

**KPHA BOARD MEETING**

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

**Roll call: 25, Present: 15**

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| Name  | Jan22 | Feb19 | Mar19 | Apr 16 | May21 | Jun18 | July16 | Aug20 | Sep17 | Oct1 | Nov 19  | Dec17 |
| Sonja Armbruster | X | X | NP |  |  |  |  |  |  |  |  |  |
| Jack Brown | NP | X | NP |  |  |  |  |  |  |  |  |  |
| Molly Brown | X | NP | NP |  |  |  |  |  |  |  |  |  |
| Cristi Cain | X | X | X |  |  |  |  |  |  |  |  |  |
| Kendal Carswell | X | X | X |  |  |  |  |  |  |  |  |  |
| Eldonna Chesnut | X | X | X |  |  |  |  |  |  |  |  |  |
| Daniel Craig | X | X | NP |  |  |  |  |  |  |  |  |  |
| Megan Foreman | X | X | X |  |  |  |  |  |  |  |  |  |
| Tanya Honderick | X | NP | X |  |  |  |  |  |  |  |  |  |
| Debra Kellison  | X | X | NP |  |  |  |  |  |  |  |  |  |
| Gary Martin | NP | X |  |  |  |  |  |  |  |  |  |  |
| Robert Moser | NP | X | X |  |  |  |  |  |  |  |  |  |
| Christi Nance | X | X | X |  |  |  |  |  |  |  |  |  |
| Shirley Orr |  |  | NP |  |  |  |  |  |  |  |  |  |
| Michelle Peterson | X | X | X |  |  |  |  |  |  |  |  |  |
| Gianfranco Pezzino | NP | X | X |  |  |  |  |  |  |  |  |  |
| Heather Poole | X |  NP | NP |  |  |  |  |  |  |  |  |  |
| Travis Rickford | X | NP | NP |  |  |  |  |  |  |  |  |  |
| Denise Schuele | X | X | X |  |  |  |  |  |  |  |  |  |
| Mary Schwartz | X | NP | NP |  |  |  |  |  |  |  |  |  |
| Michael Showalter | X | X | NP |  |  |  |  |  |  |  |  |  |
| Brandon Skidmore | X | X | X |  |  |  |  |  |  |  |  |  |
| Cynthia Snyder | X | X | X |  |  |  |  |  |  |  |  |  |
| Ron Starbuck |  |  | X |  |  |  |  |  |  |  |  |  |
| Miranda Steele | X | X | X |  |  |  |  |  |  |  |  |  |
| Becky Tuttle | 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).  |  |  |  |  |  |  |  |  |  |

**Date:** March 19, 2018

**Time:** 10AM

**Location:**

Medical Society of Sedgwick County

Leadership Room

1102 South Hillside, Wichita

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 (60%) of the Board of Directors, with 15 of 25 Board Members present. | Quorum determined |
| Agenda  | Becky | Request for additional agenda items. 1. None.
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| Approval of Minutes | Miranda | 1. Eldonna motioned to approve the February 2018 Board meeting minutes; Gianfranco seconded the motion.
	1. Motion carried - No abstainers or dissenters.
 | Minutes from previous meeting were approved. |
| Continuing Education for Board | Special Guests | 1. Tanya Dorf-Brunner, OHK, special guest: Described purpose and history of OHK- education, programming, curriculum development for underserved populations. Advocacy presence in Topeka and around the state. Christi Nance, OHK policy director, has taken on work related to the MOU we have with KPHA. It’s KPHA’s responsibility to write testimony, but OHK will serve as the liaison with the Legislature/KLRD to coordinate the submission of testimony. Christi Nance spoke about the bill tracker that OHK creates for the KPHA Board.
	1. Tanya asks: Does KPHA want OHK to register as a lobbyist for the association? This would allow OHK to present oral testimony on behalf of KPHA. $65/year.
	2. Secondly, does KPHA want OHK to draft the testimony documents?
	3. Dr. Pezzino shared a reminder that there are many people on the Board who represent organizations that will not allow them to continue their Board position under a lobbying purpose.
	4. Becky and Eldonna discussed asking other state PH Associations how they handle advocacy and lobbying.
	5. Megan said we should be able to use OHK to write testimony. This will be up for vote at the next KPHA meeting.
2. Christy Cubbage, CPA, Support KC, director of client accounting. Oversees the accounting staff that provides services to NFPs. KPHA has been a client since Jan 2013 when the board was taking steps to move to all-volunteer without an ED. SKC inputs all activity for receipts and dispersements to the financial statements, maintains membership database, produces monthly reports. Manages the tax return for the IRS. SKC is here to help implement best practices.
	1. Ruaa: What different services have been provided to other NFPs that we might benefit from? A: Analysis of the membership trends to inform decision-making.
	2. Tanya: SKC helped KPHA during a difficult transition; expressed appreciation.
	3. Cristi: Are there additional duties that could possibly be taken on by SKC. E.g., investigation of suspicious transactions. A: It depends if the bank or other vendor will speak with someone who is not the owner of the account.
	4. Christy Cubbage mentioned that SKC often refers to the KPHA Handbook as a best practice for other volunteer boards, esp. the process for tracking bank signers, password information for accounts.
3. Ty Kane, WSU, Public Health Systems Group
	1. History – Public Health Practice Program. Funding about to wind down in June.
	2. Future of PH in KS project. Effort to look at what 3.0 might look like in KS. Report will be finalized soon.
	3. PHAB grant: innovations in PH project. A year-long effort, wrapping up in Oct. Involved KALHD, KHI, WSU CPHI.
	4. PH Practice Program started in 2013
	5. Next meeting is TBA, but it will include two agenda items: Statewide performance management system, and the final report on Future of PH in KS.
 | 1. Becky/Ruaa to add this to the April agenda for a Board Vote.
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| Announcements and Sharing | Board | 1. Governor’s Public Health Conference (April 3-5, 2018). Ruaa reported that Michael is working to have KPHA literature at the conference in an effort to draw new members. Cristi covered highlights from the conference agenda that were mentioned at last month’s meeting. She said early bird registration closes tomorrow. Becky urged KPHA board members to go to Gov’s PH Conference to be an ambassador for PH and for KPHA.
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| Treasurer’s Report  | Cristi | 1. Referencing the February 2018 Management Reports, please note that there are changes to the presentation of the reports by SKC; e.g., change in net asset classification from “unrestricted/temporarily/permanently restricted to “with / without donor restrictions.”
2. Year to-date financials look positive.
3. Cristi explained line items that may not clearly be defined in the report.
4. She met with Adam to reconcile items and worked with the bank. There is a merchant with our bank acct and routing number, and we need to make sure it’s not set up as an annual payment in error. These merchants are “Mission Arcs” and “Mission Billing.” If this sounds familiar to you, let Cristi know.
5. Cristi is working to get the payment portal issue fixed.
6. Tanya asked for the Conference profit amount over the last four years and for the trend on membership dues. Cristi described downward dues trend between 2014-2017. Megan asked for these reports to be sent to all on the Board, and Brandon asked the same for Conference attendance. James (WSU) reported that the registration was b/n 280-300 in previous years, but it dropped to 210 in 2017. Conference attendance is the main reason the conf wasn’t as profitable, which mostly had to do with the timing (late Oct), so we want to see the conf date move up to Sept.

  |  1. Cristi to send Conference profit/attendance and Assn Membership Dues reports to the Board.

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| President’s Report | Becky | 1. Becky invited Ruaa to make personal announcement: She was accepted to the City Univ of NY’s PhD in PH program as well as KU’s doctorate program, and she has accepted KU’s offer. She was invited to attend and speak at a conference in Seattle on global health adolescent inequity.
2. Strategic Plan & 3.0 – Sunflower Foundation has awarded KPHA $10,000 for PH 3.0 initiatives in our state. Becky will pull together a task force to determine how best to use the funding.
3. GRA Assn Manager - We need to be thinking about Ruaa’s successor. Becky states this is in process.
4. Walk/Run at 2018 Conference – Discussion about the profit from the Walk/Run going to KPHA. Gianfranco motioned to vote; Brandon seconded. Motion carried. No dissenters. No abstainers.

  | 1. KPHA will retain profit from the Walk/Run after Sunflower Health Plan’s sponsorship covers the cost of the event.
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| Affiliate Representative to Governing Council (ARGC of APHA) | Megan | 1. MINK meeting is May 17 & 18 in Des Moines.
2. Asked if someone had submitted the conference theme to APHA for recognition by the national association. Ruaa was planning to submit it this week.
3. APHA is taking on updates to its membership /dues, and there is also a long advocacy survey underway.
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| Standing Committee Reports |
| Public Health Policy & Advocacy | Shirley | 1. No report.
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| Communications | Travis | 1. Ruaa reported for Travis. We’re working on the next newsletter.
 | 1. All Board Members: submit a paragraph on your section update or any other PH happenings by this Wednesday, 3/20.
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| Awards | Becky | 1. No report.
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| Annual Conference | Erica & James | 1. James – theme was decided. We have the logo in hand, and we can move forward with advertising material.
2. The call for proposals is being postponed to April so we can develop instructions for submissions to be in the style of Ted Talks.
3. Started to reach out to potential key note speakers.
4. 2019 location – Board wanted WSU to look at Wichita and Lawrence. James has bids from both location, actually two hotels in Wichita, one in Lawrence. Bids were similar with Lawrence slightly higher than Wichita locations. Negotiated complimentary meeting space at all locations except Marriott where there is no meeting fee, so they had the best deal. Gianfranco asked if a summary with these figures could be sent to the Board. We need to vote in the next week or two; can’t wait until next board meeting. James says his office would recommend the new Marriott in Wichita. Dates held at all three locations are Sept 24-25.

  | 1. James to send Ruaa the details on the bids from Wichita and Lawrence hotels so the Board can vote before the next meeting.
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| Section Chair Reports |
| Emergency Preparedness | Ron | 1. PHEP program grant – in the latest FOA (funding opportunity anncmt), budget period 1 and 2 will be combined.
2. The anticipated re-districting of the healthcare coalitions was tabled; however, the coordinators will likely not stay on under the new RFP system because they are not interested in bidding on their job (reference last month’s meeting minutes for a description of this previous interpretation of the FOA.)
3. Attended KALHD’s meeting; they are currently not signing a concurrence letter on behalf of counties to agree to the new Local PHEP work plan, but that can change after our local and state PH officials receive further clarification from CDC on some of the tasks.

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| Oral Health | Christi | 1. Received fluoride data from KDHE. Reviewing the levels across water districts. Will be sending to Ruaa to post to web.
2. Dental therapist bill passed out of the House, and this Thursday, they will likely work the bill. Encourage you to contact your legislator. This is the bill that would increase access to dental care by creating mid-levels.
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| Research & Evaluation  | Molly  | 1. No report.
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| Tobacco/Mental Health  | Daniel & Kendal | 1. Kendal: Looking to schedule next committee meeting in April.
2. Shared ideas: Pathways to a Healthy Kansas grant from BCBSKS; speaking with Virginia Barnes to partner with the 16 grantees to reduce tobacco use. Also, attending sub-committee meetings related to opioid use; another opportunity to engage with KS communities. We want to engage medical providers about SUD and MH to ensure issues are identified and steps are in place to address.
3. We need get the extra KLC slots to our general membership and identify takers for these sessions.

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| Infectious Disease  | Mary | 1. No report.
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| Community Health  | Cynthia | 1. Starting to discuss not only what KPHA can do for CHWs, but what different groups around the state that support CHWs can do to support public health.
2. Things that KPHA might be able to do and will start the discussion at our next committee meeting:
	1. Show Health ICT CHW video at KPHA conference
	2. Having a special CHW gathering during one of the breakfasts at KPHA for networking
	3. Award for an outstanding CHW to recognize momentum in the work
	4. CHW track for abstracts
	5. Advertise the CHW symposium coming up in June in Wichita
3. The discovery process is starting to develop in a bi-directional way:
	1. CHWs don’t necessarily see themselves as public health workers and how do we make KPHA and public health more relevant?
	2. Scholarships for CHWs to attend KPHA – how can the CHW symposium group engage CHWs in KPHA?
	3. Considering a public health 101 presentation at the June CHW symposium.
4. Becky noted that we need to make sure KPHA is represented at the CHW conference, esp. with handouts and, if possible, a booth.

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| Website  | Ruaa | 1. Continuing to maintain the website; no major changes expected in the near future.
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| Membership | Michael | 1. No report
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| Environmental Health  | Jack | 1. No report
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| Administrative  | Debra | 1. No report
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| Student Voice | Heather | 1. No report
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| Other Voices | Board | 1. Dr. Moser: Regarding the recently updated KPHA By laws – please submit concerns or recommendations so we can establish another set of task force meetings.
2. Ruaa: Will be defending her Master of PH capstone, preparing for that in the coming weeks, but will be available as much as possible.
3. Becky reminded everyone that she sent the e-cards for NPHW, so please use and increase awareness.
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| Other Business | Board | 1. Becky noted that the next board meeting is April 16 in Overland Park.
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| Adjourn |  | Eldonna motioned to adjourn the meeting. Kendal seconded. The President adjourned the meeting.  | 1. Meeting adjourned
 |

**Board meeting adjourned:**  11:57 AM

**Next meeting:**

April 16, 10AM-12PM

University of Kansas (KU) Edwards Campus

12600 S Quivira Rd, Overland Park 66213

Room: BEST 320

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

**2018 Meeting Schedule**

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| --- | --- | --- |
| **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

KPHA Secretary

X

Becky Tuttle

KPHA President