

**American Public Health Association (APHA)  
Community Health Planning and Policy Development (CHPPD) Section,  
Wednesday, November 19, 2008, 12:30 – 2 pm EST**

**Present:** Amy Carroll-Scott (chair elect), Viviann Carter, Heidi Deutsch, Quynh Do, Danielle Greene (program chair), Roy Grant, Bob Griss, Priti Irani (chair), Christiaan Morssink (governing councilor), Ijeoma Nwachuku, Helda Pinzon-Perez (section councilor), Patricia Peretz, Martha Poffit, Crystal Piper (governing councilor), Tom Piper (Intersectional Council Representative), Elizabeth Schiffman (newsletter editor), Souvenise St. Louis (membership co-chair), Winston Tseng (section councilor), Karen Valenzuela (governing councilor), Helena Vonville, Ashley Wennerstrom (student committee chair), Lori Williams (secretary-elect), Scott Williams (membership co-chair), Azzie Young (section councilor)

*Notes by Lori Williams*

| <b>Next meeting: Wednesday, January 21, 2009; 12:30 – 2:00 p.m. EST</b> |  |  |
|---|--|--|
| <b>Item</b>   | <b>Discussion</b>  | <b>Action</b>  |
| Introductions   | Note – this is Priti’s first meeting as chair. Priti welcome and thanked members who helped coordinate activities at the Annual Meeting in spite of absence of all chairs – Amy C. Emy, Darryl, Scott, Ashley, Azzie, regular and student members who volunteered and helped with booth.   |  |
| Annual Meeting Debriefing   | Amy C: Sunday morning meeting – 24 people, broke into smaller groups; Discussed topics that were missing from list of topics developed for strategic planning listing, identified common themes, identified which topics CHPPD members want to get involved in. On Sunday 2pm meeting – New member orientation; Sunday 4 pm meeting – Student Committee orientation and business meeting; Students had a social event directly after their business meeting. Section awards dinner – 20 people Roy Grant and Azzie Young honored as was Tom Piper although he was unable to attend; Azzie’s Vitamin D policy passed Governing Council; New member orientation – 12 members. Priti – Survey results: 11 people responded to the post-meeting survey; several survey respondents noted that they liked the strategic planning meeting, wanted more time for discussion; Suggestions for holding a party for 40 <sup>th</sup> anniversary, but not clear whether the recommendation is for breakfast, lunch or dinner; Helena - said she didn’t know content of meeting. Roy - made a strong suggestion for refreshments at the business meeting. EmyLou’s reports, and Danielle G. program participation analysis is posted in Discussions and Bulletin Board under My Communities | Sign up for “My Communities” to see reports, discussions. Please sign on to My Communities<br><a href="http://www.apha.org/membergroups/sections/aphasections/chppd/ecomunity/">http://www.apha.org/membergroups/sections/aphasections/chppd/ecomunity/</a> . Contact Priti ( <a href="mailto:pir01@health.state.ny.us">pir01@health.state.ny.us</a> ) if you are having problems. |
| Annual Meeting in Philly  | Priti -identified that Amy Carroll-Scott, Scott Williams, Amy Leader had already joined the annual meeting work group; Next year’s theme is “Water and Public Health: the 21st Century Challenge”. Made four proposals (1) - Cancel Sunday 4 pm business meeting so members can attend policy hearings; As this would affect 4 p.m. meeting, merge student orientation with membership   | Helda P. and Christiaan M. volunteered to help with Annual Meeting. This group will meet in early December.<br>Priti moved to cancel Sunday 4 pm   |

|  |  |  |
|--|--|--|
|  | <p>orientation meeting at 2pm; (2) Have 40<sup>th</sup> anniversary party on Sunday, November 8, 8 p.m. (avoids conflicts with student socials and APHA events); (3) Have meeting on Monday, Nov 9 at same time and place as candidates forum; (4) Have meeting on Tues, Nov. 10, 7 – 8 a.m..</p> <p>Discussion: Ashley - supports merging of new member/student orientation if meeting allows students the chance to break into group and give student committee time to conduct their business. Amy C. - recommended taking students to policy hearings afterwards. Helda asked if social was going to be pay your own way, and Priti said section would cover costs. Helena said she was glad to hear that as once before the section had a reception with no food – not a reception. Amy C. –need to start early on promoting social event within the section. Annual meeting work group will decide how the social will be promoted. At the Annual meeting this year – Health administration section had 100 year anniversary and a wonderful event that other sections were invited to (someone on the call attended, sorry to have missed the name). Amy suggested moving Tuesday, Nov 10 meeting to 7:30 as otherwise it was a long day for governing council members. Danielle G. said that the scientific sessions do not begin till 8:30 am</p> | <p>business meeting at APHA 2009 Helda supports. Amy C seconded; No nays. Motion passed</p> <p>Priti moved to hold section 40<sup>th</sup> anniversary social event on Sunday, Nov 8<sup>th</sup> at 8 pm. Helda supports. Tom P. seconded. No nays. Motion passed</p> <p>Priti moved to have meeting to attend candidate’s forum on Monday morning. Tom P. supports. Amy C. 2nds. No nays. Motion passed</p> <p>Priti moved to add a new Tuesday morning meeting from 7:30-8:30 am at convention center. Helda supports. Amy 2nds. No nays. Motion passed</p> |
| <p>Leadership Opportunity within Section<br/>Treasurer<br/>1 program co-chair<br/>2 policy co-chairs</p> | <p>Priti – thanked Winston Tseng who is section Treasurer; Apryl agreed to be Policy co-chair, Crystal interested in co-chair position, no takers from Section Council; Amy C. is section nominations chair</p> <p>Helda – asked if there is a preference for program co-chair to have served for a number of years or can she/he be a new member. Priti – there are no criteria. Tom – interest and enthusiasm most important. Karen – coordination of organization and section members to provide input to shape policies. Helda might be interested one year from now. Amy – currently 6 governing councilors, half of governing councilors (3) are up for election and 2 new councilor positions, for a total of 8.</p> <p>Priti - Karen will continue role of encouraging section members to run for APHA leadership positions.</p> <p>Danielle – looking for a Program Co-chair, has 6 applications, this position will focus on organizing scientific sessions.</p>   | <p>If you’re interested in being Program co-chair email Danielle along with your resume</p> <p>Priti will ask Anne U. who is on the Equal Health Opportunity Committee to help Karen with identifying members for APHA leadership spots. Please read report Anne submitted in section’s ECommunities</p>   |
| <p>Strategic Planning Follow-up</p>  | <p>Priti – focus on issues, posted template for strategic teams to use to report back to section, template comes from Institute for Healthcare Improvement, uses Plan-Do-Study-Act model, link posted at My Communities, My Communities allows you to post documents, add files, hold discussions</p> <p>The Strategic Planning timeline has to be reconsidered as the original timeline suggestion all issues will be identified by December 2008. Members are just beginning exploring the issues. For process/framework, has suggested using</p>  | <p>Please sign on to My Communities <a href="http://www.apha.org/membergroups/sections/aphasections/chppd/ecomunity/">http://www.apha.org/membergroups/sections/aphasections/chppd/ecomunity/</a>. Azzie had trouble logging on, and Priti offered to help.</p> <p>Please respond to Priti’s request for</p>   |

|  |  |  |
|--|--|--|
|  | <p>Model for Improvement. If members are unfamiliar with model, links with information are posted in Discussion Topics in the section's My Communities. Priti is on the public health information technology group. Will call a special meeting of strategic teams to share information, develop measures etc. The measures will relate to policy, program, membership engagement, partner involvement. Consider issues and committee to be like a tapestry. One direction of the weave is how we look contributing factors within each issue, and this is criss-crossed by the work done by section committees. Strategic teams should post filled out templates to be considered active.</p> <p>Amy – is it possible to use March of Dimes conference calling capabilities for strategic planning conference calls? Priti said that MOD has been usually helpful if the call-line is available. Will check in with Anne U. Fran said that conference call reserved through APHA will cost .05 cents/min/person.</p> <p>Bob asked is it still possible to join the strategic planning teams, what is the context and should we be looking at how to influence federal health bills or focused on states where we're located. Priti – teams will have to decide, taking on health IT because does not feel up-to-speed, major focus for her is on getting self and all of us better educated</p> | <p>meeting dates in early December for conference call to discuss strategic planning teams. Priti will check with Ann U. about MOD call-in line.</p> <p>Strategic Teams: Please complete and post template in My Communities Bulletin Board titled "chppd strategic team blank template" by January 15 if you would like it discussed at the January conference call. An example of a completed template is "Public Health Information Technology Team Template"</p> |
| Newsletter article ideas; deadline Jan 10            | <p>Elizabeth – January 10 is a good deadline, open to ideas;</p> <p>Priti – APHA newsletter editor email with 7,000 word limit, our newsletter is way more than 7,000 words. We have 15-17 articles per issue, and estimated at 12,000 words. Karen suggested giving APHA some feedback that 7,000 words is not a reasonable limit, Quyen Do suggested alternative 10,000 word limit. Amy asked why is there a word limit? Elizabeth had no idea.</p> <p>Elizabeth – trying to get things on E-communities</p>   | <p>Priti asked Elizabeth to clarify with APHA on rationale for limit, and whether they will they count attachments in 7,000 word limit. If attachments are included in the word limit, the section will ask APHA to consider a 10,000 word limit.</p>  |
| Student Volunteers                                   | <p>Priti – planned for 10 students to volunteer at annual meeting, but 11 students volunteered; first 10 students received \$60.</p>   | <p>Priti moved to approve a \$60 check for extra student; Tom supported. Karen 2nds. No nays. Motion passed</p>  |
| Section issues: communications, decision-making, web | <p>Azzi – CDC RFP for conference asking for APHA to serve as fiduciary, Azzie's phone was breaking up. Priti – asked Azzie to post materials on My Communities. Priti will work with Azzie to get onto My Communities</p> <p>Priti – trying to put decisions at beginning of meeting, if no objections to decisions are raised within 1 week of minutes being circulated then decisions will stand. Asked Tom if the chppd.org domain name could be directed to the section APHA website. This website will link to the old website. Tom agreed.</p>   | <p>Please sign up for my communities</p> <p>Tom will direct chppd.org domain to point at the section APHA website</p>  |
| Congress on Public Health                            | <p>Desperately looking for reviewers, deadline to submit is Nov 21<sup>st</sup>. Information posted in "My Communities". Email <a href="mailto:vina.hulamm@apha.org">vina.hulamm@apha.org</a></p>  | <p>Roy volunteered</p>   |
| Next CHPPD   | <p>Priti – January 21<sup>st</sup> good for next meeting? Having meetings 3<sup>rd</sup> Wednesday of</p>  | <p>CHPPD conference calls will stay on</p>   |

|   |   |  |
|---|---|--|
| conference call, annual meeting conference call | the month, what about having meetings 3 <sup>rd</sup> Thursday of the month<br>Emylou had conflict on Wednesday. Azzie, Amy have conflicts on Thursdays.<br>Priti has conflict on Tuesday.  | 3 <sup>rd</sup> Wednesday of the month. Priti will circulate memo for date for annual meeting planning conference call                         |
| Webinars  | Priti – want to continue with webinars. Helena managed, and it was coordinated with Sue and Darryl. One possible strategy for increase participation is to have webinar on a regular day every other month starting in February, first topic possibility Model for Improvement model, goal is to get to a common language? Elizabeth – suggest that if there is a 3-part webinar that there is only one sign-up, if you sign up for the 1 <sup>st</sup> one you get access to the others, she missed a webinar because she missed the deadline for sign up.<br>Bob –webinars were advertised to section first, then to outsiders, limited to 80 slots, but only used about 30, felt badly about not advertising outside of section  | Priti will ask Helena about feasibility of webinar dates in February and April, and will work with strategic issues teams to identify a topic. |
| Gifts to other sections                         | Priti – Did 100 year anniversary gifts get to stats and health administration section sections? She would like to follow-up. Amy – the gifts were about \$50 and they were literature racks, we also gave one to ourselves  | Scott – will follow up with Priti after the call, he has some feedback.  |
| Budget  | Priti - \$4000 to use up by June, ideas on how to spend money? She has no paperwork on budget but estimates that we had about \$6000 and spent about \$2000, fiscal year ends June 30 <sup>th</sup> , are there items that we could put down payments on for next year's meeting using this year's budget. Print out 2000 copies of the Irreverent Guide with nice covers, also put guide on discussion board. Tom – has a master copy of the Irreverent Guide  | Please post budget spending ideas on discussion topics "budget"  |
| Appreciations                                   | Tom - Welcome to Priti, have great expectations of you this year. Azzie – thanked Priti for support of Vitamin D policy, appreciated the recognition at the annual meeting. Karen – everybody is talking about vitamin D and how we don't have enough   |  |
| Final discussion                                | Bob – health care planning doesn't show up in any bills currently under consideration, our section ought to get community health planning into Kennedy Bill, Obama's paper, section should see this as a priority<br>Amy –priority identified at annual meeting strategic planning session. Tom – diminished emphasis on vision for future, we should speak to planning. Bob – raised questions with certificate of need process, died 30 years ago, if Certificate of Need doesn't work, how do we do it right? Priti – at least two groups looking at health care for strategic planning teams; Bob – will be in touch with those two groups; Priti – Email Blast will include call for abstract reviewers, happy thanksgiving message, solicitations for newsletter, call for nominations, plans to email 1 <sup>st</sup> week of every month. Submit content by 30 <sup>th</sup> of the month for next email. | Priti – has asked Bob to set up discussion topics including 3 questions sent in email to Priti last week                                       |