



**Executive Board Meeting Minutes**  
**September 16, 2019**  
**2 - 4 p.m. EDT**

**Call to Order and Roll Call**

Vice Chair Chris Chanyasulkit welcomed everyone, and a quorum was established.

**PRESENT:**

Pamela M. Aaltonen, PhD, RN  
Donna K. Beal, MPH, MCHES  
Georges C. Benjamin, MD  
Lisa M. Carlson, MPH, MCHES  
Allison R. Casola, PhD MPH, CHES  
Chris Chanyasulkit, PhD, MPH  
Eldonna J. Chesnut, MSN  
William G. Courtney, DVM, MPH, MA  
M. Aaron Guest, PhD, MPH, MSW  
Benjamin H. Hernandez, MBA  
Jeanie L. Holt, MPH, MS  
Harry T. Kwon, PhD, MPH, MCHES  
Nandi A. Marshall, DrPH, MPH, CHES  
Heather A. McCabe, JD, MSW  
Linda Rae Murray, MD, MPH, FACP  
Elena Ong, PHN, MS  
Hope M. Rollins  
Jamie M. Roques, MPH, MPA, APRN  
Katherine Sutkowi, MSW  
Catherine L. Troisi, PhD  
Deanna Wathington, MD, MPH, FAAFP

**UNABLE TO PARTICIPATE:**

Betty B. Daniels, PhD, RN  
Suparna Navale, MS, MPH  
Joseph Telfair, DrPH, MSW, MPH

## **I. Administrative Affairs**

1. Approve the Meeting Agenda

**Motion:** To approve the Executive Board September meeting agenda.

**Outcome:** Approved by acclamation.

2. Approve the Consent Agenda
  - Executive Board July Meeting Minutes
  - New Agency Members
  - Leadership Appointments

**Motion:** To approve the consent agenda.

**Outcome:** Approved by acclamation.

## **II. Discussion**

### **A. Mitre Corporation's CMS Alliance to Modernize Healthcare FFRDC (Federally Funded Research and Development Center) application for agency membership**

Dr. Benjamin shared the mission and values of Mitre Corporation and asked the board to approve the organization as an agency member. He noted Mitre Corporation is nonprofit and serves as a consultant in the defense sector.

**Motion:** To approve Mitre Corporation's CMS Alliance to Modernize Healthcare FFRDC as an APHA agency member.

**Outcome:** Approved by acclamation.

### **B. Old Business – Chris Chanyasulkit, Vice Chair**

Dr. Chanyasulkit asked Ms. Holt to give a brief recap of the Leadership Pathways Work Group's recent meeting. Ms. Holt said the group discussed their purpose and how APHA volunteer leaders can get involved and transition into different leadership positions. The group discussed making a visual diagram showing APHA's organizational structure and different leadership opportunities within the organization. The diagram will be easily readable and can be uploaded to the APHA website.

Ms. Holt said the group also discussed ways to make APHA student leaders feel more welcome within their member unit and leadership positions on association-wide boards and committees.

### **C. APHA Legislator of the Year – Don Hoppert, Director of Government Relations**

Don Hoppert, APHA's Director of Government Relations, introduced the 2019 nominee for the APHA Distinguished Public Health Legislator of the Year Award. He said Executive Board members will vote on the award after the meeting using an online tool. At the conclusion of Mr. Hoppert's comments, Executive Board members discussed the award and candidate.

During the period of discussion board members raised concerns for lack of nominee choices and suggested the award be given earlier in the year to increase the probability of the legislator traveling to the Annual Meeting at the end of October to receive the award. The suggestions were noted by Mr. Hoppert, who will discuss this process with APHA staff for next year's award.

### **D. Association Update – Georges C. Benjamin, Executive Director**

Dr. Benjamin began his presentation with an overview of the 2019 Annual Meeting. He said all of the major sessions are finalized; registration, housing and exhibitor numbers are on target; and APHA Live registration is open. He then cautioned board members about several false websites for Annual Meeting housing and registration.

He discussed membership, noting that membership numbers have stabilized and will likely increase closer to the Annual Meeting.

Dr. Benjamin thanked APHA staff member Mighty Fine, Director of the Center for Public Health Practice and Professional Development, and his team for their efforts in APHA's reaccreditation by the ACCME to award Continuing Medical Education (CME) credits through 2023.

Dr. Benjamin discussed the board mandated internal restructuring process conducted by an outside consultant. He reminded board members the goal of the project is to rethink APHA's organizational structure to ensure member units are serving the needs of APHA members. He said the cost is yet to be determined, but a request for proposals has been released, and potential consultants have been identified.

Dr. Benjamin informed the board that he commissioned a high level review of APHA's internal IT systems focusing on hardware, software, compliance and security. He said staff are reviewing the audit report and plans are underway to address the most critical areas of concern. The board will receive further updates on both projects at the next board meeting in Philadelphia.

## **APHA Policy Update**

APHA is continuing to advocate for better gun policies and has sent Congressional letters calling for legislative actions on guns such as stricter background checks. Additionally, in partnership with the Bloomberg American Health Initiative at the Johns Hopkins University, APHA is hosting a firearm policy forum called “*Policies that Work: Reducing Injury and Death from Firearms*” on Sept. 23 at the Newseum.

Other public health policy efforts include APHA’s position against the administration’s family separation policies leading to child and other human rights abuses in the immigration detention centers at the U.S. border. Dr. Benjamin noted APHA is continuing to work on various legislative solutions to this issue.

He is also addressing the challenges of health care access in rural America as part of the Bipartisan Policy Center’s Rural Health Task Force, a two year effort addressing this issue. APHA is also continuing to defend Title X federal funding, which provides affordable birth control and reproductive health care to lower income Americans. APHA has filed court brief with the George Washington University and other health advocacy groups on the health impacts of limiting providers funding for Title X.

Dr. Benjamin concluded his remarks by informing the board he was invited to testify before the House Budget Committee at a climate change hearing on July 24, 2019. The hearing was attended by both Republican and Democratic members of Congress, and the consensus among them was that climate change is real and how they should tackle it from a budgetary perspective.

### **E. Action Board Restructuring/JPC Update – Katherine Sutkowi, Action Board Chair**

Ms. Sutkowi gave a brief update on the proposal restructuring process of the Action Board, reducing its size from almost 40 members to 17 members, hence creating parity with Science and Education Board. A proposal will be sent to the Bylaws Committee and the Governing Council to formally restructure the Action Board and make it a more manageable size as well as attract members who are passionate about pursuing APHA’s annual advocacy priorities. The board will be open to any APHA members, and some seats will be set aside for member representatives from the Affiliates, Student Assembly and the Caucuses.

Ms. Sutkowi then discussed the recent work of the Joint Policy Committee, which will meet on Sept. 17 to determine their second assessment of the 14 proposed policy statement

resubmissions following their initial review. These 14 resubmissions included 13 that received an initial assessment of conditional, and one that received a negative assessment. This second review of assessment will be either positive (the policy statement is ready for the public hearings at the Annual Meeting) or negative (substantial edits are still needed and the JPC recommends authors withdraw the proposal and resubmit in the next policy statement development cycle).

The JPC co-chairs, along with APHA staff and Section leaders, are creating and updating process documents to better educate authors on how to submit and review proposed policy statements. The documents will highlight best practices and provide answers to frequently asked questions and will be available on the APHA website and APHA Connect. The JPC is also working to revise member review forms and the author guidelines for submitting a proposed policy statement to make them clearer and more user friendly. Lastly, staff has updated the Policy Statements page on the APHA website to make resources and information easier to find.

#### **F. Archiving Review Process Update – Nandi Marshall, Science Board Chair**

Beginning in 2019, all active policy statements will be automatically scheduled for archiving 20 years after adoption. Therefore, there are 623 policy statements, adopted in 1999 and earlier, scheduled for archiving this year. Members were asked to review these policy statements and consider three potential options for each policy statement of interest to allow the policy statement to remain on the archiving consent agenda: update a policy statement scheduled for archiving, or request to keep active a policy statement proposed for archiving.

Of the 623 policy statements scheduled for archiving, 35 policies were requested to be kept active. The Science Board reviewed these policy statements under three different criteria: 1) current relevance of the scientific reasoning; 2) current relevance of references; and 3) current relevance of action steps. The archiving review committee of the Science Board will meet one more time on Sept. 30, but as it stands now, all 35 statements reviewed will be recommended for archiving.

The results of the Science Board's review will be forwarded to the JPC and presented by the Science Board chair to the Governing Council along with the archiving consent agenda. No policy statements will be allowed to be taken off this archiving consent agenda at the Annual Meeting.

On the recommendation of the Science Board, the JPC will present edits to the *Policy Statement Development Process Policies and Procedures*, which includes an outline of the policy statement archiving process and procedures, to the Governing Council for a vote at the Annual Meeting.

**G. Governing Council Annual Meeting Agenda – Linda Rae Murray,  
Governing Council Speaker**

Dr. Murray shared the Annual Meeting Governing Council meeting agenda with the Executive Board and asked them to reach out to her or APHA staff Courtney Taylor if they have any questions.

**H. Report of the Treasurer – Benjamin Hernandez, Treasurer**

Mr. Hernandez presented the pre-audited financial numbers for fiscal year 2019 that closed on June 30, 2019. Mr. Hernandez said APHA ended the fiscal year with a positive change in net assets with a net income of \$1,000,027 from operations and \$1,693,948 from investment appreciation. He noted that this is over budget by \$1,518,948. He said the increase in revenue for fiscal year 2019 can be attributed to convention and contracts/grants, while membership, advertising and book sales continue to be challenging areas. Some noticeable decreases in operational costs included printing and production, telephone/webinar services, equipment rental and maintenance, and postage, shipping and mailings.

He then discussed fiscal year 2020. As of July 31, the change in net assets including investment appreciation/depreciation was \$1,674,296. This is over budget by \$523,279 and under prior year by \$14,359. Mr. Hernandez noted it's much too early in the fiscal year to read anything into the numbers.

**I. Strategic Implementation Committee Update (ACTION) – Bill Courtney,  
Committee Chair**

The Strategic Planning Committee was tasked to review and streamline the current metrics. Dr. Courtney then discussed briefly the reduced version (which has 24 metrics as compared to 49 metrics in the current/old version) and asked the board to adopt either of the following two versions:

A. Adopt the newer, reduced version. or

B. Retain the current version as-is.

**Motion: To approve and adopt the newer reduced version.**

**Outcome: Approved by acclamation.**

Upon adoption of the newer version, Ms. Ong suggested some amendments to the language

of the adopted version. Dr. Courtney will review. He also informed the board that in the newer version of the strategic plan, there will be a data dictionary and a resource to help people find information they need to understand and implement the strategic plan.

Dr. Courtney also discussed Executive Board Committees work plan template and acknowledged the current work plans seem to be addressing the needs of each committee and there is no need to standardize it.

The committee has been reviewing the Leading Health Indicators for the existing strategic plan to assure the Leading Health Indicators best address the goal of Creating the Healthiest Nation in One Generation. The committee looked at several alternatives including the 'Healthy People 2020 Leading Health Indicators' and the APHA advocacy priorities to determine what is the most effective way to evaluate progress.

Dr. Courtney is working on drafting a grant request for advancing the strategic plan that can be included in a much larger grant request.

#### **J. Membership Committee Update – Aaron Guest, Committee Chair**

Dr. Guest briefly summarized the work of the Membership Committee of the Executive Board and noted APHA membership numbers are currently at a three-year high. He said membership has grown in most categories, with notable increases in the Agency, and Agency Individual, and Early-Career Professional categories. He said the Agency category has been the driving factor of membership growth; APHA currently has 224 Agency Members, compared to 161 last year around this time. Dr. Guest noted there has been some decline in the individual Student Membership category; however, the loss has been offset somewhat by 1,600 students in the Student Bulk Program.

In concluding his presentation, he reminded the board to recruit in their networks and have a goal of bringing in three APHA members annually as well as identifying potential agency leads and sharing them with the APHA Membership Staff.

#### **K. Governance Committee Update – Chris Chanyasulkit, Vice Chair**

Dr. Chanyasulkit discussed the work of the Governance Committee that is being addressed by two subcommittees.

The first subcommittee includes Jeanie Holt, Elena Ong, and Joseph Telfair. They reviewed the exit survey from members whose term ended at the conclusion of the 2018 Annual Meeting, and created an action plan based on the results of the 2016-2018 exit interviews. Additionally, they also proposed a plan for an exit interview process that can be

implemented at the conclusion of 2019 Annual Meeting and beyond.

The second subcommittee comprised of Hope Rollins, Heather McCabe and Aaron Guest evaluated the survey results from the past in-person and zoom Executive Board meetings. Feedback from the March and May board meeting survey led to examining the different file sharing systems versus Dropbox to enhance board members' experience in accessing board materials. The Governance Committee as a whole discussed the pros and cons of different file sharing system, and came to a conclusion to continue using Dropbox as a fiscally responsible option for the time being. APHA staff can provide an orientation for Dropbox to any new or existing board members if needed. Board members are also encouraged to clear/delete old APHA folders no longer needed for their reference.

#### **L. New Business – Chris Chanyasulkit, Vice Chair**

The following action items were discussed by Dr. Chanyasulkit:

- Anyone interested in running for the board chair or vice chair position, should submit their nomination form to Dr. Daniels by Friday, Oct. 11.
- Review the Annual Meeting required and optional activities document.
- Escape room board bonding activity is on Wednesday, Oct. 30 at 6:25 and 6:45 p.m. Those who haven't confirmed their attendance, please contact Dr. Chanyasulkit if interested.
- Dr. Casola invited board members to register and attend the 2019 National Student Meeting Networking Luncheon on Saturday, Nov. 2 from 12:30-1:30 p.m. at the Annual Meeting. The registration link was sent by Dr. Casola via email.

#### **M. Executive Session – Chris Chanyasulkit, Vice Chair**

The board went into a closed executive session.

*Meeting adjourned at 4:05 p.m.*

**The next meeting of the Executive Board will take place in Philadelphia from Oct. 31 – Nov. 1.**