

APHA Executive Board Meeting: May 7 – 9, 2017

Agenda Item (Time)	Presenter	Action Items	Deadline
<p><u>Sunday, May 7, 2017</u> 1. Welcome/Opening Remarks</p> <p>Dr. Fernández-Peña called the meeting to order and made welcoming 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 March 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: the March EB meeting summary; 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. Hearing no comments, 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>4. Report of the Governing Council:</p> <p>Speaker Giloth discussed the Governing Council's mid-year meeting. She asked for input from the Executive Board on issues being considered by the Committee on Bylaws and the meeting agenda. The Bylaws issues included Agency Membership, adding duties of APHA officers, Unaffiliated representation on the Governing Council, Caucuses/the Caucus Collaborative, and publication of a summary of the APHA budget.</p>	<p>Barbara Giloth, DrPH, MPH, Speaker</p>		

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<p>5. Report of the Development Committee:</p> <p>Mr. Quade updated members of the Board on the work of the Development Committee. He outlined the four main objectives on the Committee's 2017 work plan, noting that the Executive Board met its goal of 100% giving in advance of the May meeting. He also outlined the plan for promoting Governing Council giving throughout the year and at the Annual Meeting.</p> <p>The Executive Board then completed a fundraising campaign activity started in April 2017.</p>	<p>Tom Quade, MPH, MA</p>		
<p>6. Old Business:</p> <p>Items under old business include:</p> <ul style="list-style-type: none"> • APHA Transitions Document • Caucus Collaborative Seat on the Executive Board <p>Ms. Greene-Moton began by providing an update on the status of the old business item pertaining to the Caucus Collaborative's having an ex-officio seat on the Executive Board. She said she's been in contact with the leadership of the Collaborative and then read a brief note from Ben King, Chair of the CC. Mr. King's message said the CC's interested in having an ex-officio seat on the Board and a voting role on the Governing Council (all but one Caucus Collaborative member agreed).</p> <p>Dr. Levin said she'd like to see the role of the Caucus Collaborative formalized in the APHA Bylaws before they are given a seat as an ex-officio member of the EB or a vote on the GC.</p> <p>Ms. Greene-Moton then discussed the Caucus policy that was presented and accepted by the EB in September 2015. Dr. Levin said she was in contact with</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p> <p>Aaron Guest</p> <p>Ella Greene-Moton</p>	<p>Aaron Guest & J. Carbo will report.</p>	<p>Sept. 2017</p>

Chair of the Committee on Bylaws about this issue at that time (2015/2016), but the Bylaws Committee didn't address the issue. Ms. Ong said she was a leader on the CC when the discussion took place in 2015, and would like to see the role of the CC formalized in the Bylaws. The Executive Board then passed the following motions:

Motion 1:

That the Committee on Bylaws, in consultation with representatives from the Caucus Collaborative, draft language to formalize the CC in the bylaws of the American Public Health Association, using the language provided by Dr. Levin and Ms. Green-Moton in the Caucus policy and February 2016 email to Mitch Haas.

**Outcome: Yes -15
No – 0
Abstentions - 2**

Motion 2:

That the Committee on Bylaws, in consultation with representatives from the Caucus Collaborative, draft language to establish an ex-officio seat for the Caucus Collaborative on the Executive Board and this language will be presented for consideration for the Governing Council at the November 2017 meeting.

**Outcome: Yes – 11
No – 5
Abstentions – 1**

- Moratorium on Sections

Ms. McCabe outlined the work the ISC Steering Committee has undertaken related to the moratorium

Heather McCabe

Barb Giloth will follow up and report

Sept. 2017

Complete

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on Sections. She said the short-term recommendation is that APHA setup online communities for groups interested in becoming a Component. She then outlined three important points related to the recommendation:

- o An interested group’s online community would have a listserv, library, calendar, bulletin board and blog to share information.
- o It takes APHA staff little time to create an online community, and the leader of the interested party would serve as moderator for the community.
- o The groups will not receive oral or scientific sessions at the APHA Annual Meeting, but will be encouraged to request/collaborate sessions with other Components.

Additionally, interested groups must submit a proposal to the ISC-SC for vetting. The ISC-SC will respond within one month of receipt of a proposal. If a group wishes to continue to pursue becoming an APHA component, they will be eligible to submit an application with-in a 4 – 5 year time period.

Ms. McCabe went on to say the ISC Steering Committee recommends that APHA hire a part-time temporary staff person in the Component Affairs Department to assist with the effort outlined above.

The EB delayed action on the recommendations of the ISC-SC until a later time.

- Committee on Health Equity survey

The leadership of the Committee on Health Equity outlined the charge of their work and how the Committee enhances the mission of the Association. They went on to discuss the results of the Diversity and Inclusion Initiative. The Committee developed and pilot tested an online diversity self-assessment rubric that was disseminated to an APHA Component, Affiliate and

Jack Tsai, Ph.D., Chair,
(CHEQ)
Sora Tanjasiri, Ph.D.,
Former Chair, CHEQ
Vanessa Schick, Ph.D.,
Member, CHEQ

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<p>Caucus to identify strengths and challenges.</p> <p>Committee members then discussed the results of the self-assessment, and asked the EB to approve wide distribution of the self-assessment to all APHA Components and Affiliates.</p> <p>The Chair called for a motion to approve the Committee's request to distribute the online self-assessment to all APHA Components and Affiliates.</p> <p>A motion was moved and seconded, and after a brief period of discussion, the Chair called for a vote.</p> <p>Motion: To approve the Committee on Health Equity's request to distribute the online self-assessment to all APHA Components and Affiliates.</p> <p>Outcome: The motion was approved by acclamation</p> <ul style="list-style-type: none"> Updating the EB Handbook <p>Dr. R. Jones discussed the status of the Governance Committee's initiative to update the Executive Board handbook. Dr. R. Jones said the Committee is both reviewing the handbook for inconsistencies and typographical errors, and addressing substantive issues, including the whistleblower policy, EB participation on Committees, the transparency of EB proceedings, and the policy appeals to the EB. She said the handbook project should be completed in early Oct.</p>	<p>Resa Jones, PhD, MPH</p>		<p>Oct. 2017</p>
<p>7. Presentation of the President-Elect:</p> <p>Dr. Telfair used his time to set the stage for his year as the President of APHA. He said he practices a leader as servant approach. He said he looks forward to utilizing his knowledge,</p>	<p>Joseph Telfair, DrPH, MPH, MSW</p>		

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<p>skills and experience to identify and take on roles to make the greatest contribution to the field of public health. He went on to say he views the world through a multi-cultural lens and looks forward to working with colleagues on the Executive Board, APHA members and staff, and the Affiliates.</p> <p>Dr. Telfair then outlined his three overarching priorities:</p> <ul style="list-style-type: none"> • Addressing issues surrounding the social and health inequities and increasing the educated/trained workforce at the local, state, national and global levels. • Increasing APHA and Affiliate membership through outreach and engagement, and engaging in efforts to work with diverse persons and groups that may or may not share his beliefs or point of view. • Support the APHA national advocacy agenda. <p>At the conclusion of his remarks, Dr. Telfair then took questions from the Board concerning his presentation.</p>			
<p>8. Report of the Governance Committee:</p> <p>Dr. R. Jones summarized the results of the Executive Board exit interviews and introduced the Governance Committee's recommendations. She said the responses to the exit interviews can be organized into three major topical areas:</p> <ul style="list-style-type: none"> • Board Development/Training • Executive Board and APHA Structure • Board Functioning <p>Dr. R. Jones then outlined the work of the Governance Committee to address the areas of focus. She led a conversation around the training videos EB members were asked to watch in advance of the May meeting.</p> <p>Dr. R. Jones then discussed the Committee's recommendation concerning the use of the Board-approved basic Robert's Rules, and the importance of facilitation skills when electing the next chair and vice chair of the Board.</p> <p>She then discussed the Committee's plan to have the Board</p>	<p>Resa M. Jones, PhD, MPH, Vice Chair</p>	<p>Resa M. Jones, PhD, MPH</p>	<p>Oct. 2017</p>

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<p>participate in a self-assessment, which should be available in early October.</p> <p>She concluded her presentation by outlining the Committee's recommendation to create a process for the Board to work on answering the question "How can APHA best be organized to fit the work that needs to be done as articulated in the strategic plan?"</p>			
<p>9. Report of the Committee on Social Responsibility:</p> <p>Dr. Levin began by saying CSR has approved four new organizations APHA can seek funding from since March: GOJO; Fitbit; Under Armour; and United Health Group/United Health Foundation.</p> <p>She went on to say CSR is working with the leaders of the ISC and CoA to fine tune the procedures and tools document developed for use by Component and Affiliate leaders when evaluating potential funders.</p> <p>Dr. Levin concluded her remarks by saying the members of the Committee are working extremely hard to evaluate potential funders in an effort to expedite funding prospects. She also thanked the APHA staff liaison for her efforts to support the work of the Committee.</p> <p>During the EB's discussion of the report of the CSR, it was noted that there might be discrepancies between the Committee's document on conditions for APHA approaching/seeking corporate or foundation funding and the Association's guidelines for seeking funding. The Chair asked that the documents be reconciled before mass distribution.</p>	<p>Barbara Levin, MD, MPH</p>	<p>The CSR is reviewing the CSR guidelines document and revising as necessary to incorporate any and all changes since the guidelines were last updated in 2011. The Committee will present the updated guidelines document at the Nov. meeting of the Executive Board for approval.</p>	<p>Nov. 2017</p>

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<p>Monday, May 8, 2017 Welcome/Recap/Opening Remarks</p> <p>Dr. Fernández-Peña called the meeting to order, made some housekeeping announcements, and briefly summarized Sunday's meeting.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		
<p>1. Association Update:</p> <p>Dr. Benjamin began his presentation by discussing the status of both the schools and programs of public health and agency membership initiatives. He then discussed member retention strategies.</p> <p>Dr. Benjamin then discussed APHA's 2017 Annual Meeting. He reintroduced the theme "Creating the Healthiest Nation: Climate Changes Health." He then shared the following; invitations to general session speakers have been sent; APHA Live programming is in progress; general session abstracts are being received; and responding to the LBGT Caucus of Public Health Professionals, there will be gender-neutral bathrooms available at the Annual Meeting.</p> <p>Dr. Benjamin then discussed APHA's Year of Climate Change and Health. He shared his rationale on why the health sector should be engaged, noting climate change is the biggest global health threat today, affecting every facet of our lives. He went on to outline the opportunity for APHA to lead the climate change and health discussion. He then outlined APHA's plan to raise significant resources to educate the public on the issue of climate change and health.</p> <p>He said the plan would focus on the following:</p> <ul style="list-style-type: none"> • Shifting the narrative to speak to people's values; • Serving as a science and policy resource; • Influencing and advocating climate-healthy policies; • Galvanizing action; • Climate Healthy Cities Program 	<p>Georges Benjamin, MD, Executive Director</p>		

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<p>Dr. Benjamin then spoke in great detail about the items listed above. He then discussed his efforts to raise resources to fund the project.</p> <p>He concluded his presentation by discussing APHA's national policy agenda, APHA's participation in the March for Science, and an update on the American Health Care Act.</p> <p>Dr. Benjamin took questions and comments from Board members throughout his presentation.</p>			
<p>2. Executive Session:</p> <p>The Executive Board entered a period of executive session to discuss personnel matters at 10 a.m.</p> <p>The Executive Board exited executive session at 11:15 a.m.</p>	<p>Gail Bellamy, PhD</p>		
<p>3. Report of the Treasurer:</p> <p>Mr. Hernandez provided the EB with an update of FY 2017 through March 2017 (9 months of FY 2017). He said APHA is predicting a loss from operations of \$267,793. He then outlined the best/worst case scenarios on how APHA will end the fiscal year.</p> <p>He then noted the following:</p> <ul style="list-style-type: none"> • Total revenues \$13,548,815 (80% of annual budget) <ul style="list-style-type: none"> ○ Under budget by \$714,499 • Total expenses \$12,522,259 (74% of annual budget) <ul style="list-style-type: none"> ○ Under budget by \$530,695 ○ Expenses always lag behind revenue • Income from operation \$1,026,556 <ul style="list-style-type: none"> ○ Under budget by \$183,504 • Income from operation with investment \$1,213,584 	<p>Benjamin Hernandez, MBA, Treasurer</p>		

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<p>Mr. Hernandez concluded his report by thanking the members of the Finance and Audit Committee and APHA staff for their efforts.</p>			
<p>4. Capitol Hill Visit Briefing:</p> <p>The Chair introduced Nicole Burda, APHA's Deputy Director of Government Relations. Ms. Burda outlined the goals of the visits and discussed the leave behind materials.</p> <p>Executive Board members asked several questions related to the visits.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		
<p>5. FY 2018 Budget Presentation:</p> <p>Mr. Hernandez began his presentation by outlining the following changes to the FY 2018 budget process:</p> <ul style="list-style-type: none"> • APHA staff were asked to craft a practical budget, not an aspirational/optimistic budget. • The budget takes into account potential revenue challenges throughout the entire fiscal year instead of later in the fiscal year (Jan. – June). • The budget presentation was changed to make it more easily/clearly understood. APHA staff responsible for revenue were asked to present their proposed budgets to the Board. • The budget book outlines the status of APHA's goals for FY 2017. • The budget book outlines the Association's goals for FY 2018. <p>Mr. Hernandez then introduced APHA's FY 2018 budget. He said the FY 2018 budget is a balanced budget, with both expenses and revenues equaling \$15,902,205. He went on to say the FY 2018 budget is a decrease of \$1,031,595 or 6% from FY 2017.</p>	<p>Benjamin Hernandez, MBA, Treasurer and Georges Benjamin, MD, Executive Director</p>		

Mr. Hernandez then walked the EB through the FY 2018 budget book, and asked Dr. Benjamin to discuss the budget process.

Dr. Benjamin outlined the process APHA staff uses to create the budget. He said the process begins in January when he meets with budget managers to review their work plan for the upcoming fiscal year. He said he then asks budget managers to develop their budgets on approved items in their work plan. Next, he said senior management evaluates the initial budget, addressing any imbalances between revenues and expenses.

Once the proposed budget is complete it is sent to the Finance and Audit Committee for their review and comment. Finally, the budget is presented to the Executive Board for their review and approval.

He then asked APHA staff responsible for revenue to discuss their proposed FY 2018 budget. The following departments presented their budget to the Executive Board:

- Conventions
- Membership and Component Affairs
- The Policy Center (Grants and Contracts)
- Publications
- Development

Dr. Benjamin then discussed the assumptions in the proposed FY 2018 budget. He said salary and fringe benefits are based on current existing staff positions with no cost of living adjustment or raise. He said the budget includes a \$50,000 contingency fund. He concluded his remarks by highlighting \$111,772 in newly funded items/programs and shared that the budget couldn't cover over \$2 million in unfunded items/projects.

At the conclusion of the budget presentation, Executive Board members asked questions and made comments related to the FY 2018 budget.

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<p>A motion was made that the budget includes a 3 percent cost of living adjustment for APHA staff. The motion was seconded and the Chair called for discussion. After a period of discussion, the Chair called for a vote.</p> <p>Motion: That the Fiscal Year 2018 budget include a 3 percent cost of living adjustment for APHA staff.</p> <p>Outcome: Yes – 16 No – 1 Abstentions - 0</p> <p>At the conclusion of the vote, the chair called for a motion to approve the proposed fiscal year 2018 budget including the 3 percent cost of living adjustment for APHA staff. The motion was moved and seconded, the floor opened for discussion. At the conclusion of the discussion, the Chair called for a vote.</p> <p>Motion: To approve the proposed fiscal year 2018 budget including the 3 percent cost of living adjustment for APHA staff.</p> <p>Outcome: Approved by acclamation</p> <p><i>Note: The Executive Board approved a deficit budget for FY 2018. The 3 percent cost of living adjustment for APHA staff will add an additional \$183,149 in expenses. The following has been amended in the budget book:</i></p> <p><i>FY 2018 Revenue: \$15,902,205</i> <i>FY 2018 Expenditures: \$16,085,354</i></p>			
<p>6. Executive Board Committee Meetings:</p> <p>Executive Board members met to discuss the work of their assigned Committee.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		

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<p>7. APHA Staff Appreciation Reception:</p> <p>Executive Board members met with APHA staff to learn more about what they do at APHA, and to thank them for their efforts on behalf of the Association.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		
<p>Tuesday, May 9, 2017 Welcome/Recap/Opening Remarks</p> <p>Dr. Jones called the meeting to order and made brief opening remarks.</p>	<p>Resa M. Jones, PhD, MPH, Vice Chair</p>		
<p>1. Executive Board Committee Reports:</p> <p>The chairs of the committees of the Executive Board briefly summarized their meetings that took place on Monday, May 8.</p> <p>Strategic Implementation Committee:</p> <ul style="list-style-type: none"> • Discussed data collection for the LHI metrics. • Discussed the possibility of seeking funding based on the data collected. <p>Membership Committee of the Executive Board:</p> <ul style="list-style-type: none"> • Discussed the potential impact of the Schools and Programs of Public Health membership initiative. • Status of the EB member recruitment initiative. <p>Development Committee:</p> <ul style="list-style-type: none"> • Shared the Executive Committee's suggestion of establishing an emeritus member of the Executive Board group for development purposes. <p>The Chairs of the following Committees didn't have any additional information to share with the Board:</p> <ul style="list-style-type: none"> • Governance • Personnel • Finance and Audit • Committee on Social Responsibility 	<p>Resa M. Jones, PhD, MPH, Vice Chair</p>		

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<p>2. Executive Session:</p> <p>The Board entered executive session at 9:40 a.m. to discuss personnel matters.</p> <p>The Board exited executive session at 11 a.m.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		
<p>3. New Business/Hill Visits/Adjournment:</p> <p>Dr. Fernández-Peña led a discussion concerning new business. Members of the Executive Board departed APHA to attend their visits on Capitol Hill.</p> <p>The meeting was adjourned at 12 p.m.</p> <p>The next meeting of the Executive Board will take place on Monday, July 10, from 2 – 4 p.m. EDT via conference call.</p>	<p>José Ramón Fernández-Peña, MD, MPA, Chair</p>		