

Approved October 25, 2017

KPHA Board Meeting Minutes

August 23, 2017

Members Present:

Lisa Pollock
Sara Jo Best
April Harris
Mark Hensley
Janie Cambron
Andrea Brown
Drew Beckett
Randy Gooch
Brandi Gilley
Becki Casey
Kayla Bebout
Michael Ballard
Louise Kent
Dr. D.B. Barnett

Staff Present:

Jill LeMaster

President Mark Hensley welcomed the group and called the meeting to order. He thanked the group for visiting the new venue, Northern Kentucky Convention Center, and he is encouraged by the facilities of the convention center and both hotels.

The Board reviewed the meeting minutes from the June 21 Board meeting. Randy made a motion to accept the meeting minutes, seconded by Drew. Motion carried.

Executive Directors Report

Steve was not present due to a vacation.

Financial Update

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. Lisa talked through a KPHA trend analysis available through 2010. If you are interested in a copy, please let her know. She said that on July 6th, a conference call was held discussing the joint KPHA/KHDA budget; they went through each line item category and identified which organization had responsibility for each item.

Lisa stated that the joint account has current assets of \$113,766 and a net income of \$42,000.

Lisa reported the KPHA account activity: total assets at \$122,00, revenue at \$44.53 and expenses at \$126,574, which is consistent with previous years. Kayla made a motion to accept the joint financial report, seconded by Andrea. Motion carried.

Brandi made a motion to accept the KPHA financial report, seconded by Janie. Motion carried.

Kayla made a motion to accept the 2017-18 Joint Administrative budget, seconded by Randy. Motion carried.

Strategic Plan/Workforce Development:

Dr. Angie Carmen presented the strategic plan document and the utility of the plan. She stated that the dates related to the objectives need to be reviewed. Dr. Carmen said we need to focus distributing the plan to membership. Sara Jo discussed the need for an annual, systematic process of evaluation, as well as data collection related to the plan. Members discussed progress made on each step. There was much discussion related to the assessment of workforce development needs. There was consensus that a statewide systemic approach for data collection would be more valuable than each individual health department creating their own assessment. There was also consensus that a 3 year time period for conducting the assessments would be best. The group agreed that the assessment tool should be simplified. They also agreed that an evaluation was needed. It was recommended that a local health department representative be added to the statewide group working on the workforce development assessment tool. The current strategic plan was reviewed and completion dates were updated. Dr. Carmen agreed to work with Drew on a progress report of the objectives in the current strategic plan. Brandi suggested including the strategic plan as a standing agenda item for each Board meeting.

Dr. Carmen discussed a recent meeting that was held with Deans/representatives from each university. The focus of this meeting was related to workforce development. Angie would like to solicit feedback about the assessment and asked if health departments would like for it to be a statewide effort or as individual health departments? Randy, Drew, Sara Jo, and Louise all agreed that it would be best as a statewide effort. She said it's possible that it would not be an annual objective, but rather conducted every three years. The group discussed the Council on Linkages assessment and how it confuses many health department employees – the simplified version is preferred to increase usability among users. Dr. Carmen presented ASTHO's PHWINS and a document from de Beaumont Foundation. The group discussed streamlining existing resources and Dr. Carmen stated that she will work on several examples. Dr. Carmen will include Mark and Allison Adams (KHDA) in the Dean's meetings to continue further work.

In July, Dr. Ross Bronson was brought in from St. Louis with DPH for an evidence based public health training. Dr. Carmen mentioned that the training may be replicated across the state.

Bylaws:

Randy stated that they are working to incorporate the bylaw changes approved from the Business meeting. Once they are included, he will distribute to the group to check for inconsistencies.

One specific question was discussed about a recent change to the affiliate representation from the university chapters and the process for how the delegate is chosen.

Newsletter:

In Judy's absence, Becki said to send Judy any articles or pictures for the newsletter – it gets published twice a year.

APHA & SHA Delegate:

Drew is registered for the APHA conference, taking place in November in Atlanta. Mark serves as the Kentucky delegate for SHA. The mid-year conference will be held in Orlando.

Scholarships:

Kayla announced that everything should be ready for the scholarships at the next Board meeting.

KHDA Update:

The KHDA retreat will be held October 25-27 at the Galt House in Louisville – a Board meeting will also be held that week. Randy mentioned this week, KHDA is presenting at the Governors Local Issues Conference which will be a great opportunity to make connections with legislators/magistrates and public health.

Old Business

Conference Fees 2018

Jill discussed increasing the conference fee to cover the costs of the flash drives and other expenses. Discussion was held about increasing the conference fees to \$200 for members and \$250 for non-members to cover the additional costs. Sara Jo would also support adding an additional late charge for non-members.

Jill stated it is \$20 for student membership and \$30 to attend the conference. Last year, it went up to \$35. They must be a member to register for the conference. This year, we would like to decrease the student fee back to \$30, so that students pay a total of \$50 for membership and conference fee.

Randy made a motion to raise the 2018 conference fee from \$170 to \$200 for members and \$200 to \$250 for non-members and to increase late registration by \$50, seconded by Louise.

Brandi made a motion to decrease the 2018 conference fee from \$35 to \$30 for students and waive the student registration for student ambassadors, seconded by Lisa. Motion carried.

Randy stated that Chris Crum and Kayla Bebout will be doing the financial audit next week.

New Business

The next Board meeting will be held in Louisville during the KHDA retreat.

Randy made a motion to adjourn, seconded by Dr. Ballard. Motion carried.