

**KPHA Board of Directors Meeting
Friday, March 29, 2002 - 10:00 a.m. to 2:00 p.m.
KDHE Secretary's Office in Topeka, KS**

Minutes

Present:

Ken Davis, Secretary
Janice Dunwell, APHA Delegate
Sally Finney, Executive Director
Phil Griffin, Director At-Large
Carolyn Jenlink, Health Promotion/Health Education Section
Joe Johnson, Social Work Section
Starr Moore, Child Care Licensing & Registration Section
Cheryl Bañez Ocfemia, Epidemiology Section
Shirley O'Dell, Child Care Licensing & Registration Section
Sharon Patnode, Treasurer
Kay Powell, Nutrition Section
Mindee Reece, President
Kimber Richter, Director At-Large
Barb Riley, Director At-Large

Absent:

Earnest Barnes, Environmental Health Section (Proxy Assigned to Mindee Reece)
Amanda Maltby, Student Section
Shirley Orr, Past President (Proxy Assigned to Mindee Reece)
Sue Riley, Laboratory Section
Vada Winger, Public Health Nursing Section

Mindee Reece, KPHA President called the meeting to order at 10:10 a.m., and the previously mailed agenda was followed.

I. Consent Calendar (Action Item)

- A. Approval of Board Minutes from December 19, 2001 and Executive Committee Minutes of February 22, 2002 (mailed with agenda).**
- B. Approval of the February, 2002 Financial report (mailed with agenda).**

Action: The KPHA Board approved the consent calendar as presented. Motion by Phil Griffin, Second by Shirley O'Dell.

II. Old Business

- A. Section Representatives Suggestions for Education/Training (Discussion Item)**

On December 19, 2001 Sally Finney asked section chairs to solicit suggestions from members about possible 2002 training programs. Section chairs made a variety of suggestions for potential training workshops, identified speakers, and

target audiences. Topic suggestions and potential speakers/contacts included the following:

- *Epidemiology 101 (including review of basic statistics) – Cheryl Bañez Ocfemia, KDHE staff, KU and Washburn faculty*
- *Bioterrorism – Mindee Reece*
- *Disease Surveillance – KDHE Staff and Starr Moore*
- *Infectious Diseases – KDHE Staff*
- *Grant-writing and Report-writing – Paula Marmet, Kim Richter, Foundation Staff*
- *Stress management and Post-traumatic Stress Disorder – Joe Johnson and Miguel Giner*
- *Diverse Populations – Jack Gibbons*
- *Sudden Infant Death Syndrome – Nancy Jensen and Shirley O'Dell*
- *Playground Safety*
- *Evaluation – Cheryl Jenlink*
- *Childhood Obesity – Dr. Monica Pierson*
- *Domestic Violence*
- *Meth Labs (environmental impact)*

The Board of Directors discussed these proposals and Sally Finney offered to pull together planning committees to assist in the development of workshops.

B. Report on New Staff Position (Action Item)

In December 19, 2001, the KPHA Board requested that Sally Finney develop a proposed job description for a new staff position for membership development and recruitment, and present this proposal for Board action. The primary focus of this position is to implement the marketing project recommendations, developed in the September 2001 KPHA report by Harrison Coever & Associates.

Sally Finney submitted a position description for Assistant Director for Member Services (attached), outlining duties, qualifications, costs and potential sources of funding. The anticipated annual cost is \$47,837 to \$51,067, and the projected funding is \$55,350 from foundation grants, membership dues and educational events.

The Board discussed the proposal and weighed other alternatives, such as, external contracting or part-time staffing. The Board identified pros and cons for each option, including continuity, control, supervision, and cost-effectiveness.

Action: The KPHA Board approved the proposal, as presented. Motion by Phil Griffin, Second by Barb Riley. **Passed (9-yes, 1-no, 4-abstain)**

Amendment: That the staff position initially be part-time, and pending successful performance, be made full-time at a later date. Motion by Ken Davis; Second by Janice Dunwell. **Failed (2-yes, 4-no, 8-abstain)**

C. KPHA Legislative Report (Information Item)

Sally Finney provided an update on the budget discussions in the Kansas legislature.

The Kansas House revived a budget bill that it had killed earlier this week. HB-3008 makes steep cuts, though the reductions in spending are about \$130 million less than needed to balance the SFY 2003 budget.

The spending reductions contained in HB 3008 go beyond what the governor submitted to the legislature in January. This bill probably sets the floor for whatever budget lawmakers will send to the governor at session's end.

Proposed cuts to public health funding include the following:

- operating budget at KDHE - \$85,311 (0.4%)
- water contamination remediation - \$135,184 (10%)
- LEPP funding - \$180,000 (10%)
- Nonpoint source program - \$43,104 (10%)
- TMDL initiatives - \$46,179 (10%)
- Infants and toddlers program - \$500,000 (50%)
- Tobacco prevention - \$500,000 (67%)

Earlier the House advanced HB 2743 which adds \$400,000 in SFY 2002 for the AIDS medication account at KDHE with the provision that expenditures made from the program be used to maximize federal dollars for AIDS drug purchases. That proviso sets the stage for the legislature to shift the AIDS Drug Assistance Program to SRS, an approach that other states have adopted as a means of allowing their ADAP's to benefit from rebates, reimbursements, and other cost-saving measures negotiated by their Medicaid programs.

HB 2743 was amended by Roger Toelkes (D-Topeka) to prohibit furloughs of state workers in SFY 2002 and 2003. State agencies are including furloughs as a means of making ends meet.

Updates were also provided on non-budget issues including, child safety seats, drug discounts, naturopath licensure, and tobacco tax.

III. New Business

A. Board and Section Officer Nominations for 2002 (Action Item)

Mindee Reece asked the Board to discuss potential candidates for upcoming Board elections in September 2002. She also asked the section chairs to begin the recruitment process for their respective section leadership positions. The Board elected positions includes president-elect, treasurer, and one director at-large. Incumbents, Sharon Patnode and Barb Riley consented to run again for the offices of Treasurer and Director at-large, respectively. Ken Davis was asked to consider nomination for the president-elect position, but he declined.

Ken Davis recommended that a nominating committee be appointed. Sally Finney to clarified the time-line for the election process: the ballots must be mailed to the members 60 days prior to the annual meeting, and the votes must be cast 30 days prior to the annual meeting.

Action: The Board appointed a three-member nominating committee chaired by Kim Richter, and included Vada Winger and Shirley Orr, pending their consent to serve. The nominating committee was charged to develop a slate of candidates by the next KPHA Board meeting on June 28, 2002.

B. Report on Membership Recruitment (Information Item)

Sally Finney reported on the positive results from the recent membership recruitment drive, indicating that three county health departments (Ford, Wyandotte and Shawnee Counties) had recently joined, as organizational members. This success is directly attributed to the recruitment letter sent by Marilyn Peterson and KALHD support from Eddie Snethen, President.

The numbers are not yet available on results from the individual membership drive, "Spring in to KPHA." Sally Finney offered to e-mail results to the Board, when these numbers are available.

C. Recruitment of Lapsed Members (Action Item)

Sally Finney informed the Board that KPHA has a 65% membership retention rate, which is in part due to turnover and membership departures from the state. The personal contact of lapse membership via e-mail has been successful. Sally requested that Board members assist staff in making phone contact with lapsed members. A list of lapsed members will be distributed to the Board via e-mail. The Board is asked to contact individuals on the list, whom they might know. The remaining members on the list will be assigned to each Board member for contact.

Action: Board members have volunteered to review a list and contact lapsed members.

D. Audit Report - 2002 (Information Item)

The Board reviewed the annual audit, which was mailed to Board members (document attached), for calendar years ending on December 31 of 2000 and 2001. The audit was conducted by The BCC Group, L.L.C. of Topeka and reported to KPHA on February 15, 2002. The auditors used a comprehensive modified cash basis accounting method. The audit summary indicated that the preparations of financial statements are in conformity with generally accepted accounting principles.

E. KPHA Scholarship Award (Action Item)

Based on a request made from Steve Paige, Mindee Reece asked the Board to review the status of the KPHA Scholarship Awards program, which was developed in May 1998. The scholarship program was originally intended to promote Kansas public health through one or more student scholarships in the amount of \$500. The fund never achieved the intended accumulation and no awards have ever been made. The fund balance is currently at \$150.

In light of the lack of activity with this KPHA scholarship program, Ken Davis made a motion to discontinue the scholarship program, and to rollover the remaining funds into the ongoing MPH scholarship program, which has supported the attendance of KPHA student members to KPHA annual conferences.

Action: Discontinue the scholarship program, and to rollover the remaining funds (\$150) into the ongoing MPH scholarship program. Motion by Ken Davis, Second by Janice Dunwell.

IV. Announcements (Information only)

- Ken Davis announced that the KDHE School-age regulations have been approved and will be submitted for public comment in early April. Sharon Patnode said KDHE would provide an article for the KPHA newsletter.
- Mindee Reece announced a number of organizational changes at KDHE, which include Sharon Patnode's new appointment as Director of the Bureau of Epidemiology and Disease Prevention, and Mindee Reece's appointment as Director of the State's Bioterrorism Program. A vacancy will open up in the TB Control Program, and a new Assistant Secretary for KDHE will soon be appointed.

Adjournment

The meeting was adjourned @ 1:30 p.m.

Next Board Meeting

Friday, June 28, 10:00 am to 2:00 pm, Wichita (TBA).

Pending Agenda Items:

- **Action of 03/29/02 – Board Elections:** The nominating committee, chaired by Kim Richter was charged to develop a slate of candidates (president-elect, treasurer, and one director at-large) to be presented at the KPHA Board meeting on June 28, 2002.
- **Action of 03/29/02 – Membership Recruitment:** Board members will be sent a list of lapsed members to contact for membership renewal.
- **Action of 03/29/02 – Assistant Director for Member Services:** KPHA will recruit and hire a full-time staff member to lead the membership marketing efforts.