

**KPHA Board of Directors Meeting**  
**Friday, November 21, 2003 – 10 a.m. - 2:00 p.m.**  
**KPHA Office – Topeka, KS**

**Minutes**

**Present:**

Ed Kalas, Environmental Health Section  
Gloria Vermie, Director At-Large  
Cheryl Bañez Ocfemia, Secretary  
Kim Richter, President  
Phil Griffin, President-elect  
Sally Finney, Executive Director  
Sara Roberts, Student Section  
Janice Dunwell, APHA Delegate  
Allison Alejos, Director At-Large  
Sharon Patnode, Treasurer (Outgoing)  
Scott Voss, Epidemiology Section  
Karen Fitzgerald, Nutrition Section

**Absent:**

Susan Morris, Laboratory Section  
Holly Whitlock, Health Promotion/Health Education  
Marie Coffin, Public Health Nursing

**Visitor:**

Theresa Schwab

Kim Richter, President, called the meeting to order at 10:05 a.m., and the agenda was distributed and followed.

**I. CONSENT AGENDA**

The consent agenda was unanimously approved.

**Financial Report**

Sally Finney provided a review of the KPHA Income & Expenses for 2003 and discussed the projections for the remainder of the year. KPHA received grants from United Methodist Health Ministry Fund and applied for another three-year grant from the Kansas Health Foundation.

**II. OLD BUSINESS**

**Update on Oral Health Kansas activities**

KPHA has received confirmation for 2 of 3 grants related to Oral Health Kansas activities, specifically the Sunflower Fund and the United Methodist Health Ministry Fund. The Kansas Health Foundation grant is still pending.

Teresa Schwab, Director of Oral Health Kansas, will serve as a registered lobbyist. The Student section also expressed interest in more advocacy, especially with Oral Health issues.

### III. NEW BUSINESS

#### A. Replacements for Board Vacancies

##### 1. KPHA Treasurer:

Sharon Patnode resigned from the KPHA Treasurer position as of the end of the Board meeting on 11/21/03.

**ACTION:** Sara Roberts moved to nominate Allison Alejos, current Director At-Large, to replace Sharon Patnode as the KPHA Treasurer going through the process of 1 For, 1 Against. Seconded by Phil Griffin, passed unanimously.

##### 2. Director At-Large Position – 2-year term (Filled by Angela Toney):

Angela Toney officially resigned from the Director At-Large position via a letter to Kim Richter.

**ACTION:** Phil Griffin moved to nominate Marv Stottlemire to replace the position of Angela Toney. Seconded by Sara Roberts, passed unanimously.

##### 3. Director At-Large Executive Committee Representative:

**ACTION:** Phil Griffin moved to nominate Gloria Vermie to serve as the Director At-Large Representative by acclamation. Sara Roberts seconded, passed unanimously.

##### 4. Sunflower HIV/AIDS Fund representative (Filled by Angela Toney):

Angela Toney officially resigned from the Sunflower HIV/AIDS Fund Liaison position via a letter to Kim Richter.

**ACTION:** Kim Richter appointed Janice Dunwell to serve as the Sunflower HIV/AIDS liaison.

##### 5. Director At-Large Position - 1-year term (Vacant):

Another Director At-Large position, which has 1-year left in the 2-year term, was still vacant.

**ACTION:** Executive Committee is charged with discussing potential candidates for the Director At-Large position at the December 19 Executive meeting. The Committee will then distribute the ballot of potential candidates via E-mail for the Board members to vote.

#### B. Presentation of executive committee recommendations for future annual conferences:

The contract establishing the Capital Plaza in Topeka as the venue for the 2004 Annual Conference on September 26 has been solidified. Meetings are planned to reserve venues in Topeka and Wichita for future annual conferences over the next 10 years. Coordination with the Convention Bureaus to distribute

RFPs to the Topeka and Wichita are in process. Spring Trainings may be located in cities other than Topeka and Wichita where larger facilities are not needed.

**C. Discussion on legislative priority setting before and during the 2004-session:**

The 2004 legislative issues will be challenging for KPHA. Upcoming legislative items with public health implications include the following:

1. Oral Health – A paper has been submitted requesting \$74,000 to increase Oral Health initiatives in Kansas.
2. Big 10 Coalition – \$57 million has been proposed to fund critical health and social services for the disabled. Adult dental care and immunizations are included.
3. Immunizations – A change in KDHE regulations adding hepatitis B and Varicella to the list of required immunizations for school entry will be proposed.
4. Child Safety – Efforts to update child safety restraint laws will be proposed.
5. Food Safety – A bill proposing the shift of all inspections and food safety education from KDHE to the Department of Agriculture will be resubmitted.

Board members brought forth other legislative issues for KPHA to consider:

1. A bill has been submitted, exempting Boys' and Girls' clubs and other before and after childcare organizations from childcare licensure.
2. Post audits of the childcare program and processes related to West Nile Virus reporting will be discussed.

Sally Finney will need guidance when presenting KPHA's position on these various issues to the legislation.

**ACTION:** Kim Richter formed a task group to provide support to Sally Finney during the 2004 Legislative session. Ed Kalas, Phil Griffin, and Kim Richter have been appointed to this task group.

**D. APHA Meeting Update**

Janice Dunwell attended the 2003 Annual APHA meeting in San Francisco, CA. Issues related to HIV, WIC, civil rights, and the disabled's access to public health were highlighted. Other discussions included APHA's lack of support for the bill for drugs and medicare changes.

Phil Griffin also attended the meeting and stated that another important issue discussed was improving the relationship between medicine and public health. Phil requested that KPHA serve as a vehicle in fostering this relationship through the formation of a Medicine Coalition. Example coalitions have demonstrated that such a collaboration can be successful.

The APHA Conference also prioritized discussion regarding the strategic plan. Four main objectives were agreed upon at the APHA meeting:

*Objective A:* Increase members, membership engagement, recruitment, interest in students joining

*Objective B:* Improve public health practice through education and research; combine public health service with service and research

*Objective C:* Increase policy impact from local through global level, stressing the importance of voicing opinions to politicians

*Objective D:* Strengthen organizational effectiveness, including finances, communications, and membership.

#### **E. Scheduling of activities related to updating strategic plan**

KPHA needs to review and revise the current 5 Strategic Plan Goals.

**ACTION:** The Board proposed the following timeline for updating strategic plan.

|          |   |
|----------|---|
| November | Form strategic planning groups for each of the current KPHA goals.  |
| January  | Include a write-up in the newsletter asking members for comments and suggestions.   |
| February | Each of the groups will present the proposed revisions at the February 21 Executive Meeting, with the goal of adopting the revised strategic plan, pending approval of the board members. [Meeting later changed to February 13.] |
| April    | Include a write-up in the newsletter notifying people that bylaws will be changed, that the strategic plan has been revised, and ask for standard conference requests.  |
| May      | May 15 will be the deadline for members to submit recommendations for bylaws changes.   |
| May      | Executive committee will review and approve bylaws recommendations submitted by the membership at the May 21 meeting.   |

**ACTION:** Board members agreed to model the revised strategic plan after the APHA strategic plan and were divided into the following groups:

1. To discuss KPHA Goal #1 related to membership and model it after APHA objective C: Scott Voss (chair), Cheryl Bañez Ocfemia, Susan Morris
2. To discuss KPHA Goals #1 and #3 related to education and research and model it after APHA objective A: Gloria Vermie (chair), Ed Kalas, Karen Fitzgerald
3. To discuss KPHA Goal #4 related to organization and model it after APHA objective D: Kim Richter (chair), Phil Griffin, and Alison Alejos
4. To discuss KPHA Goal #5 related to policy and advocacy and model it after APHA objective B: Holly Whitlock (chair), Janice Dunwell, and Sara Roberts

#### **F. Appointment of bylaws review committee**

The Board agreed that the current KPHA bylaws need to be reviewed and revised.

**ACTION:** Kim Richter formed a Bylaws Committee to review and revise the current KPHA Bylaws. Committee includes Kim Richter (chair), Marvin Stottlemire, Ken Davis, Alison Alejos, and Phil Griffin

## **G. Other items**

### **1. Revised Travel Reimbursement Policy**

There is currently no written policy regarding reimbursement when traveling as a KPHA representative. Phil Griffin suggested that representatives follow the federal per diem rate and that an official policy related to travel reimbursement be developed.

**ACTION:** Phil Griffin moved to modify the reimbursement for automobile mileage at the IRS allowable, and lodging and meals will be reimbursed at federal per diem allowable. The Executive Committee has the discretion to approve higher rates if so requested by a person traveling on behalf of KPHA. Seconded by Karen Fitzgerald, passed unanimously.

### **2. Spring Training Planning Group**

Suggestions related to the upcoming Spring Training were made by the Board:

- a. Form a committee of three or four persons to put together the training
- b. Establish Salina as the location for the upcoming training
- c. Target the training for the month of May

**ACTION:** Ed Kalas agreed to chair the Spring Training Planning Committee and solicit help from other persons.

### **3. Retired Memberships**

Board members discussed the increase in dues from \$50 to \$75 and the effect on the retirement rate.

**ACTION:** Phil Griffin moved to increase the retirement rate from \$25 to \$50. Seconded by Ed Kalas, passed unanimously.

Meeting adjourned by Kim Richter at 2:03pm.

**NEXT MEETING:** February 21, 2004. (Later moved to February 13, 2004.)