1 <sup>st</sup> (09-30-2024)	●
15	Nurse	Unfilled	1 <sup>st</sup> (09-30-2023)	●
16	Nursing Facility Rep.	Erin Sprando	1 <sup>st</sup> (07-01-2026)	●
17	Public Health Officer	Dana Selover	n/a	●

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# Board Member Candidates

Bob Dannenhoffer, Chair

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## Board Candidate for Consideration

**ORS 442.830 (4):** The OPSC Board nominates candidate(s) for vacant positions, which are forwarded on to the Governor for consideration. If appointed by the Governor, the candidate(s) must then be confirmed by the Senate.

### • Candidates for Position 4

- Healthcare Consumer
- Candidate information sent to Board members only

- **Executive Session:** The Board may go into a closed executive session to consider a candidate (ORS 192.660(2)(a))

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## Executive Session

**Closed to the Public:** The executive session is being 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 or individual agent. No final decision will be made during the executive session. Public session will follow where resolutions may be adopted.

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## Board Candidate Nomination

**ORS 442.830 (4):** The OPSC Board nominates candidate(s) for vacant positions, which are forwarded on to the Governor for consideration. If appointed by the Governor, the candidate(s) must then be confirmed by the Senate.

- **Action Item:** Nominate one of the following candidates for position 4 (*Healthcare Consumer*) on the OPSC Board of Directors:
  - Candidate 1
  - Candidate 2
- **Next Steps:** OPSC will pass along any OPSC Board candidate nominations to the Governor for consideration.

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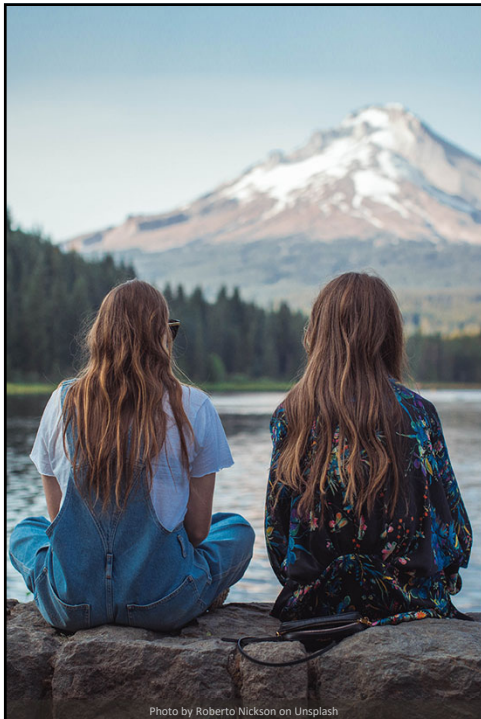
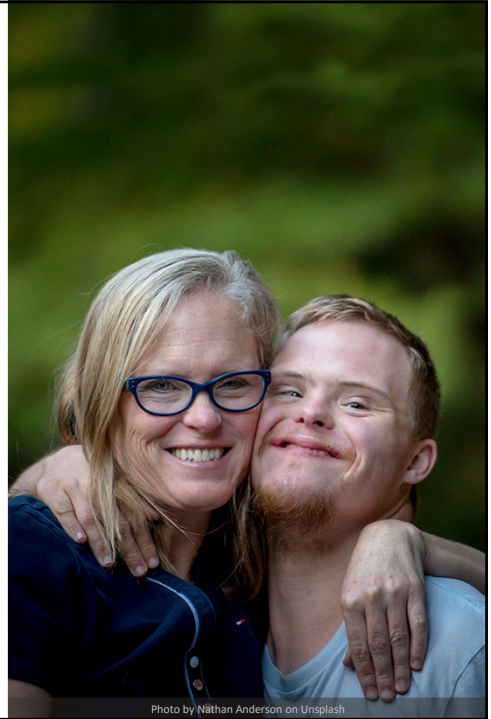




# Public Comment

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# Upcoming Meetings

Bob Dannenhoffer, Chair

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# Mark Your Calendars!

## January 2024, date & time pending: Special Board Meeting

- Virtual meeting
- Agenda Item
  - Final Oregon Administrative Rules for the Patient Safety Reporting Program

## March 4, 2024: Board Meeting

- 3:00 – 5:00 p.m., Virtual meeting
- Agenda Items
  - Strategic Planning Continued
  - Program Priority Updates
  - Governor’s Expectations Update
  - Biennial Semi-independent State Agency Report Update



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