

**KPHA Board of Directors Meeting  
Friday, June 18, 2004 – 10 a.m. to 2 p.m.  
Midtown Community Research Center – Wichita, KS**

**Minutes**

**Present:**

Phil Griffin, President-Elect  
Allison Alejos, Treasurer  
Cheryl Bañez Ocfemia, Secretary  
Sally Finney, Executive Director  
Kim Richter, President  
Sara Roberts, Student Section  
Susan Morris, Laboratory Section  
Gloria Vermie, Director At-Large  
Janice Dunwell, APHA Delegate  
Janis Goedeke, Director At-Large

**Absent:**

Scott Voss, Epidemiology Section  
Marvin Stottlemire, Director At-Large  
Ed Kalas, Environment Section  
Karen Fitzgerald, Nutrition Section  
Janice McCoy, Child Care Section  
Holly Whitlock, Health Education/Promotion Section

Kim Richter, President, called the meeting to order at 10:01 a.m., and the agenda was distributed with changes.

**I. Approval of minutes from February meeting**

The minutes were unanimously approved. (Motion by Phil Griffin. Seconded by Allison Alejos.)

**II. Review of May financial Report**

Sally Finney provided a review of the May finances. The Board discussed undergoing an audit during transitional period.

**ACTION:** Phil Griffin moved to postpone approval of financial report until YTD is adjusted for the month of May. Seconded by Gloria Vermie. Unanimously approved.

**III. Old Business**

**a. Spring Training Update**

Sally Finney reported that the Spring Training was very successful, with fifty-two persons attending. The venue was appropriate, and the program was well accepted. Finances associated with conference not yet finalized. Lower attendance rate may have been due to time and location of training.

Nonetheless, centralized location allowed for participation from members in western portion of the state.

Phil Griffin announced that the Public Health Workforce Committee has invited him to participate as a KPHA representative. The committee is comprised of KALHD, KU, KPHA, and KDHE. This interaction will aid coordination with other public health agencies and serve as a means for KPHA to emphasize its focus on traditional public health goals of providing training, education, and professional development to public health professionals in Kansas.

**b. Strategic Planning Approval**

Kim Richter led discussion of draft strategic plan. Recommendations had been made by Ed Kalas to revise verbage of Priority #2, Objective #3. Format of the 4 proposed priorities were similar, except for priority #1, which includes strategies.

If approved, the final draft will be sent to KPHA members along with proposed bylaws revision in the Pre-conference mailing.

**ACTION:** Phil Griffin moved to accept the strategic plan. Seconded by Sara Roberts. Unanimously approved.

**c. Bylaws Revisions Approval**

Kim Richter led discussion related to Bylaws revisions. Edits and changes that were made included the following:

- Article II: Sections 3, 9, 11
- Article III: Section 1
- Article IV: Sections 3, 4
- Article VI: Section 2 (new), 6 (new), 7h (new), 8, 9, 10
- Article VII: Sections 2, 3, 5j, 6
- Article VIII: Section 2, 5 (new)
- Article X: Section 2
- Article XII: Section 5
- Article XVII

**ACTIONS:**

- Kim Richter will make appropriate changes and distribute the finalized version via email to Board members.
- Cheryl Bañez Ocfemia will create a table summarizing changes and the rationale for the changes. This table will be sent to KPHA members in the Pre-conference mailing for discussion at the Annual Meeting.
- A Records and Communication Policy will be developed.

**d. Annual Conference Update**

Phil Griffin provided an overview of the conference and the break out sessions.

- Heartland Center at the St. Louis University School of Public Health may be a good vendor.

- Kansas Health Foundation will support funding to send a researcher and practitioner to the APHA meeting, to be based on poster presentation.
- Shawnee CHD has planned to have TCT's Laughing Matters to provide a pre-conference show.
- KPHLI will be hosting their Capstone Presentation the day before the conference.
- KPHA should ensure that there is a bioterrorism slant to the conference to justify the use of bioterrorism funds.

Current sections are slowly dwindling and a majority has not been very active. Restructuring of KPHA Sections was discussed. Membership will determine what new sections will be created. Proposed sections include:

- Infectious Disease
- Chronic Disease
- Administration
- Tobacco, Alcohol, and other drugs
- Clinical and Medical care
- Mental health
- Child and family health
- Injury
- Occupational Health
- Student
- Emergency Preparedness Management
- Education and research

Consider restructuring sections to be centered around members' needs, including advocacy, policy, regions. Maybe approach the sections with actual duties to accomplish, i.e. select advocacy priorities, what resolutions should be considered.

The Board agreed to give objectives and an agenda to the section chairs to lead this discussion at the KPHA meeting.

### **III. New Business**

#### **a. APHA Affiliate Representatives Meeting Update**

Janice Dunwell gave an overview of the meeting. Affiliates discussed relationship with APHA, sections, dues. Strengthening membership was a key issue. A written report will be provided at a later time.

#### **b. Nominations of Awards Update**

A list of nominees has been forwarded to Sue Bowden, Awards Chair, for review.

#### **c. Resolutions for consideration at annual meeting**

Dennis Kriesel, Public Health Policy Fellow, provided Sally Finney with proposed resolutions, which included the following:

- Children's motorcycle/motorized bicycle helmet law
- Food safety and inspections
- Medical reimbursements

**d. Nominations for Officers**

Kim Richter provided a final list of nominations. (Unanimously approved.)

- President-Elect = Janice McCoy
- Treasurer = Allison Alejos
- Secretary = Holly Whitlock
- Director At-Large = Janis Goedecke
- Director At-Large = Gloria Vermie
- Director At-Large = Martha Brown
- Director At-Large = Cyndi Treaster

**e. Transition of Executive Director**

Kim Richter led the discussion regarding the draft job description of the Executive Director. Methods of sending announcements, interviewing and hiring the new director were discussed.

**IV. Other Items**

**Special Thanks to Sally Finney**

The Board took a moment to thank and show appreciation to Sally Finney for her dedication and hard work as the Executive Director. All wished her well in her new endeavors.

Meeting adjourned by Kim Richter at 2:12pm.

**NEXT MEETING:** Monday, September 27, 2004 at Capital Plaza Hotel in Topeka.