



KPHA BOARD MEETING

Mission: Promoting and Improving Population Health in Kansas

Roll call: 20 present

Name	Jan 22	Feb 19	Mar 19	Apr 16	May 21	Jun 18	July 16	Aug 20	Sep 17	Oct 1	Nov 19	Dec 17
Sonja Armbruster	X	X	NP	X	X	X	X	X				
Jack Brown	NP	X	NP	X	NP	X	NP	NP				
Molly Brown	X	NP	NP	X	X	NP	X	X				
Cristi Cain	X	X	X	X	X	X	X	X				
Kendal Carswell	X	X	X	X	NP	X	X	NP				
Eldonna Chesnut	X	X	X	X	NP	X	X	NP				
Daniel Craig	X	X	NP	NP	X	X	X	X				
Megan Foreman	X	X	X	X	X	X	X	X				
Tanya Honderick	X	NP	X	X	X	X	NP	X				
Debra Kellison	X	X	NP	X	NP	NP						
Gary Martin	NP	X										
Robert Moser	NP	X	X	X	X	NP	X	X				
Christi Nance	X	X	X	NP	NP	X	X	X				
Shirley Orr			NP	X	X	X	NP	X				
Michelle Peterson	X	X	X	X	NP	NP	X	X				
Gianfranco Pezzino	NP	X	X	X	X	NP	NP	X				
Heather Poole	X	NP	NP	X	X	X	NP	X				
Travis Rickford	X	NP	NP	X	NP	NP	NP	X				
Denise Schuele	X	X	X	X	X	X	X	X				
Mary Schwartz	X	NP	NP	X	NP	X	X	X				
Michael Showalter	X	X	NP	NP	NP	X	X	NP				
Brandon Skidmore	X	X	X	X	X	X	X	X				
Cynthia Snyder	X	X	X	NP	X	X	NP	X				
Ron Starbuck			X	X	X	NP	X	X				
Miranda Steele	X	X	X	X	X	NP	X	X				
Becky Tuttle	X	X	X	X	X	X	X	X				
Guests	Ruaa (GRA, Assn Manager); Erica Anderson (Conference Chair); Autumn Nance	Shirley Orr; Ruaa Hassaballa (GRA/ Assn Mgr)	Ruaa (GRA, Assn Mgr), Tanya Dorf Brunner (OHK), Ty Kane (WSU), James	Ruaa Hassaballa, GRA (Assn Mgr), Erica Anderson,	Ruaa Hassaballa (GRA, Assn Mgr), Erica Anderson (Conf Chair), Nikki Keene Wood	James Brewster, WSU Conference Planning	Michael Arnold, new GRA; James Brewster, WSU					

	(YMCA Intern)		Brewer (WSU), Christy Cubbage (SKC).	James Brewster (WSU)	(WSU, Awards Cmte)							
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Date: Aug. 20, 2018

Time: 10AM

Location

Johnson County Government
Room 1015
11811 S Sunset Dr., Olathe
Conference Call (866) 410-0240, Code: 3470506293

Quorum: Yes

Agenda Item	Facilitator	Notes & Meeting Actions	Outcome
Call to Order	Becky	Meeting called to order.	
Determination of quorum	Miranda	A majority (83%) of the Board of Directors, with 20 of 24 Board Members present.	Quorum determined
Agenda	Becky	Request for additional agenda items. 1. None.	
Approval of Minutes	Miranda	1. Travis motioned to approve the July 2018 Board meeting minutes; Denise seconded the motion. a. Motion carried - No abstainers or dissenters.	Minutes from previous meeting were approved.
Continuing Education for Board		1. No scheduled CE session this month.	
Announcements and Sharing	Board	1. None.	
Treasurer's Report	Cristi	1. Reference the July Management Report 2. Page 2 – July 31, 2018 – \$10,000 Sunflower Foundation for PH 3.0 grant. The \$2,800 to Timer Guys is not yet expended so it's still under Assets. 3. Page 2 – Assets slightly below YOY 4. Page 3 – Significant number of CC renewals this month, higher than previous months. 5. Line 6571 – \$1,728 – Wild Apricot annual fee, processes membership via web. 6. 6530 – This is the contract with OHK 7. 2485 – Board retreat for Strategic Planning session	

- 8. Accountant will add Change column to see YOY difference column on the right.
- 9. Purchased a “Square” device to process CCs. Setting this up to sell merchandise at the conference.

President’s Report

Becky

- 1. 2019 Board Slate. Michelle: The draft slate is presented for Board’s review; confidential email sent on 8.20.18. There are 3 section chairs open. We’ve received a few nominations for all except Oral Health chair. Thank you to all the Section Chairs who are willing to return for another year; your names will move to the ballot. Brandon and Denise will remain on Board in their positions. We must add names to 2019 ballot to be published to members beginning next month. Will hold an electronic (email) ballot this year, giving us more flexibility to ensure we have members from sections voting on their sections. Becky: to approve this slate, we need to have a motion. Megan motioned; Mary seconded - All in favor. No dissenters. Motion carried.
- 2. 2018 Awards Slate – Nikki Keene Woods, co-chaired with Becky. Becky shared appreciation to review committee. Review the slate of award winners sent via email. So much great work being done by PH professionals across the state. Nikki will send out this news to the recipients, but the board needs to approve. Motion by Tanya; seconded by Travis – All in favor; motion carried.
- 3. President’s Report – We did not schedule a Continued Ed session this month due to By Laws discussion, but Jack will be on next month to discuss Water issues. Will have the October Board meeting on Oct. 1 at 2 pm, then at 4 pm we finalize conference details. Michelle and I are trying to touch base on next steps for PH 3.0. Same with Strategic Planning next steps. We are filling in the gaps, getting some details pulled together, then will send to Consultant for another review for input. We haven’t met as a Board since we developed our Strategic Plan, so Becky opened up discussion for the Board to provide input. Dr Pezzino – has there been any conversation with LHDs and their involvement? KALHD involvement will be critical due to other projects taking place concurrently. Becky agreed and will share more next month. When we applied for the grant, we were clear that we would not be duplicative and would include work that is already ongoing related to PH 3.0.

- 1. Motion carried on 2019 slate of board members.
- 2. Motion carried on slate of 2019 Awardees.

4. More on Strategic Plan – Further insight or suggestions on next steps? Sonya: Can we build this into structure of board meetings? Molly: agrees because Section leaders will be able to own some of the responsibilities. Becky made sure it's not Names we are using in the plan, rather Positions that will own processes. Becky will work with Michelle before next month's meeting to make progress on the details, timeline of the plan. Daniel: could we get time on the agenda the next few months, and possibly have another longer meeting later this year to devote to the plan. Becky agreed. Dr. Pezzino: for those who were not able to participate in the session, what materials are available? Becky said to review the plan that was sent out after the planning session. Be on the lookout for Becky to share it again in the coming days, but please note this is a fluid document that must work for us, not us working for the plan.
5. Dr. Moser – By Laws discussion: During task force, we looked at changes since last year. Article 2, Membership: defined classes of membership and correct heading. Article 4 Nominations and Elections: corrected section number; Section 2, removing Secretary from direct election to President-Elect, and decided on 2-year terms starting in 2019. If this is too much time or if someone has to step down, we have mechanisms to replace. President-Elect will be elected or confirmed at Annual meeting due to 2-year stint. Anyone who wants to run against someone who has a second year ahead of them can do so. Tanya noted that being Pres-Elect should receive training to prepare; may not be exact time to figure this out but wanted it reflected in the minutes so we can follow up on this in future discussion. To eliminate Sec ascension to Pres-Elect, we had to change the election cycle. Michelle: would this mean it's open to executive board...if anyone of the positions would not be able to fulfill length of term, BOD has process to select a KPHA member to finish term. Pres-Elect nominee must be someone from Exec Board? Moser: let's look at the nominating committee because that should be taken care of in that section. Made improvements to Section Chair roles & responsibilities. Tanya said ARGC should also be on Exec Cmte, so where is that listed? Sorry to

interrupt. Moser: Article 6, Officers, added: regular review of P&P of handbook conducted annually; and BOD orientation. Tanya noted that Ex Officios aren't listed; concerned about Exec Cmte make-up and wants to make sure it's not been missed; Dr. Moser said it's later in the update. Article 7: BOD responsible, Ex Officio members – defines how identified and their role. Appointed to Bd and will be Non-Voting members, which means they don't count toward Quorum. Tanya had no further concerns after seeing these details in the review. Dr Pezzino noted interchangeable Committee and Council – do we need to select one terminology. Executive Cmte vs Exec Council. Moser said it would be Cmte in all instances. Article 11 re: Quorum, definition consists of Majority and defined it by reference Article 7, Sec. 1. Finally, last Article: 14, vacancies, all can be filled by $\frac{3}{4}$ vote of BOD. Motion to approve By Laws as amended. Michelle said everyone is not sold on Length of Term, but maybe we can vote on other parts. Consider options on the Length of Term. Dr Pezzino – would like record to reflect that there are concerns about 6-year committee which could impede continuity and commitment from prospects. Moser: asking for consent to approve all of the changes, but we can make an extraction; modify Motion: All of the changes other than Article 4, Sec. 2, and Sec. 3, be approved. The options are: accept Sec 2 & 3 as written, or go back to original By Laws prior to last year and keep them as they are currently enforced. Options around succession. Michelle asked if we can move back to keeping Sec 3 but adding amendment to allow anyone from Exec Board to be nominated? Shirley made point of order – given that Dr. Moser has made motion, this does not require a section, so we can move to discussion. A suggested amendment can be offered as part of that discussion. Michelle motion: do not amend Sec 2 and Sec. 3. and leave as 1-year term, add amendment that instead of having Secretary eligible as Pres-Elect but would be open to all members of Exec Cmte which includes 4 positions. Becky and Tanya commented on individual experiences of the length of term in the President's position. Brandon: without a paid staff, you get mired and are responsible for the administrative needs of

the organization, and whatever we decide, we need to find a better way to allow the president to have and work their platform; there are ropes to learn, which everyone will approach differently, and a benefit of being president is having a platform, which is an aspect that needs to be considered. Michelle said since we decided to move away from the ED position, and since it's now the president's responsibility...we have Michael and Support KC, so we need to have a better process in the Strategic Plan to allow the President to have time to work the platform. Motion on the floor has not been seconded, Becky asked about consensus. Moser: with the changes we've made, the simplest way is to go back to original nomination and election languages prior to changes last year. 1 year terms, etc. Extract Article 4, Sec 2 & 3, but vote on remaining sections. Dr. Pezzino motioned, Michelle seconded: Sec 2 & 3 to move back to original language. Board approved. Dr. Pezzino: regarding nominations for Pres-Elect is the number of years on the committee/experience. Moser recommends that we put that in our policies and not in By Laws.

3. Board approved:
ByLaws - Sec 2 & 3 to
move back to original
language

Affiliate
Representative
to Governing
Council
(ARGC of APHA)

Megan

1. Everyone is gearing up for the Annual APHA meeting in San Diego; Michelle is attending on behalf of KPHA and will represent us on the ARGC. Will get voting rights transferred to her.
2. KS represented last year with award recipients, and we still have a little time to submit nominees this year. Send Megan an email if there is anyone you'd like to nominate, e.g., affiliate of the year, student of the year, volunteer of the year, another one related to policy successes. Becky sent email on this award nomination opportunity and will resend following this meeting discussion. Becky will ask Michael to look through APHA conference schedule for anyone from KS so we can recognize them.

Standing Committee Reports

Policy &
Advocacy

Shirley &
Sonja

1. Governor's candidate forum committee meeting every Friday to discuss planning, media, funding

1. Let Sonja know if you have a graphic of

		<ol style="list-style-type: none"> 2. Governor's forum will be Oct 1st 5:30-7pm 3. Thank you to everyone and their continued energy 	<p>KPHA larger than 10kb.</p> <ol style="list-style-type: none"> 2. Mark your calendars for Oct 1st
Communications & Website	Travis	<ol style="list-style-type: none"> 1. Sonja to add Travis to the Friday planning committee meetings 2. Planning to set up time with Michael 3. Integrating efforts with the conference planning committee, including discussion on increasing interest with Wichita students for conference tweets 	
Awards	Becky	<ol style="list-style-type: none"> 1. No further updates, as this was addressed in President's Report. 	
Annual Conference	James	<ol style="list-style-type: none"> 2. KPHA swag sales – Heather: 4 designs from students in our contest. Michelle defers to the planning committee to vote. Heather will develop poll and Becky will send it to the committee. Michelle: will student's name be on the Tee, or what do they get? They get free registration to the conference. 3. Talk about Square at the table to sell merchandise – Cristi: this is ready to go. Need to figure out a schedule for people selling items at the table for us. Michelle will bring a tablet so we just have one device. Need volunteers willing to sit at booth. Cutting boards with KPHA logo, some will be reserved for speakers' gifts. Selling Tees for \$20 each. Need to have cash to provide change. Ordering only 50-75 shirts so we maintain a profit margin. At the table, also promote National PH Thank You Day, which is Nov. 19. 4. Registration kicked off – 40 people currently registered. Continue to market and encourage participation and vendor sign-up 5. Reminder will be sent to speakers who need to be registered and pay 6. Encourage sign-up for walk/run – James will push messages to conference registrants. 7. Will start to prepare options for food at conference in the coming weeks 	<ol style="list-style-type: none"> 1. Continue to encourage registration of conference and walk/run 2. Book your hotel room 3. Let Becky know if you can volunteer to work the merchandise table at the conference.
Section Chair Reports			
Emergency Preparedness	Ron	<ol style="list-style-type: none"> 1. Emergency preparedness in budget period. Denise Kelly hired at KDHE. 2. Ed Bell hosted recent webinars and guidance documents on what to expect 	

Oral Health	Christi	1. Screening surveys going on across the state 2. Check out oral health events and upcoming speakers on websites	
Research & Evaluation	Molly	1. No report	
Tobacco/Mental Health	Daniel	1. July 23 rd Section meeting and narrowed scope to two areas: Tobacco Quit Line and Expansion of awareness on Tobacco Sensation Benefits with KanCare 2. Next call sept 5 th	
Infectious Disease	Mary	1. Disease reporting guidelines have went through extensive update. September 5, 2019 is another training on changes in Barton County.	
Community Health	Cynthia	1. No report	
Membership	Michael	1. No report	
Environmental Health	Jack	1. No report	
Administrative	Becky	1. None.	
Student Voice	Heather	1. Trying to bring in new student voices and conference recruiting	
Other Voices	Board	1. None.	
Other Business	Board	1. Michelle motioned; Tanya seconded: to have Christi Nance become Secretary for one year term starting 2019, following notification of Miranda that she will need to resign from that position at the end of 2018. Motioned carried.	1. Christi Nancy to become Board Secretary beginning January 2019.
Adjourn		Michelle motioned to adjourn the meeting. Megan seconded. The President adjourned the meeting.	1. Meeting adjourned

Board meeting adjourned: 11:58 a.m.

Next meeting:

Sept. 17, 10AM-12PM
Topeka Shawnee County Library
Marvin Auditorium 101A
1515 SW 10th Ave., Topeka
Conference Call (866) 410-0240, Code: 3470506293

2018 Meeting Schedule

Date	Time	Location
1/22	10AM – 12PM	Kansas Health Institute Little Bluestem Room 212 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 Campus 12600 S Quivira Rd, Overland Park 66213 Room BEST 320
5/21	10AM-12PM	Johnson County Government Room 1015 11811 S Sunset Dr., Olathe
6/18	10AM – 12PM	Medical Society of Sedgwick County Leadership Room 1102 South Hillside St, Wichita
7/16	10AM – 12PM	Salina Public Library Technology Center Conference Room 301 W. Elm Salina, KS 67401
8/20	10AM – 12PM	Johnson County Government Room 1015 11811 S Sunset Dr., Olathe
9/17	10AM – 12PM	Topeka Shawnee County Library Marvin Auditorium 101A 1515 SW 10th Ave., Topeka
10/1	2PM – 4 PM	Hyatt, Wichita (Conference is Oct 2-3)
11/19	10AM– 12PM	Johnson County Government Room 1015 11811 S Sunset Dr., Olathe, KS
12/17	10AM – 1PM	Lawrence location TBD

Minutes submitted by: Miranda Steele, Board Secretary

X *Miranda Steele*

Miranda Steele
KPHA Secretary

X *Becky P. Tuttle*

Becky Tuttle
KPHA President