

**KPHA BOARD MEETING**

Mission: ***Promoting and Improving Population Health in Kansas***

**Roll call: 25, Present: 21**

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| Name  | Jan22 | Feb19 | Mar19 | Apr 16 | May21 | Jun18 | July16 | Aug20 | Sep17 | Oct1 | Nov 19  | Dec17 |
| Sonja Armbruster | X | X | NP | X |  |  |  |  |  |  |  |  |
| Jack Brown | NP | X | NP | X |  |  |  |  |  |  |  |  |
| Molly Brown | X | NP | NP | X |  |  |  |  |  |  |  |  |
| Cristi Cain | X | X | X | X |  |  |  |  |  |  |  |  |
| Kendal Carswell | X | X | X | X |  |  |  |  |  |  |  |  |
| Eldonna Chesnut | X | X | X | X |  |  |  |  |  |  |  |  |
| Daniel Craig | X | X | NP | NP |  |  |  |  |  |  |  |  |
| Megan Foreman | X | X | X | X |  |  |  |  |  |  |  |  |
| Tanya Honderick | X | NP | X | X |  |  |  |  |  |  |  |  |
| Debra Kellison  | X | X | NP | X |  |  |  |  |  |  |  |  |
| Gary Martin | NP | X |  |  |  |  |  |  |  |  |  |  |
| Robert Moser | NP | X | X | X |  |  |  |  |  |  |  |  |
| Christi Nance | X | X | X | NP |  |  |  |  |  |  |  |  |
| Shirley Orr |  |  | NP | X |  |  |  |  |  |  |  |  |
| Michelle Peterson | X | X | X | X |  |  |  |  |  |  |  |  |
| Gianfranco Pezzino | NP | X | X | X |  |  |  |  |  |  |  |  |
| Heather Poole | X |  NP | NP | X |  |  |  |  |  |  |  |  |
| Travis Rickford | X | NP | NP | X |  |  |  |  |  |  |  |  |
| Denise Schuele | X | X | X | X |  |  |  |  |  |  |  |  |
| Mary Schwartz | X | NP | NP | X |  |  |  |  |  |  |  |  |
| Michael Showalter | X | X | NP | NP |  |  |  |  |  |  |  |  |
| Brandon Skidmore | X | X | X | X |  |  |  |  |  |  |  |  |
| Cynthia Snyder | X | X | X | NP |  |  |  |  |  |  |  |  |
| Ron Starbuck |  |  | X | X |  |  |  |  |  |  |  |  |
| Miranda Steele | X | X | X | X |  |  |  |  |  |  |  |  |
| Becky Tuttle | X | X | X | X |  |  |  |  |  |  |  |  |
| Guests | Ruaa (GRA, Assn Manager); Erica Anderson (Conference Chair); Autumn Nance (YMCA Intern) | Shirley Orr; Ruaa Hassaballa (GRA/Assn Mgr) | Ruaa (GRA, Assn Mgr), Tanya Dorf Brunner (OHK), Ty Kane (WSU), James Brewer (WSU), Christy Cubbage (SKC).  | Ruaa Hassaballa, GRA (Assn Mgr), Erica Anderson, James Brewster (WSU) |  |  |  |  |  |  |  |  |

**Date:** April 16, 2018

**Time:** 10AM

**Location:** University of Kansas (KU) Edwards Campus

12600 S Quivira Rd, Overland Park 66213

Room: BEST 315

Conference Call (866) 410-0240, Code: 3470506293

**Quorum: Yes**

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| Agenda Item | Facilitator | Notes & Meeting Actions | Outcome |
| Call to Order  | Becky | Meeting called to order. |  |
| Determination of quorum  | Miranda  | A majority (84%) of the Board of Directors, with 21 of 25 Board Members present. | Quorum determined |
| Agenda  | Becky | Request for additional agenda items. 1. None.
 |  |
| Approval of Minutes | Miranda | 1. Eldonna motioned to approve the March 2018 Board meeting minutes; Megan seconded the motion.
	1. Motion carried - No abstainers or dissenters.
 | Minutes from previous meeting were approved. |
| Continuing Education for Board | Shirley and Eldonna | 1. Becky introduced Shirley and Eldonna to present information about KPHA’s affiliation with APHA.
2. *Refer to the PowerPoint document presented for details not captured in these minutes*
3. Eldonna is serving on APHA Exec Board (EB) for a 3-year term. She covered the composition, functions and responsibilities of the EB.
4. Megan is serving as our Affiliate Rep to the Government Council (ARGC). The GC meets twice a year; establishes policies, elects APHA EB members, acts on recommendations of the EB and other boards of APHA.
5. Eldonna shared the importance of growing new leaders and the opportunities available.
6. Shirley covered advocacy – APHA has central role nationally to advocate for issues of importance to PH, both population and system.
7. Shirley serves on the Council of Affiliates (CoA) as well as on the Joint Policy Committee.
8. We have a MOU with APHA to represent the association at the state level and receive support as requested. The APHA website has great resources for KPHA and other affiliates.
9. Shirley and Eldonna covered how proposed policies are reviewed at the affiliate/member level - and how feedback on P&Ps are submitted back to APHA.
10. Michelle, Megan and others discussed the process for tracking APHA policies reviewed at the local/KPHA level. There are hundreds of policies each year, so not all of them will apply to our platform or our state issues. For much of the policy review activity, we rely on APHA to enact them after a centralized debate, understanding that not all APHA policies will apply to the state affiliates. Shirley said we certainly have an opportunity to affirm or adopt/adapt APHA policy as our own.
11. Eldonna urged everyone to consider attending the APHA conference in November in San Diego. *See PowerPoint presentation and APHA website for more information, or ask Eldonna to provide more info on the experience.*
 |  1. If you are interested in attending the APHA conference in CA in Oct, let Eldonna know.
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| Announcements and Sharing | Board | 1. None
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| Treasurer’s Report  | Cristi | 1. Reference the March 2018 Management Report
2. Notable items:
	1. Total Assets down more than $21,000 (YOY) compared to this time last year.
	2. Ref. Acct 6501: $407.23 for Advertising was for the booth materials used at the Gov PH Conf to promote KPHA membership.
	3. Credit Card fees are down significantly compared to last year.
3. P&L Comparison YOY report:
	1. 2014 was the year with the highest membership dues collected.
	2. Fall Conference – In 2017, we took in less, spent more compared to recent years. Miranda noted that there were several additional expenses for 2017 that will not be reoccurring (award medals, poster boards, etc.), save for the conference phone app. Sonja Armbruster – membership and conference dues were down and contributed to the variance. James Brewster shared what the conference planning committee is doing to remove some of the barriers, scheduling. Tanya encouraged newer board members to remember the little things we can do to promote KPHA and the conference registration link (e.g., signature blocks, community meetings).
4. Michelle – If we have new or additional expenses pop up, I ask that we turn to the Board to see if there are any companies or individuals who would provide the service on an in-kind basis or sponsor financially.
 |    |
| President’s Report | Becky | 1. Thank you to all those who attended the Gov PH Conference. KPHA made the wall of fame. Thank you to Denise for representing KPHA, distributing our materials. Look at the new materials that Michael coordinated.
2. National Public Health Week – thank you for promoting PH that week and every day. Ruaa – we engaged APHA with national efforts, such as Twitter chat. KPHA was one of five affiliates that were given a shout out on the APHA account. KAMU did a great job engaging on social media during NPHW and won the conference registration.
3. Strategic Planning – July 26 & 27, Jennie Holt has availability to come to Kansas to facilitate a session with us. $500 or less for her to travel here. We need to commit to 2-3 hours of pre-session work to complete an affiliate self-assessment. Then, a 1-hr exec cmte call. Sonja responded – we won’t find any strategic planning support that is less than $500. Eldonna – another benefit is that Jennie has worked with APHA for many years, so she can help us align our work with the national level. Michelle – do we have a sample of work or a recommendation from another affiliate? Eldonna said yes. Miranda motioned, Cristi seconded to move forward with this expense and planning session. Motion carried - No abstainers or dissenters.
4. GRA Position – Ruaa will be graduating soon and will be leaving her position with the Association. Becky shared that the board needs to consider whether we make the financial investment to backfill Ruaa’s position. Cristi reminded us it is $9,000/year for two semesters. Becky recalled the positive relationship we have with KUMC Dept of Prev Medicine and PH. Michelle motioned that we continue having the GRA position under KU. Tanya commented about the need for this position and the motivation this expense gives us in terms of gaining membership. Cristi seconded. Motion carried - No abstainers or dissenters.
5. PH 3.0 – We have the $10,000 grant from the Sunflower Foundation.
 | 1. Becky is collecting a sample strategic plan or two from Jennie that was developed in other states.
2. KPHA will schedule Jennie for the July 26 & 27 session.
3. Becky and Tanya will post the vacancy to solicit GRA applicants for Ruaa’s successor.
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| Affiliate Representative to Governing Council (ARGC of APHA) | Megan | 1. MINK meeting is May 17 & 18 in Des Moines. Hotel block closes tomorrow. Megan has a finalized agenda she will share. Dan Partridge from Lawrence-Douglas HD will be a speaker. They have left a block in the middle of the day on Friday 18th for each State to share something innovative. Ruaa suggested the Academic Health Dept model in Lawrence. Gianfranco suggested we consider the work of KALHD. Megan will look into these and schedule someone to present during the KS time slot.
2. Governor’s Candidate Forum – with a governor’s race this year, we discussed earlier that we could hold a forum at the conference. But we now want to have this forum outside of the conference. Aiming for late summer/early fall. Shirley has been speaking with KHI about helping facilitate the forum. Megan and the small group will continue to plan this forum.
 | 1. Bd members need to reserve room at hotel if traveling to Des Moines for MINK.

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| Standing Committee Reports |
| Policy & Advocacy | Shirley & Sonja | 1. Sonja - the legislature is on break. We need to hear from interested parties on who wants to have a brainstorming session. Send Sonja an email if you are interested.
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| Communications & Website | Travis | 1. Ruaa reported for Travis. NPHA Communication Plan – gained 14 new Twitter followers and increased impressions/mentioned.
2. Website – included info on abstract submissions.
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| Awards | Becky | 1. No report this month.
 |  |
| Annual Conference | Erica & James | 1. There is a meeting after this Bd meeting to continue 2018 conference planning. We will determine keynotes, agenda, etc.
2. At this time, we need to discuss the 2019 conference location and dates. James presented the cost bids from conference centers in Topeka, Wichita and Lawrence. Michelle recommended we take Ramada and Marriott off the list because they are going through renovations. Cristi recommends holding it at the Capitol Plaza due to price (less than Lawrence and Wichita) and location (attendance projections). Gianfranco motioned and Tanya seconded to move forward with booking the Topeka Capitol Plaza. Motion carried - No abstainers or dissenters – all in favor.
3. There was discussion about how far in advance we need to plan our conference locations and dates in order to get the consistent date and to get the best rates. The planning committee will look at this for subsequent years.
 | 1. James will work with Topeka Capitol Plaza for our 2019 rates and book dates.
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| Section Chair Reports |
| Emergency Preparedness | Ron | 1. PHEP will continue to be funded.
2. KDHE’s Emergency Preparedness Director vacancy closes today.

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| Oral Health | Christi | 1. No report.
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| Research & Evaluation  | Molly  | 1. No report.
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| Tobacco/Mental Health  | Daniel & Kendal | 1. Daniel is meeting with Chronic Disease Alliance of KS (CDAK) and will be looking at KPHA’s role in thier work.
2. State of Wellness Symposium is May 9 in Salina
3. CDAK semi-annual meeting is June 7 in Salina.
4. Tobacco Free Kansas Coalition (TFKC) – annual meeting is in June, with date/location TBA.
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| Infectious Disease  | Mary | 1. KS Infection Disease Symposium – next month; facilitated by JO CO. Register via KS TRAIN.
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| Community Health  | Cynthia | 1. No report.
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| Membership | Michael | 1. No report.
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| Environmental Health  | Jack | 1. Working on draft policy involving water quality issues in KS.
2. Encouraging environmental health professionals to submit abstracts for the conference.
3. May is bike month.
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| Administrative  | Debra | 1. Conducted survey a few months back with the Admin section and will soon be moving forward with the findings.
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| Student Voice | Heather | 1. Riley Co Health Dept event was held a couple months ago – students participated in the planning.
2. KSU campus will be smoke free starting June 1.
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| Other Voices | Board | 1. None
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| Other Business | Board | 1. Becky noted that the next board meeting is May 21 in Overland Park.
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| Adjourn |  | Miranda motioned to adjourn the meeting. Megan seconded. The President adjourned the meeting.  | 1. Meeting adjourned
 |

**Board meeting adjourned:**  12:02 PM

**Next meeting:**

May 21, 10AM-12PM

Johnson County Government

Room 1015

11811 S Sunset Dr., Olathe

Conference Call (866) 410-0240, Code: 3470506293

**2018 Meeting Schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 1/22 | 10AM – 12PM | Kansas Health InstituteLittle Bluestem Room212 SW 8th Ave #300, Topeka, KS  |
| 2/19 | 10AM – 12PM | Conference Call  |
| 3/19 | 10AM – 12PM | Medical Society of Sedgwick County Leadership Room 1102 South Hillside, Wichita |
| 4/16 | 10AM-12PM | University of Kansas Edwards Campus12600 S Quivira Rd, Overland Park 66213Room BEST 320 |
| 5/21 | 10AM-12PM | Johnson County Government Room 101511811 S Sunset Dr., Olathe |
| 6/18 | 10AM – 12PM | Medical Society of Sedgwick CountyLeadership Room1102 South Hillside St, Wichita |
| 7/16 | 10AM – 12PM | Salina Public LibraryTechnology Center Conference Room301 W. Elm Salina, KS 67401 |
| 8/20 | 10AM – 12PM | Johnson County Government Room 101511811 S Sunset Dr., Olathe |
| 9/17 | 10AM – 12PM  | Topeka Shawnee County Library Marvin Auditorium 101A1515 SW 10th Ave., Topeka |
| 10/1 | 2PM – 4 PM | Hyatt, Wichita(Conference is Oct 10-11) |
| 11/19 | 10AM– 12PM | Johnson County Government Room 101511811 S Sunset Dr., Olathe, KS |
| 12/17 | 10AM – 1PM | Lawrence location TBD |

Minutes submitted by: Miranda Steele, Board Secretary

X

Miranda Steele 5/21/18

Miranda Steele

KPHA Secretary

X

5/21/18

Becky Tuttle

KPHA President

