



**Board of Directors Meeting – Agenda
Friday, February 18, 2011, 1:00 pm – 3:00 pm
Public Health Alliance – 800 Grant Street**

Call-in information:
1-866-740-1260
2946396 (password)

Attendees:

- Christine Billings- Education Chair- Junior
- Jim Dale- ARGC*
- Jeff Zayach- Policy Director
- Kendall Krause- Student Representative
- Kyle Legleiter- President Elect
- Patrick Sablich- Executive Director- CPHA
- Jan Gascoigne- Guest
- Eliza Schultz and Jennifer Miles- Miles Consulting- GUESTS
- Corine Waldau- Public Health Alliance- GUEST
- Amy Dillon- Secretary and Senior Education Chair
- Leigh Fischer- COSOPHE

*via phone

Absent:

- Chris Nevin-Woods- Past President
- Dawn James- PHNAC
- Tarik Walker- Treasurer
- Chris Urbina- President- Stepped down from position
- Erin Suelmann- Membership Chair

I. Call to Order – Kyle Legleiter

Kyle called the meeting to order at 1:09. Chris Urbina has resigned his position due to his new role as CDPHE Executive Director.

II. Approval of January Meeting Minutes – Amy Dillon

MOTION by Jim Dale to approve the January meeting minutes

Second by Christine Billings



Discussion: There was a slight change submitted by Jeff Zayach thanking the committee leaders and team- see the final version in the collaboration room.

Passed by unanimous vote

III. Board Vacancies- Kyle Legleiter

Kyle noted that Chris Urbina has stepped down and Dana Abbey has also resigned her position. Amy Dillon has filled the Education Director- Senior Chair position. The now vacant Secretary position can be filled by an appointment of the board, and the President-Elect needs to be filled via a special election. Kyle will be leading the filling of the vacancies.

IV. Approve Committee Priority Planning Reports- All

At the January Meeting, the committee reports for Membership and Education were reviewed.

Student Committee Planning- Kendall reviewed her report with the board. See the action plan provided by Kendall. Kendall indicated that they are considering doing an award for a practicum leader. The school already offers a Public Health Practice award. Kendall would like to work with CPHA and have an award given out at Public Health in the Rockies Conference. Jan mentioned that they are going to do additional guidance and training for mentors. Christine mentioned the need to coordinate with the award contacts for Public Health in the Rockies Conference.

MOTION by Kyle Legleiter to approve the student committee planning document

Second by Jim Dale

Discussion: None

Passed by unanimous vote

Legislative Planning- Jeff outlined his report for the board. Jeff indicated that the report represents significant work by the committee. Jeff indicated that the committee has put additional information about their efforts on the web site and would continue to do this. This is the first year that CPHA has discussed how to deal with federal legislation. Kyle has thought through this protocol and it will be reviewed at the next legislative committee meeting. There is also a committee this year to address testimony and opportunities to participate in giving testimony on specific bills or topics. Kyle did present this year and gave testimony regarding the physical activity bill. Kyle would like to build a library of any testimony or support from CPHA representatives- Eliza indicated that she could even get audio clips. **Jeff will support getting this on the website with Eliza and Kyle.** The evening of March 16th is the legislative briefing for legislators at the Capitol.

Jeff also reminded the board that we have been more focused with the legislative efforts this year. Based on the membership legislative survey, members would like a break-out by topics for the legislative tracking. Currently that would need to be a hand-sorted list from Miles Consulting, which would be time consuming. One of the major goals this year is to engage more members into the legislative committee. There are more people involved this year. Jim inquired if CDPHE still does a bill list that is broken out by topic. Kyle will verify if that is available.



MOTION by Jim Dale to approve the legislative committee planning document

Second by Christine Billings

Discussion: None

Passed by unanimous vote

Kendall inquired about sponsoring grand rounds at the AMC. We will put this on the agenda for next month to have a motion to approve budget numbers related to the grand rounds.

V. Financial Report – Tarik Walker and Patrick Sablich

Kyle and Patrick have been working with Tarik to develop a financial report. CPHA will continue to create consistent budget processes and efforts. Kyle will be working to address getting some administrative support related to ongoing budget management. There will be some motions made in March related to budget support.

Patrick outlined the current numbers from the end of year. Patrick will be working with Tarik to get the budget in order. There is \$26,800 in the bank currently.

VI. Staff Transition and Future Strategy- Kyle Legleiter, Patrick Sablich

We reviewed the Transition Planning document shared by Patrick. Kyle felt we should be focusing on the immediate action items that we need to address.

Patrick reviewed the planning document outlined by each action item.

The Business Plan is the main deliverable for the APHA grant. Patrick will work on this and focus on having additional support for membership. Kyle will support Patrick with fulfilling all the requirements for the APHA grant. Patrick, Tarik and Kyle will present to the board on next steps with the budget. Patrick will work with Leigh to determine the legislative payment from COSOPHE. Patrick will coordinate a reception for RIHEL at the Public Health in the Rockies Conference. The board inquired about the next steps.

Action: Kyle and the executive committee review the options for the budget and will have a motion to present in March on the next steps for the budget and contracting for budget support.

The Alliance outlined the offerings that they could support via the menu of services. The board discussed the budget and transition to administrative support with the Alliance.

The current contract is \$12,985 for January 2011- December 2011. Some items need to be accounted for out of the conference expenses.

Email Analysis- Yes- included in current contract

Project management for Conference Sponsorships/Exhibitors- Yes- \$1200 (conference expense)

Board Member Transitions- Yes- \$350

Elections Management- Yes- \$150

Awards Program Management- Yes- \$200



Meeting Management- Do a proposal on this in March after a discussion with Executive Committee
Phone- Yes- \$1000 as pass-through and actual cost will be charged (some will need to be for conference planning)
Total additional: \$2900 (note need to breakout conference related expenditures)

MOTION by Jim Dale to add the approved Items at a cost of \$2900 to the Alliance contract

Second by Jeff Zayach

Discussion: None

Passed by unanimous vote

Kendall wondered if the board will be wanting to hire an Executive Director in the future. Kyle indicated that we will discuss the long-term vision for a paid Executive Director in the coming months. For 2011, we will be determining the costs we need to cover for Alliance services.

VII. Legislative Update- Jeff Zayach, Jennifer Miles, Eliza Shultz

Jennifer indicated that March 16 will a legislative update meeting at the University Club on 17th and Sherman. Jeanne Nicholson has been invited and Miles Consulting has been working to finalize her attendance. The registration will be up on the web page soon. The cost is \$25 for a member and \$35 for a non-member. It is the evening before CALPHO Day at the Capital. Please promote the event as board members. The space is limited to about 50 participants. We need to indicate that space is limited.

Jennifer reviewed the notes from the legislative committee meeting. See the legislative update for SB 172 regarding civil unions, the update on the budget and the deeper proposed cuts to Amendment 35 funds. Jennifer also spoke about the declare of the fiscal emergency (which she knows will pass). Jennifer was looking for someone to testify regarding A35 support. The work related to A35 at this time is to pave the way for future use of funds and educate legislators about the intention of this Amendment. HB 1069 was introduced and passed through House- requires 30 minutes of daily physical activity in elementary schools. The bill also included a reporting requirement, which was taken out. It looks like it will be supported in the Senate. Jennifer reviewed the notes from the committee and the list of bills that CPHA has been asked to support/oppose.

Oppose HB 1082 which would take Larimer and Weld out of AIR emissions program
Support HB 1172 which would study oil/gas fracturing
Oppose HB 1240 which would weaken last year's bill to convert several local coal plants to natural gas.
Support HB 1254 which would develop a bullying task force
Support SB 43 which would require WIC counselors to report suspected child abuse.

Jennifer indicated that a number of environmental health bills are being proposed this year. It may be of benefits to access additional environment health individuals to participate on the legislative committee. We may want to consider additional support for environment health bills as well.



MOTION by Jim Dale to accept the recommendations from the legislative committee

Second by Kendall Krause

Discussion: None

Passed by unanimous vote

VIII. **Membership Update- Corine Waldau**

Board members will be getting an email asking for testimonials and success stories related to work with CPHA. The membership cycle is now beginning on June 1. The membership committee will be looking for support to make calls to lapsed members- obtain a folder from Corine with call information. The committee has a full plan to address the lapsed membership.

Corine is doing her capstone course for her MPA. She will be looking at generational gaps in membership organizations. She will be doing a survey that will be going out to the membership for Corine's project to obtain a better understanding of the membership and their demographic profile.

IX. **Other Business and Updates**

The board asked Jan if she had interest in participating on the board. She would like to determine if a specific board position would make sense for her. It may be of interest to add a position that would be ongoing for someone with the School of Public Health.

Public Health in the Rockies Conference is planned for September 21-23 at the Sheraton Steamboat. Call for Abstracts, Save the Date, Call for Reviewers will be going out in late February. The affiliates this year include CPHA, Wyoming Public Health Association, COSOPHE and PHNAC. The committee meets the first Wednesday of the month from 12:00-1:30.

Thanks to Patrick for his service to the board!

X. **Adjourn (3:17 p.m.)**