

**Kansas Public Health Association
Board of Directors' Meeting
December 15, 2006
10am-12pm
Topeka, KS
Draft Minutes**

Roll Call: Phone—Cindy Mullen, Barbara Mitchell, Jamie Katz, Shirley Orr
In person: Ed Kalas, Barbara Berry, Ed Garner, Janis Goedeke, Eldonna Chesnut, Sonja Armbruster, Martha Froeschtner
Staff: Elaine Schwartz
Reservationless-Plus Participants on the Phone:

Name	Phone	Time Joined(EST)	Time Left(EST)	Minutes on the Call
Elaine Schwartz	7855804400	10:57 AM	12:56 PM	120
Participant: 2	9138940060	10:58 AM	12:53 PM	116
Participant: 3	7856720099	10:59 AM	12:56 PM	118
Participant: 4	9133223584	11:07 AM	12:56 PM	110
Participant: 5	7852967100	11:37 AM	12:56 PM	80

Consent Calendar

Approval of Minutes from previous meetings- Ed Garner made motion to accept minutes to make sure that full names were on the minutes. Motion was approved

Financial Report Review- Sonja Armbruster reported that last month Ed Kalas, Elaine Schwartz and she had met with accountant and contract assistant, Bill and Y'Sondra to discuss financials and needed changes to the Chart of Accounts, and so that she could become familiar with the financials. She also reported that we will do a different report for next year's annual meeting to be an actual "Treasurer's report". She stated she was glad about the conference outcome financially. If any of the Board feels there is a needed change about the monthly reports in particular, please email her about the particulars of changes, etc.

Executive Director Report- Ed Kalas announced that he would like members to read all the materials sent prior to the meeting so that due to the meeting time constraint those items on the agenda would be for questions only and not to "give" the report. Elaine Schwartz had sent her report the week prior to the meeting. No questions were asked by the Board. Ed Kalsd reported that for Elaine's evaluation and raise, he will get the evaluation done and sent to Exec Committee for comments and then go over it with Elaine. He also reported that Elaine is doing background checking into working from an office at home, and the possibility exits of saving money for this. She will be getting specific information from other ED's who work from home, i.e. Mary Basket—Headstart and Chris Steege—Kansas Pediatricians association, etc. Ed (Kalas) indicated he and Elaine will work up a sheet and do a cost benefits, and if favorable, her working at home would be part of her raise, which would lower the money cost of the raise. His goal is to get her eval done before end of year and then the middle of January possible moving the office. He reported that he attended the KSAE meeting and talked to couple of those having an office at home. Elaine reported that there would be a need to go through old files and determine which to save. Ed stated he will work on storage issues.

Conference Committee Janis Goedeke is the head of the Committee—and we need to select theme at this meeting. Last year, "Common Language" was chosen because of the Kansas Health Foundation grant. Ed Kalas stated that we need a generic statement of what we are working on...this year the Orientation Manual and "Communicating Public Health" would be good.

Board members need to send ideas to Janis so we can go with a theme and title. Janis Goedeke stated that the “branding—messaging Public Health” is good. The Board discussed the logo for NACHO, and that the response was not as good as expected. Sonja Armbruster talked about the NACHO process to come up with the one logo agreed upon by everyone and suggested that maybe we could use as an extension of the common language. Sonja then suggested to use the theme from APHA. Discussion was held on using the APHA 2007 November Conference theme “Politics, Policy, and Public Health” but it was suggested that we need to make it more general to expand the membership, i.e. we could use APHA/NACHO. Janis Goedeke liked “Communicating Public Health” and decided “Communicating Public Health: Policies and Politics” was better. She told the Board about getting these pins at NACHO and a man asked about where the bathrooms were because she was wearing a badge. Elaine Schwartz will ask APHA if we can use their theme and designs and what they will give to us. Janis Goedeke will put something together to send out and get a vote on the theme. Sonja Armbruster, Eldonna Chesnut, and Ed Kalas volunteered to be on the committee, and Ed will help with Vendors. Janis Goedeke stated that Cyndi Treaster will volunteer to help with audio/IT. We will also be able to use KDHE’s Call for Presentations applicants. Elaine Schwartz will send out Call to other states/APHA. Ed Kalas reported that we may possibly have a Region VII public health conference. Last year we had enough responses from the Call to represent each section. Ed Kalas discussed that we need to use the Section Chairs as the decision makers on the session speakers. Discussion was held at length about the Poster/Paper contest. Sonja Armbruster will get with Melissa Armstrong to discuss. The Conference grant ended this year, so since there is no grant we want to change the poster/paper contest. Discussion ensued about the call for presenters, with the idea to have just one call. Sonja Armbruster will also get with Melissa Armstrong and Kim Richter about the history of the poster session and how to change it to make it better and maybe have one winner to go to APHA. Shirley Orr indicated we need to re-evaluate how we spend our money on going to APHA and we need to make sure the leadership gets to APHA. It’s a nice perk to send to others but not necessary. Persons whom we sent may not have given back to KPHA and we need to encourage that they give back to the organization. It was decided not to put out anything about the poster presentation winners, etc until we look at the budget. Ed Kalas, Janis Goedeke and Elaine Schwartz will meet to get going on conference.

Legislative Agenda—Elaine Schwartz will forward on to the Board all the AHA Documents. Ed Kalas covered the KPHA doc used for the AHA-KS meeting, ie Tobacco, Funding. Sonja Armbruster wants to remove #5 because it is controversial. A vote by each Board member will be made. Elaine Schwartz will get with Kim Richter on this. Ed Kalas suggested that we start a process of looking at issues to put to the membership for a vote.

Section Reports—Ed Kalas asked Section Chairs that if they had anything to report to send it to him and he would send out with the minutes from the last meeting before the next meeting, and They will go in the agenda for the meeting, so that the members could read before the meeting.

Barbara Mitchell stated her Section had no report, but will get together after the first of the year.
Cindy Mullen stated she had no report
Martha/Barbara stated they had no report

Discussion was held on

Section Workshops—we will use Vista members and the schedule that was used at conference

Ed Kalas wants all meeting documents to go out ahead of time so members can read before discussion.

APHA Affiliate Report- Shirley Orr reported that she did attend APHA annual meeting and governing sessions in Boston. Prior to meeting they reviewed 20 policies—4 categories, which are now posted on APHA website, and is a great resource for developing our legislative platform. She learned about APHA applying and receiving the Kellogg grant \$6m for improving affiliates, so that we will have strong affiliates nationwide. Early in 07 APHA will conduct a needs

assessment to respond...objectives for basic operation, staff, create partnerships for agendas, etc. State affiliates can apply and receive grant money in the 2nd year. APHA is getting ready for the Pandemic campaign. Elaine Schwartz reported that KPHA has been involved in the Kellogg grant and Leon Vinci has applied to be on the Advisory committee.

Spring Training Plans—Ed Kalas reported that he and Elaine are working with KDHE on the Spring Conference and looking at KPHA being the fiscal manager. Elaine will send out Call for Presentations. It was reported that the National Oral Health is scheduled at the same time.

Old Business:

Orientation Manual—Ed Kalas reported that Barbara Mitchell (chair of Orientation Task Force, and Elaine need to get together to discuss the task force. The grant is in 2 phases...developing the manual and dissemination. Will use formats already in place.... Ed Kalas asked about the KAHL format and at that time no one had made a commitment to use it. Ed Kalas talked to Edie Snethen and she reported that some local health departments are using it. Ed Kalas stated we will vote on whether or not we will use it at the next meeting.

New Business:

Public Health Week/Day at the Capital—Shirley Orr reported that APHA is working with affiliates –“Take the First Step” is the theme, and she talked with them about the timeline, etc. They are promoting each day for a different group. Ed Kalas asked if we could leverage KDHE for money ie Pandemic...Shirley Orr thought it would be a great idea to link to it. All Hazards Preparedness—would there be the area to investigate? Shirley Orr stated that KDHE would like to partner with local and regional. Sonja Armbruster asked if it is our intention to push the day at the capital or the public health week schedule. Ed Kalas thought we could do both to try to get the national agenda and the aspect of doing it directly to the health departments to benefit KPHA. Ed Kalas suggested that we work more with the media. Need local action for press releases. We can put out a KPHA press release of what the locals are doing for the week. No day has been set yet. No one was opposed to having it. But, it's hard to get people to help. Barbara Mitchell stated it would be good to get ph programs and people there. Don't need to decide what to do about APHA. Discussion was held on recruiting consumers to come to the capital on Health Day to talk to legislators. Sonja Armbruster asked if members would help to get consumers to the capital—several volunteered to help do this. I.E. Child care licensing, teenage pregnancies. Discussion was held about the Advocacy Workshop in the Sunflower Grant. A special workshop just on Advocacy for the grant may need to be done, instead of the Advocacy workshop on Health Day at the Capital. It was a good point that PH people don't know how to approach politicians except on their own. Jamie Katz suggested having Advocacy training at the Fall Conference instead. Sonja Armbruster stated that that will be considered.

New Items—email to Ed if there are items for next meeting. Next Board meeting will be in March. The Exec Committee will be meeting before then.

Old items: The day of Board meetings was discussed—Board members need to email Ed Kalas of days that will not work. Location of next meeting will be decided by Exec Committee.

Ed adjourned the meeting. Discussed Eldonna Chesnut being on the Headstart Advisory Committee. Elaine Schwartz will notify Mary Baskett of her appointment.