

Executive Committee of the OPSC Board of Directors Meeting Summary

February 16, 2024 | 10:00am – 11:00am | Virtual Meeting

The following summary provides an overview of the information shared during this meeting.

Executive Committee Member Attendees	Present: Bob Dannenhoffer, Mary Engrav, Jessica Morris Absent: None
Staff Attendees	Valerie Harmon, Stephanie Warren, Megan Deardorff
Guest Speakers	None

Convene

- Meeting called to order by: Bob Dannenhoffer at 10:01am
- Attendance taken: Quorum achieved (See above for details)

Financial Update

- PSRP Receipts: 81% collected as of February 16, 2024
 - OPSC is moving forward with the collection process for outstanding accounts
- Budget Amendment: OPSC anticipates review/approval at the June 3, 2024, Board meeting
 - The Executive Committee will review the amended budget at the next meeting
 - Amending for actual-to-date revenue, and timing of expenses (e.g., new hires, strategic plan, and renewal of OPSC's office lease)
 - Valerie noted the State of Oregon is planning for shared office space options in the future, but this is still several years out
 - Bob asked if the State of Oregon helps semi-independent agencies find and negotiate leases
 - OPSC has previously obtained support from the Department of Justice to review lease contracts, and Valerie will reach out again prior to any lease renewal.
 - Valerie explained the anticipated changes in the staffing model for OPSC's programs – moving to align program support to provide a more streamlined customer experience, to gain operational efficiencies, and to support OPSC's long-term organization stability through cross training
- Investment Activity: Executive Committee is responsible for investment activity
 - Goal: Maximize investment return and optimize operating cash requirements
 - Fund transfer: \$313,622 transferred on January 9, 2024, from OPSC checking account to Local Government Investment Pool (LGIP) account
- Actual Compared to Budget

- Megan shared that revenue is greater than budgeted due to budgeting conservatively, and expenses are less than budgeted due to timing of expenditures
- Valerie shared that she is working with the Pathway to Accountability, Compassion, and Transparency (PACT) to consider how the offering can be revised to better meet facilities where they are
- Statement of Financial Position
 - Megan reported Total Assets reflect PSRP revenue recorded, and cash received to-date
 - Total Liabilities includes two months of payroll, due to the timing of payroll invoices received for reimbursement to Department of Administrative Services (DAS).
 - Total Net Assets reflect the receipt of program funds less program expenses to date

Discuss OPSC Board of Directors Meeting Agenda & Action Items

- Members reviewed the agenda and action items for the March 4, 2024, OPSC Board meeting. The discussion included:
 - Welcome & Introductions
 - Jessica will provide an icebreaker for introductions
 - Housekeeping (i.e., Review Agenda, Approve Meeting Summary, Acknowledge Receipt of Meeting Materials)
 - Patient at the Center
 - Mary will present
 - Treasurer's Report
 - Executive Director's Report
 - PACT revision, EDR outreach update, organizational and operational planning.
 - PSRP Modernization Revising Event Types
 - Valerie noted there will likely be an action item for the board on this agenda item
 - Board Membership Update
 - Public Comment
 - Upcoming Board Meetings
- Bob suggested adding any of OPSC's recent accomplishments. Valerie noted adding Patient Safety Minutes and organizational accessibility updates to the agenda.

Adjourn

- **Meeting Adjourned:** 10:44am
- **Next Meeting:** May 17, 2024 | 10:00am – 11:00am

The meeting schedule and materials for the Executive Committee of the OPSC Board of Directors will be available on the [Governance page](#).