

EHOC Conference Call
Tuesday, December 8, 2009
Minutes

Present: Alvaro Garza (Co-Chair); Anita Hawkins (Co-Chair), May Dobal, Anthony Fleg, Kathye Gorosh, Ann Umemoto, Kynna Wright, Tia Taylor (APHA Staff).

Absent: Julie Bawa, Barbara Baylor

- I. **Meeting called to order; quorum established.**
- II. **Minutes.** Motion to approve minutes from 11.09 meeting – MOTION APPROVED.
- III. **Lunch with special populations Caucus Chairs at the Annual Meeting.**
Anita and Alvaro reviewed the proceedings from the meeting. The committee reviewed the summary prepared by Anita:
 1. Questions about the policy process. Many Caucus Chairs are unfamiliar with the policy development and review processes. Attendees recommended that a webinar be held for EHOC and the Caucuses in January on APHA's policy development and review process. The group consensus was to have EHOC ask Geraldine Perry to coordinate the webinar for January. Alvaro updated the committee of the announcement by Susan Polan (APHA staff) during the Caucus Chairs Breakfast that a webinar will be held in January.

ACTION: Tia will update committee on the date of the webinar.
 2. Collaboration for 2010 activities. Attendees discussed potential options for collaboration, including co-sponsoring a session at the Annual Meeting; planning an activity for National Public Health Week; presenting at the National Partnership to Eliminate Health Disparities; and identifying and promoting an appropriate documentary related to the social justice theme. Anthony mentioned a documentary that could serve as the focus of an EHOC activity at the AM, *The Deadliest Disease in America*.

ACTION: Anthony will research the documentary and report back.
 3. Establishing and maintaining communication. Attendees discussed improving communication between EHOC and the Caucuses. The discussion resulted in a general agreement that an EHOC representative attend an occasional meeting of the Caucuses; EHOC and Caucuses will share newsletters and other communication materials.

ACTION: Committee members will serve as liaisons to the special population Caucuses.
- IV. **Meeting schedule for 2010.** Motion for the full committee to meet every other month; subcommittees will meet in-between as needed – MOTION APPROVED.

Action: Tia will send a doodle poll to schedule the next 2-3 meetings and provide call-in information for subcommittee meetings.

- V. **Caucus Chairs Breakfast at the Annual Meeting.** Both Anita and Alvaro attended and reported that it was good for EHOc to have presence at the meeting, but much of the information relevant to the Committee was obtained during the lunch with the special populations Caucus Chairs. Tia reported that there were no minutes from the Breakfast and suggested contacting Fran Atkinson if there are specific questions.
- VI. **Executive Board Project Update.** Subcommittee should be able to start work on the project early next year.

ACTION: Tia will compile an excel spreadsheet and gather information on the nominations process. Alvaro will speak with EHOc-EB liaison Olivia Carter-Pokras to also gain more insight on the nominations process.

- VII. **Subcommittees for 2010.** Motion to create three subcommittees: EB Project, Policy, and 2010 Annual Meeting Activities – MOTION APPROVED. Kynna revisited the issue about mentoring new members. It was agreed that each subcommittee would contain two seasoned members and one new member. Each subcommittee will also have a lead to direct the subcommittee and calls and take notes. Tia is able to assist with coordination and answer questions about APHA and its processes, but will not participate in subcommittee calls. Subcommittee volunteers per the call:

- 1. Executive board project: Kathy (lead), Anita, Julie
- 2. Policy review/development: Barbara (lead), Alvaro, Anthony
- 3. 2010 Annual Meeting activities: May (lead), Ann, Kynna

ACTION: Subcommittee leads will schedule next meetings.

- VIII. **Communication with Caucuses.** Committee members will serve as liaisons to special populations caucuses. Assignments (links to caucus page with caucus information):

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| 1. American Indian, Alaska Native & Native Hawaiian Caucus | Anthony |
| 2. Asian Pacific Islander Caucus for Public Health | Ann |
| 3. Black Caucus of Health Workers | ?? |
| 4. Caucus on Public Health and the Faith Community | Barbara |
| 5. Community-Based Public Health Caucus | Kynna |
| 6. Latino Caucus | Alvaro |
| 7. Women's Caucus | Kathye |

ACTION: Committee members will identify if there are other relevant Caucuses. Three members, Anita, May, and Julie are without assignments.

IX. Adjournment