



**Preventive Health and Health Services (PHHS) Block Grant  
Advisory Committee Meeting Minutes  
Oklahoma State Department of Health, Room 5, Floor 28  
March 23, 2022**

All PHHSBG Advisory Committee meetings/hearings are open to the public. These meeting dates are published on the Oklahoma Secretary of State's website (<https://www.sos.ok.gov/>) no later than December 15th of the preceding year in which such meetings convene in order to ensure that the public is notified and allowed to attend. In addition, all meeting notices are posted at least 48 hours in advance of the public meeting/hearing at the Oklahoma State Department of Health's central office on a bulletin board that is conspicuously visible to the public.

### **Call to Order**

- Call to order at 3:38 pm by Mendy Spohn, Interim Chair (OSDH).

### **Roll Call**

- **Members**
  - In-person: Mendy Spohn (OSDH), Melissa Blanton (Office of Attorney General), and Kelly Baker (OSDH).
  - Virtual: None
  - Absent: Jan Fox (OSDH), Cara Gluck (OCCDH), Michael Peercy (Chickasaw Nation Department of Health), and Dr. David Gahn (Cherokee Nation Public Health).
- **Guests:**
  - In-person: Christin Kirchenbauer (OSDH), Raffaella Espinoza (OSDH), Diane Brown (OSHD)
  - Virtual: Theodore Noel (CEO Guiding Right), Velvet Brown-Watts (Sickle Cell Advocacy), Tracy Wendling (OSDH), Danielle Durkee (OSDH), Floritta Pope (OSDH).

### **Advisory Committee Overview**

Do not have quorum – No actions will be taken today.

Diane Brown presented the current structure of the advisory board. Looking to fill advisory positions.

- Public Health Officer serves as chair for the board.
- General public, local health departments, community-based orgs, public health schools, etc. are typically members of the board.
- Duties include holding public meetings, federally required to meet twice a year but we typically meet up to four times a year.
- Members provide decisions including assessment, activities of workplan coordination of activities and reporting data.

Funded entities can partner with agencies represented on the advisory board.

The Committee cannot vote and will send the list of nominations to the Commissioner for final approval of board members and the new Chair.

Diane Brown is working on by-laws/policy that will be reviewed and approved at a future advisory committee meeting regarding composition and structure of the PHHSBG Advisory Committee.

Diane Brown reviewed the timeline and outlined when the advisory board is tapped to make decisions. Diane Brown adjusted the timeline to include OCCDH and THD.

### **Recommendation and Appointment of New Committee Members**

Mendy Spohn mentioned that with the new member positions we will be losing Kelly Baker as a member. Jan Fox and Mendy Spohn are fulfilling deputy positions and they will be moving off as members. It was recommended to have at least six members for advisory membership. Several members have agreed to potentially serve. Commissioner Reed will appoint new members based on the conversations today. Diane Brown will provide the Commissioner with the list of nominations for final approval. Nominations include Danielle Durkee (OSDH), Floritta Pope (OSDH), Halley Reeves (COPH), Raffaella Espinoza (Center for Health Statistics),

Tracy Wendling (OSDH), Velvet Brown-Watts (Sickle Cell Advocacy), Theodore Noel (Guiding Right), Jackie Kanak (RAD), Jennifer Nunn (OSDH CHD).

### **Nominate and Elect of New Chairperson**

There was not a quorum so no vote was conducted. Mendy Spohn will continue in her role as interim chair until a new chair is appointed by the Commissioner.

Per PHHSBG US Code, the State Public Health Officer (Oklahoma Commissioner) serves as chair or may designate someone else to serve as chair of the Committee. The Commissioner will designate someone to serve as the Oklahoma PHHSBG Advisory Committee Chair.

### **Budget Updates for Budget Revision Proposal**

Steve Miller, PHHS Block Grant Budget Analyst, and Diane Brown met prior to the meeting to determine if there were a surplus of funds available. Financials were pulled from the personnel line item to determine if funds are available. Background, OSDH is transforming and doing organizational changes and the QI position is transitioning to become a key role in the transformation and is position is tasked with carrying out the body of work. The salary was revised and there is a need to increase the funding by \$29,500 for the remainder of the SFY (June 30<sup>th</sup> 2022). Per discussion with Steve Miller, the Office of Minority Health and Injury Prevention Service had PHHSBG funded positions that were at one point or are currently vacant. There is approximately 80K available in lapsed funds. There was a motion in the last meeting to approve the increase in funding if the budget allowed. Melissa Blanton asked if there was time to spend the remaining funds and Diane Brown answered that yes there is time and the estimates are based on projections. Programmatic expenditures are spent through September 30<sup>th</sup> while personnel expenditures go through June 30<sup>th</sup>.

### **Closing Remarks**

- Mendy thanked potential members for their time.
- Meeting adjourned at 3:56 pm by Mendy Spohn.