

APHA Executive Board Meeting – July 10, 2017

Agenda Item (Time)	Presenter	Action Items	Deadline
<p><u>Monday, July 10, 2017</u></p> <p>1. Welcome/Roll Call/Opening Remarks:</p> <p>The Chair welcomed Executive Board members to the meeting, read the roll and made brief opening remarks.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		
<p>2. Approval of the Agenda:</p> <p>The Chair called for a motion to approve the July meeting agenda. The motion was moved and seconded, and hearing no discussion, the Chair called for a vote.</p> <p>Outcome: The motion was approved by acclamation</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		
<p>3. Approval of the Consent Agenda:</p> <p>The Chair called for a motion to approve the items on the consent agenda. Items included the May meeting minutes, leadership appointments, and the approval of new agency members. The motion was moved and seconded, and the Chair called for questions/comments concerning the consent agenda.</p> <p>The Chair asked that the May meeting minutes be removed from the consent agenda and corrections made, including the addition of action items, and updated deadlines. Hearing no further comments/questions, the Chair called for a vote.</p> <p>Outcome: The motion was approved by acclamation</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>	<p>Correct the May meeting minutes to add action items, and update deadlines. Executive Board members were asked to send any changes to James Carbo at their earliest convenience.</p>	<p>Sept. 2017</p>
<p>4. Old Business:</p> <p><i>Purpose</i>, the Chair will lead the discussion pertaining to the list of pending issues before the Executive Board.</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>		

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<p>The Chair led a discussion surrounding old business before the Executive Board. He asked that all reports concerning old business be sent to James Carbo by August 15 for inclusion in the September Executive Board meeting materials.</p> <p>Key items highlighted under old business:</p> <ul style="list-style-type: none"> • Executive Board Handbook – Dr. R. Jones said the Governance Committee has a some additional items to address in the Handbook, including the whistleblower policy, participation on EB Committees, transparency of EB proceedings, and policy appeals to the EB, and that the project should be completed by Sept. 2017. • Status of Dr. Camara Jones’ Presidential Initiative – Dr. Benjamin said APHA is trying to secure funding to support Dr. C. Jones’ Presidential Initiative. • APHA & Rural Health Issues – Dr. Levin said a meeting was held with APHA staff and EB members to discuss rural health issues. The group is working with the ISC and CoA to send a survey to Component and Affiliate leaders regarding their interest in rural health issues. The group also plans to do something around rural health at the Annual Meeting. Dr. Levin said she would draft a one-page document outlining the initiative for the Board’s September meeting. • EB membership recruitment efforts – Ms. Greene-Moton said she will provide an update concerning the project to Executive Board members for the September meeting. 	<p>Resa Jones, PhD, MPH</p> <p>Georges Benjamin, MD</p> <p>Barb Levin, MD, MPH and Gail Bellamy, PhD</p> <p>Ella Greene-Moton</p>	<p>The Governance Committee will address the few remaining issues pertaining to the Handbook by Sept.</p> <p>Dr. Benjamin is actively seeking funding to support the initiative.</p> <p>Dr. Levin will draft a one page document outlining the initiative for the Executive Board’s Sept. meeting.</p> <p>Ms. Greene-Moton will provide the Executive Board with an update of the project at the Sept. meeting.</p>	<p>Sept. 2017</p> <p>Ongoing</p> <p>Sept. 2017</p> <p>Sept. 2017</p>
<p>5. Report of the Treasurer:</p> <p><i>Purpose,</i> the Treasurer will provide the Board with an update on FY 2017 as of the end of May 2017. The Treasurer will also discuss the close of the fiscal year and upcoming financial activities.</p>	<p>Georges Benjamin, MD, Executive Director, and Kemi Oluwafemi, MBA, CPA, Chief Financial Officer</p>		

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<p>Mr. Hernandez was unable to attend the July Executive Board meeting so the presentation was done by APHA's Executive Director and Chief Financial Officer.</p> <p>May 2017 Financial Statements:</p> <ul style="list-style-type: none"> • Total revenues \$15,197,427 (90% of annual budget) <ul style="list-style-type: none"> ○ Under budget by \$689,761 • Total expenses \$14,851,477 (88% of annual budget) <ul style="list-style-type: none"> ○ Under budget by \$570,556 ○ Expenses always lag behind revenue • Income from operation \$345,950 <ul style="list-style-type: none"> ○ Under budget by \$119,205 • Income from operation with investment \$1,599,989 <p>Ms. Oluwafemi then briefly discussed the end of year projection (as of the end of May). She said the figure outlined in the report of the Treasurer (a deficit of \$233,223 from operations) should decrease due to the following circumstances:</p> <ul style="list-style-type: none"> • APHA sold a large order of books to a group located in India in June (the order was for both CCDM and Standard Methods). • APHA has seen an uptick in Agency Members. • APHA received additional grant funding. <p>Dr. Benjamin followed Ms. Oluwafemi's presentation by adding some additional context to the report. He also discussed the close of FY 2017, and said the FY 2017 audit will begin in August.</p>		<p>Benjamin Hernandez – send final FY 2017 financial report to the Executive Board in advance of the Sept. meeting (pre-audit numbers).</p>	<p>Sept. 2017</p>
<p>6. Association Update:</p> <p>Dr. Benjamin began his presentation by discussing the status of the recently implemented membership initiatives. He said the Association is in discussion with several schools and programs of public health to add their students as members of APHA. To date, APHA has one program enrolled in this initiative (14 students). He said the Association has added close to 30 new agency members over the past several months</p>	<p>Georges Benjamin, MD, Executive Director</p>		

(12 individual agency members). He closed the discussion on membership by saying the membership team is working extremely hard to retain current members. He said APHA's membership numbers are stable when compared to May 2016.

Dr. Benjamin then discussed the 2017 Annual Meeting. He said registrations are on par with last year and booth sales are doing a little better than projected. He then discussed the Opening, Monday and Closing General Sessions. He noted that keynote speakers include environmental activist Eriel Deranger and former EPA Administrator Gina McCarthy. He concluded his remarks on the Annual Meeting by saying the APHA Live sessions are almost complete.

Dr. Benjamin then discussed APHA's development efforts, highlighting some of the private and federal grants the Association have received over the past several months. He also discussed his efforts to fund APHA's Climate Change & Health initiative.

Dr. Benjamin then discussed APHA's advocacy initiatives. He said the Association's main goal is to halt the repeal and replace of the ACA. He said a bipartisan agreement to fix the ACA is most desirable, with the group addressing: the exchanges offering lower costs to individuals; to continue to bend the cost growth curve overall; expand access and coverage; and protect the prevention fund. He then outlined some of the things APHA staff has done to engage members in this effort. Items include, but aren't limited to, meeting with elected leaders, action alerts, advocacy Facebook videos, social media posts and media advocacy. Dr. Benjamin pointed out the work of Affiliates regarding the ACA. He said they have been very active visiting with elected officials, submitting op-eds and calling Congress.

Dr. Benjamin then shared his experience meeting with the administrator of the Environmental Protection Agency. He discussed the nominee for the assistant secretary for health at the U.S. Department of Health and Human Services, APHA's support of Dr. Jerome Adams as the next U.S. Surgeon General

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of the United States, and APHA's Support of Dr. Brenda Fitzgerald as the next director of the Centers for Disease Control and Prevention. Lastly, Dr. Benjamin discussed his meeting with the new administrator of the Health Resources & Services Administration.

Dr. Benjamin concluded his presentation by tying the above - mentioned work to APHA's strategic plan. He then took questions from members of the Executive Board.

Ms. Holt asked for more information concerning a grant opportunity for building an Affiliate in the Virgin Islands and strengthening the Puerto Rico Affiliate.

Ms. Holt also asked for the status of APHA's plan to assist the Student Assembly with the influx of students as a result of the schools and programs initiative.

Mr. Guest asked for an update on the letter received by APHA leaders concerning the HIIT Section. Dr. Benjamin said staff have been in touch with the Section, and he believes all issues have been addressed.

Mr. Guest also asked a question related to the budgeted number of students in the schools and programs initiative, and if APHA can reach that number. Dr. Benjamin explained that he and staff are doing everything possible to meet the budgeted number.

Ms. Ong asked a question related to EB members sharing the agency and schools and program initiative information with individuals in their network. Dr. Benjamin strongly encouraged EB members to share the electronic version of the information and asked Ellen Galant to share the information concerning the initiatives with the Board.

Hearing no further questions, the Chair moved onto the next item on the agenda.

Dr. Benjamin asked APHA staff to follow up with Ms. Holt to discuss the issue in more detail.

Ms. Galant (APHA's Director of Membership Services) said there's a call planned with the leaders of the Student Assembly the week of July 10 to discuss the issue. Once a plan is formulated, it will be shared with the EB.

Ms. Galant was asked to distribute the electronic version of the information concerning the Agency and Schools and Programs (and boilerplate letter) membership initiatives with the members of the Board.

July 2017

Sept. 2017

Complete

<p>7. Council of Affiliates – Legislator of the Year Award:</p> <p><i>Purpose</i>, the Chair of the Council of Affiliates will discuss the Legislator of the Year Award, and is seeking Executive Board approval of the CoA's recommendations.</p> <p>Ms. Holt said the CoA had a lengthy discussion surrounding APHA's Legislator of the Year Award at their mid-year meeting. She said the CoA recommends the Executive Board approve the following:</p> <ul style="list-style-type: none"> • The award be renamed to “Distinguished Public Health Elected Leader of the Year Award” or in some way make clear that, for example, a mayor who leads a city to go smoke-free over the resistance from powerful special interests could be nominated. • Up to three awards would be given annually. • The Council of Affiliates will seek local and state elected leaders to honor through increased dissemination to state and local public health entities, including the Affiliates. • The Council will assist as needed with clarifying criteria. • Elected officials’ awards decisions continue to be the purview of the Executive Board. <p>The Chair called for a motion to accept the recommendations of the CoA related to the APHA Legislator of the Year Award. The motion was moved and seconded, and hearing no discussion, the Chair called for a vote.</p> <p>Outcome: The motion was approved by acclamation.</p> <p>The changes to the Legislator of the Year Award will take effect in 2018.</p>	<p>Jeanie Holt, MPH, MS, Chair, Council of Affiliates</p>		

<p>8. Report of the Student Assembly:</p> <p><i>Purpose,</i> the Chair of the Student Assembly will discuss the Assembly's thoughts surrounding mentoring and gifting student memberships</p> <p>Ms. Reed began by discussing the APHA Annual Meeting Student Scholarship program, she said the deadline for submissions closed on July 9, and 267 applications were received. She said the Assembly is seeking additional application reviewers, and encouraged EB members to assist with this important activity.</p> <p>Ms. Reed then discussed the mid-year meeting of the Student Assembly Executive Committee. She said the group discussed a mentoring database with Dr. Benjamin, and based on the discussion, the Assembly will expand its mentoring committee, adding a co-chair and additional committee members. The leaders of the Assembly also discussed the possibility of creating group mentoring opportunities.</p> <p>She went on to say the Assembly is bringing back its Development Committee to assist in raising funds to create the mentoring database and expand the student Annual Meeting scholarship program.</p> <p>Ms. Reed then discussed the Assembly's desire to raise money to offset the cost of student memberships. She said the idea is still being reviewed, but the program would be set up like the student scholarship initiative for the Annual Meeting. Ms. Reed said students who receive funds for membership would have to contribute a nominal amount. She closed by stressing the idea is in the initial planning phase and that the leadership of the Student Assembly will create a proposal (no timeline specified) to share with APHA leadership.</p> <p>Ms. Reed then took questions/comments from Board Members related to her presentation. The following are some of the</p>	<p>Rachael Reed, MPH, Chair, Student Assembly</p>		

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<p>thoughts conveyed during the discussion:</p> <ul style="list-style-type: none"> • Dr. R. Jones suggested the Student Assembly work with a faculty member who could identify an MPH student to develop a mentoring database. She said engaging student trainees in meaningful work with APHA would be worthwhile. Ms. Reed thanked Dr. R. Jones for her suggestion, and said she will discuss the idea with the leaders of the Assembly. Ms. Reed said she will follow up with Dr. R. Jones in the coming weeks." 		<p>Dr. R. Jones will contact Ms. Reed to determine the needs of a mentoring database. Ms. Reed will follow up in the coming weeks."</p>	<p>Fall 2017</p>
<p>9. Report of the Governing Council:</p> <p><i>Purpose,</i> The Speaker will seek input on possible changes to the fall GC meeting and answer questions about bylaws amendments in process.</p> <p>Dr. Giloth began by discussing the bylaws amendments approved by the Governing Council at the June 19 meeting. She said the newly adopted bylaws amendments did the following:</p> <ul style="list-style-type: none"> • Added flexibility to the timing of the provision of a budget summary to APHA members. • Changed term of Education Board Chair and Chair-Designate to two years. • Added the Caucus Collaborative to the bylaws and included how members selected and functions of the collaborative. <p>Dr. Giloth then discussed pending issues before the Committee on Bylaws. She said the Committee will address the following bylaws questions in advance of the Annual Meeting:</p> <ul style="list-style-type: none"> • Changes to the definition of an Agency. • Representation of the Caucuses and Caucus Collaborative on the Executive Board and Governing Council. • Unaffiliated Representatives • Roles of APHA Officers. 	<p>Barb Giloth, DrPH, MPH, Speaker</p>	<p>Dr. Giloth will work with the Committee on Bylaws to address the pending issues outlined in her report to the Executive Board. Dr. Giloth will present information to the Executive Board at the Sept. meeting.</p> <p>Update regarding unaffiliated representatives to the GC, since the report was submitted to the Executive</p>	<p>Sept. 2017</p>

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<p>Dr. Giloth then discussed Governing Council activities at the Annual Meeting. Dr. Giloth said she's looking at making changes to the Saturday afternoon session of the Council. The primary reason for the changes is to make the session more interactive.</p> <p>Dr. Giloth said she is working in partnership with the leadership of the ISC and CoA on a joint breakout session on Sunday morning (instead of just the Governing Council) to discuss how APHA leaders can work together to advance APHA's strategic plan.</p> <p>Dr. Giloth then asked Executive Board members for their thoughts related to her presentation.</p> <p>Ms. Holt said she thought it was an excellent idea to combine the GC, ISC and CoA for a joint breakout session to discuss the APHA strategic plan.</p>		<p>board: Dr. Giloth referred the issue to the ISC and APHA's Component Affairs Department who have given recommended language to Dr. Giloth, who will share the information with the Committee on Bylaws over the summer).</p>	
<p>10. New Business:</p> <ul style="list-style-type: none"> The Chair began by saying he received Dr. Benjamin's proposed metrics for his annual performance evaluation. The information was shared with the Vice Chair of the EB and Chair of the Personnel Committee who discussed the metrics. The Chair said he will respond to Dr. Benjamin via email this week (July 10). The final document containing the metrics will be shared with the Executive Committee in August and the full Board in September. Dr. Bellamy thanked the Governance Committee for the training materials included in the EB meeting materials. She said she found the information very informative. Dr. R. Jones thanked Dr. Bellamy for her comments and asked EB members to provide feedback on the training material in the July meeting evaluation (which was sent to the board on July 11). Dr. Levin asked EB members to review the Component and Affiliate Leaders and APHA Staff Organization Evaluation 	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>	<p>The Chair will share the metrics with the Executive Committee in August and with the full Board in September</p>	<p>August/September 2017</p>

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<p>Tool developed by CRS. She said the tool will be shared with the Chairs-elect and Presidents-elect at their July meeting.</p> <ul style="list-style-type: none"> • Dr. C. Jones shared her thoughts regarding a membership program for Affiliates (employees and members). She asked for volunteers to assist her in designing program that can be shared with the Executive Board at the September meeting. • Ms. Ong discussed an item on the old business document related to SCOTUS Watch - Track Amicus Briefs/Position Papers. She asked that APHA post on the website a list of all the briefs and positions APHA has taken. She went on to ask that EB members be included in reviewing the briefs and position papers before APHA becomes a signatory. <p>Ms. Ong was informed that all these briefs and positions are already posted on APHA's website:</p> <p>https://www.apha.org/policies-and-advocacy/advocacy-for-public-health/testimony-and-comments</p> <p>The Executive Director reminded the Board that it is a staff function, not a Board function, to approve all briefs, positions or testimonies, the Chair agreed with the Executive Director.</p> <p>Ms. Ong said it's important that smaller organizations know that they can come to APHA for support. Dr. Benjamin Assured Ms. Ong that organizations of all sizes contact the Association for support quite frequently.</p> <ul style="list-style-type: none"> • Ms. Holt updated the Executive Board on the actions of the CoA. She said the CoA is working extremely hard to have Affiliates participate in APHA activities. She said the CoA is urging Affiliate leaders to participate in the policy review process. In the coming year, the CoA is asking Affiliates to review proposed policies from the perspective of how they can be used at the state and local levels. She went on to 		<p>The Chair asked Dr. C. Jones, Ms. Holt, Mr. Quade, Ms. Greene-Moton of the Executive Board and APHA staff members, Dr. Polan, Ms. Galant and Ms. McNeily to have a call to discuss the issue and prepare a document for the Sept. EB meeting.</p> <p>No further action needed.</p>	<p>Sept. 2017</p>
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<p>say she'll ask the JPC to see if state and local issues are addressed in potential policies. Ms. Holt concluded her remarks by discussing her work with Affiliates on aligning their strategic plans with the APHA strategic plan.</p>			
<p>11. Motion to adjourn:</p> <p>The Chair called for a motion to adjourn. The motion was moved and seconded, and hearing no discussion, the Chair called for a vote.</p> <p>Outcome: The motion passed by acclamation.</p> <p>The next meeting of the Executive Board will take place via webinar on Monday, Sept. 11, 2017</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>		