



## Executive Board Meeting Minutes

July 11, 2016

Chair, Lynn (Bethel) Short, RDH, MPH

### IN ATTENDANCE

Pamela M. Aaltonen, PhD, RN  
Gail Bellamy, PhD  
Georges C. Benjamin, MD  
Martha Dewey Bergren, DNS, RN  
Kevin T. Borrup, JD, MPA  
Chris Chanyasukit, PhD, MPH  
Eldonna Chesnut, MSN, BSN, RN  
Ayman El-Mohandes, MD, MBBCh, MPH  
José Ramón Fernández-Peña, MD, MPA  
Barbara E. Giloth, DrPH, MPH  
Julie Graves, MD, PhD, MPH  
Ella Greene-Moton  
Marc Aaron Guest, MPH, MSW  
Jeffrey S. Hallam, PhD  
Benjamin H. Hernandez, MBA  
Camara P. Jones, MD, PhD, MPH  
Resa M. Jones, PhD, MPH  
Shiriki K. Kumanyika, PhD, MPH  
Barbara Levin, MD, MPH  
Suparna Navale, MPH, MS  
Elena Ong, PHN, MS  
Thomas C. Quade, MPH, MA  
Lynn Ann (Bethel) Short, RDH, MPH

Unable to attend: Richard J. Cohen, PhD

### APHA STAFF

Susan Polan, PhD  
Regina Davis-Moss, PhD  
Kemi Oluwafemi, MBA, CPA  
James Carbo  
Deborah Dillard  
Torrey Wasserman  
Ellen Galant

### **Monday, July 11, 2016**

#### **Call to Order – Lynn (Bethel) Short, RDH, MPH, Chair**

The meeting was called to order by Lynn Short, chair of the Executive Board. At the conclusion of the roll call, the chair made brief opening comments and introduced the first agenda item.

### **Approval of the meeting agenda and consent agenda – Lynn (Bethel) Short, Chair**

The chair called for a motion to approve the agenda for the July Executive Board Meeting. The motion was moved and seconded, and hearing no discussion, a vote was called.

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| <b>Motion:</b>  | <b>To approve the July 11, 2016 Executive Board meeting agenda.</b> |
| <b>Outcome:</b> | <b>Approved by acclamation.</b>                                     |

The Chair presented items on the consent agenda, and called for a motion to approve. Executive Board members asked that each item on the consent agenda be voted on individually. Items on the consent agenda included:

- Approval of the May 2016 Executive Board meeting minutes
- Approval of the June 2016 Executive Board meeting minutes
- New Agency Members
- 2017 Leadership appointments

Board members discussed the May 2016 Executive Board meeting minutes. At the conclusion of the discussion, the chair called for a motion to approve the meeting minutes as amended. The motion was moved and seconded, and the chair called for a vote.

After a period of discussion, the chair called for vote on the items on the consent agenda including the May and June Executive Board meeting minutes as amended, new agency members and the 2017 leadership appointments.

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| <b>Motion:</b>  | <b>To approve the minutes of the May meeting of the Executive Board as amended.</b> |
| <b>Outcome:</b> | <b>Approved with two abstentions.</b>   |

Board members then discussed the June 2016 Executive Board meeting minutes. At the conclusion of the discussion, the chair called for a motion to approve the meeting minutes as amended. The motion was moved and seconded, and the chair called for a vote.

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| <b>Motion:</b>  | <b>To approve the minutes of the June meeting of the Executive Board as amended.</b> |
| <b>Outcome:</b> | <b>Approved by acclamation.</b>  |

Chair Short then called for a motion to approve the proposed list of new agency members. Agencies included the Washington State Board of Health, the Denver Department of Environmental Health, the

Maryland Department of Mental Health and Hygiene, the Cook County Department of Health, Oak Forest, Illinois, Safe Kids Worldwide, the Tri County Health Department, Englewood, Colorado, and the Spokane Regional Health District, Spokane, Washington. The motion was moved and seconded, and hearing no discussion, the chair called for a vote.

**Motion:**           **To approve the proposed list of new agency members.**

**Outcome:**       **Approved by acclamation.**

Chair Short then called for a motion to approve the 2017 leadership appointments. The motion was moved and seconded, and hearing no discussion the Chair called for a vote.

**Motion:**           **To approve the 2017 leadership appointments.**

**Outcome:**       **Approved by acclamation**

At the conclusion of the vote, Chair Short introduced the next item on the agenda.

#### **Report of the Treasurer - Kemi Oluwafemi, MBA, CPA, Chief Financial Officer**

Ms. Oluwafemi thanked Chair Short and explained that she was presenting the report of the treasurer because Dr. Cohen was unable to attend the meeting.

Ms. Oluwafemi said fiscal year 2016 ended on June 30, and that she and her team were in the process of closing out the year. She said as of May 2016, APHA hadn't met its projected revenues in membership, publications, conventions and contracts and grants. She also explained that expenses were over budget by \$246,973. Ms. Oluwafemi said APHA management has worked aggressively to minimize the projected year-end loss.

She concluded her comments by saying APHA's accounting firm Tate and Tryon will begin the audit of FY 2016 in August.

Chair Short thanked Ms. Oluwafemi for her report and opened the floor for questions. Hearing none, she introduced the next item on the agenda.

#### **Report of the Executive Director – Georges C. Benjamin, MD**

Dr. Benjamin began by updating the Board on APHA's advocacy work on Capitol Hill and the outcome of three cases before the Supreme Court. He then shared the news that APHA has been granted four years accreditation by the American Nurses Credentialing Center's Commission on Accreditation, and that APHA's Public Health Nursing Section Approver Unit was awarded accreditation with distinction, their highest recognition awarded.

Dr. Benjamin then updated the Executive Board on the FY 2017 budget alignment project. He said the Association implemented the employee 403(b) retirement reduction as of July 1. He said four APHA staff members decided to take the offer of early retirement. He said he is implementing the reduction in workforce, and that affected staff will be notified by July 15. Dr. Benjamin then said he's investigating additional fiscal actions to reduce costs or increase revenue across the Association.

Dr. Benjamin then presented APHA's business plan/model to the Board. He outlined APHA's core business, major competitors, product lines, and customer base. He then discussed APHA's four main sources of revenue: membership, publications, the Annual Meeting, and grants and contracts.

Dr. Benjamin discussed the current situation facing membership organizations, strengthening APHA's existing business model, revenue enhancements, most notably exploring new revenue streams, and growing APHA's development program. Dr. Benjamin concluded his presentation by addressing APHA's five-year budget projections.

Dr. Benjamin then presented the Association's plan to create a membership category for schools and programs of public health. The plan would allow a school or program to enroll all of their students at a discounted rate.

At the conclusion of his presentation, Dr. Benjamin answered several questions from members of the board related to the business plan and creating a new membership category. Due to time constraints, the Chair noted unanswered questions and forwarded them to Dr. Benjamin to address in writing.

Chair Short thanked Dr. Benjamin for his report and introduced the next item on the agenda.

### **Report of the Governance Committee – Gail Bellamy, PhD, Chair**

Dr. Bellamy thanked the chair, and briefly highlighted the work of the Governance Committee. She outlined the Committee's recommended process for electing the chair and vice chair of the Executive Board, and a plan for addressing conflict of interest at Executive Board meetings.

At the conclusion of her report, Dr. Bellamy answered questions from the Board. Hearing no further questions, Chair Short introduced the next item on the agenda.

### **Follow-up Regarding the Equal Health Opportunity Committee – Executive Board Chair Lynn Bethel Short and EHO Committee Chair Sora Tanjasiri, DrPH, MPH**

Chair Short reintroduced EHO's request to survey a Caucus, Section and Affiliate on diversity and inclusion in engagement in their activities. She then introduced Dr. Tanjasiri, chair of the EHO, to discuss the proposed survey and address questions asked at the May Executive Board meeting.

Dr. Tanjasiri thanked Ms. Short, and briefly summarized the rationale for surveying APHA units. She said the survey is a self-assessment to help EHO and APHA identify strengths, best practices, and weaknesses related to diversity and inclusion and engagement in Association activities.

Dr. Tanjasiri then addressed the Executive Board's concern about EHO's definition of diversity; she said she and APHA staff reached out to APHA's Ethics Section, and spoke to Celia Fisher, chair of the Public Health Code of Ethics Taskforce. Dr. Tanjasiri shared Ms. Fisher's comments related to the

survey, and concluded by saying Ms. Fisher was supportive of the definition and survey, and thought it would be appropriate for APHA and EHOc to move forward.

Dr. Tanjasiri then addressed the recommendations the Executive Board made to strengthen the survey. She said the Committee feels the survey was ready to be sent to a Section, Affiliate and Caucus as a pilot. Once the pilot is complete the survey will be finalized and sent to all APHA units. She concluded by asking the Executive Board to approve the pilot as presented.

Chair Short thanked Dr. Tanjasiri and opened the floor for discussion. After a brief period of discussion, Chair Short called for a motion to allow EHOc to move forward with the pilot program as outlined in the meeting materials. The motion was moved and seconded, and the chair called for a vote.

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| Motion:  | To allow the Equal Health Opportunity Committee to move forward with their pilot program to survey one Caucus, Section and Affiliate related to diversity and inclusion and engagement in Association activities and report back to the Executive Board. |
| Outcome: | Approved by acclamation  |

#### **Report of the Development Committee – Tom Quade, MPH, Chair**

Due to time constraints, Mr. Quade asked board members to review the report of the Development Committee provided in advance of the meeting.

Chair Short briefly discussed the proposed Development Committee handout to Governing Councilors at the Annual Meeting, and asked Mr. Quade to present a more detailed report of the work of the Committee at the September meeting of the Executive Board. The Chair then introduced the next item on the agenda.

#### **Report of the Governing Council – Barb Giloth, DrPH, MPH**

Dr. Giloth briefly discussed the review of APHA’s Bylaws by the Bylaws Committee. She encouraged Executive Board members to review the proposed changes and to contact her with any questions, suggested revisions, etc. She said the Executive Board will need to approve the proposed changes in advance of the Governing Council meeting in Denver.

At the conclusion of her remarks, Dr. Giloth answered questions from members of the board. Hearing no further questions, Chair Short thanked Dr. Giloth and introduced the next item on the agenda.

#### **Report of the Strategic Planning Committee – Resa Jones, PhD, MPH**

Due to time constraints Dr. R. Jones briefly summarized the activities of the Strategic Planning Committee since the mid-year meeting of the Governing Council. She said 32 Councilors responded to the Committee’s request for feedback on the draft infographic related to the strategic plan. She said respondents provided 158 unique comments of substance that provided suggestions for edits, posed questions for consideration, or indicated that changes should be made due to lack of understanding.

Dr. R. Jones then highlighted some of the areas of concern provided by Councilors. At the conclusion of her comments, Chair Short opened the floor for discussion. Executive Board members shared their thoughts, and hearing no further comments, Chair Short introduced the next item on the agenda.

**New Business – Lynn Short, Chair**

Chair Short briefly touched on the importance of member engagement, and Ms. Green-Moton thanked Dr. Benjamin and APHA staff for the work APHA is doing in response to the Flint, Michigan, water crisis.

Chair Short made brief concluding remarks, and hearing no further business adjourned the meeting.

The next meeting of the Executive Board will take place  
on August 17, 2016 via conference call.