

Approved December 14, 2016  
**Kentucky Public Health Association**  
**Board Meeting**  
**September 28, 2016**

**Members Present:**

April Harris  
Drew Beckett  
Lisa Pollock  
Crystal Miller  
Mark Hensley  
Anne Hatton  
Kayla Bebout  
Andrea Brown  
Dr. Richard Wilson  
Louise Kent  
Brandi Gilley  
Mark Hensley  
Judy Mattingly  
Sara Jo Best  
Toni Leasor  
Becky Kissick-Hake  
Brandi Gilley  
Janie Cambron  
Angie Carmen  
**Staff Present:**  
Jill LeMaster

Proxies include Lisa Pollock for Ed Cecil.

Drew Beckett called the meeting to order and introductions were made. April presented the meeting minutes from June 27, 2016. Mark made a motion to approve the meeting minutes, seconded by Lisa. Motion carried.

**Executive Director Report:**

Steve Bing announced he has been working on the KHDA Retreat and organizing a legislative panel. He also announced six upcoming meet and greets with legislators and health department directors. Steve also mentioned the KSPAN social media grant. Angie reported the draft proposal has been submitted for the grant activities. Judy suggested that the grant build upon the network of SAEP programs throughout the state. Judy made a motion to approve the Executive Director report, seconded by Andrea. Motion carried.

**Financial Report:**

Lisa Pollock presented current financial reports for the Joint Account with KHDA as well as the KPHA account. All financial reports were distributed electronically prior to the meeting. Reviewing the Financial Reports for the KPHA/KHDA Joint Administration as of August 31, 2016, the Statement of

Assets, KPHA/KHDA Joint Administration has total current assets of \$118,997.75. Upon reviewing the Revenue & Expense Budget vs. Actual as of August 31 2016, there was a current cash surplus of \$38,219.31. Reviewing the Financial Reports for KPHA as of August 31, 2016, the Statement of Assets, KPHA has total current assets of \$124,524.38. Upon reviewing the Revenue & Expense Budget vs. Actual as of August 31, 2016, year to date revenues make up 4.1% (\$5,468.59) and expenditures make up 26.1% (\$34,413.03) resulting in a current year cash deficit of \$28,944.44. Activity for the month includes deposits – dues of \$350, exhibit payment for 2016 conference of \$300 and interest of \$3.82, expenses – membership database of \$76.95, scholarship payment of \$2,000.00 and convention other (689 account) of \$131.24. Kayla made a motion to accept the report, seconded by Anne. Motion carried. Lisa also distributed a six year financial trend report.

### **Strategic Planning Update & Review:**

Angie Carmen announced the first draft of the strategic plan is available and has been emailed to all membership. She said the next step would be finalizing the strategic priorities and focus areas, particularly the timelines, and then drafting a one-pager. Angie reminded the group that this is a five year plan.

Drew reviewed the strategic plan in great detail. Andrea suggested changing the values by adding “prevent, promote, protect.” Dr. Wilson suggested adding the core functions of public health. Drew will work on the mission statement and send out other options. There are three focus areas. Drew would like a few volunteers to review the membership brochure as well as the mission, vision and values – Judy, Kayla and Drew will work on that and will have it ready to review before the December meeting. Drew said he is trying to coordinate health department visits with all staff to promote KPHA membership. Judy suggested contacting other state associations to request other job descriptions for executive directors/support staff. Becky said the conference had a very low response rate for the evaluation on TRAIN. Lisa has started to create a list for the conference to assist with budget planning, contract management and organization. The workforce workgroup will consist of Becky, Tori, Dr. Wilson and Louise. Judy suggested added communication with DPH with Randy under Objective 1 with legislation. There is an overlap in the legislative and advocacy workgroups, and it was suggested that these are combined. Sara Jo is involved in KHDA and would be willing to help. A list of all the committees their membership and then if the need still exists for the committee and who is willing to be an active participant. Jill will send this out. Mark suggested possibly requiring a monthly reporting template to keep committees accountable and on task. With the changes, now would be an ideal time to communicate with all the membership and solicit participation.

### **By-Laws:**

Proposed by-laws have been distributed to membership and discussed at a previous meeting.

- Article 4, Section 1 - content changes are specific to updated wording around section chairpersons to area team leaders and delegates.
- Article 5, Section 4 - content changes are specific to officers and succeeding terms.
- Article 6, Section 6 – content changes are specific to area team leaders and delegates shall serve the term of one year.
- Article 16, Section 2 – remove the entire section regarding the membership committee.

- Article 16, Section 4 (will now be Section 3) – content changes are specific to conference planning and changing a conference committee headed by the President Elect and outline their responsibilities.
- Article 16, Section 5 (will now be Section 4) – remove the entire section regarding the student chapter committee. Regarding the scholarship committee, Dr. Wilson suggested to add each affiliated universities and health disciplines.
- Article 16, Section 7 – minor content changes.

Dr. Wilson made a motion to accept the changes to the by-laws, seconded by Sara Jo. Motion carried.

#### **Legislative Committee Update:**

Sara Jo announced regional legislative sessions with KHDA that are being planned over the next several weeks. LHD Directors are working towards advocacy and awareness. Topics of interest and conversation starters will be placed around the meeting rooms. Steve added that the Kentucky Population Health Institute has helped fund the events. Electronic and hard copy invitations have been distributed.

#### **Newsletter:**

Judy Mattingly had only received one article for an upcoming newsletter. She suggested that area team leaders be tasked with soliciting articles. Jill suggested about adding in information about the upcoming meet and greets.

#### **APHA and SHA Delegates:**

Mark announced that West Virginia will not be hosting the joint conference due to state travel restrictions and Florida was next in line. Unfortunately due to an illness within their leadership, Florida is not willing to jointly host the meeting. Kentucky is next in line to jointly host the meeting. A governing council meeting is scheduled for next week. Pending the meeting next week, Mark has made a motion to host the joint meeting with the KPHA conference in April, seconded by Crystal. Motion carried.

#### **Scholarships:**

Steve is working to secure a scholarship that addresses the need for local health department staff development. He spoke to Dr. Hernandez's wife about a scholarship opportunity and she said she would get involved to make a meaningful gift with the intention that KPHA could determine how to use the scholarship fund. Steve recommended that we don't spend principal and only utilize the interest from the scholarship funding. He also recommended that the scholarship committee have the authority to decide on which scholarships to award based on the availability of funding. Kayla said she will set up a Scholarship Committee meeting. Kayla made a motion to use the silent auction fund to help scholarships rather than the general fund, seconded by Mark. Motion carried.

#### **KHDA Update:**

Drew announced that Dr. Polk gave a speech to yesterday's KHDA meeting and emphasized substance abuse issues. Randy Gooch has been hired as the Deputy Commissioner, with an emphasis on local health department communication and finance. The KHDA retreat will be held in Lexington the second week of October. Gary Faulkner was promoted to Chief of Staff to Dr. Polk.

#### **Old Business:**

- KPHA Financial Health Equity Committee Updates – tabled until the next meeting.

**New Business:**

Steve announced that KPHA has a booth at KACO conference at Galt House, November 16-18, and he is seeking volunteers to help staff the booth. Judy can assist on the 16<sup>th</sup>. Please email Steve your preferred time slot if you're available and would like to assist.

April made a motion to adjourn, seconded by Mark. Motion carried.

The next Board meeting will be held on December 14 at 10:00am (Eastern Time) at the KACo Building in Frankfort.