



EHOC Business Meeting at the Annual Meeting
Monday, November 9, 2009

Present: Alvaro Garza (2010 Co-Chair), Anita Hawkins (2010 Co-Chair), Julie Bawa, Barbara Baylor, May Dobal, Anthony Fleg, Kathye Gorosh, Jean Swinney, Ann Umemoto, Kynna Wright

Absent: Scott Weber (2009 Chair), Robert Hood

I. Introductions

II. Roles and Responsibilities of EHOC

a. Members reviewed the charge to EHOC

- i. Anita stressed the importance of focusing on two areas: policy process and information gathering.
- ii. Barbara asked if the purpose of the EHOC is to increase opportunities within or outside of APHA. Alvaro responded that EHOC's charge encompasses both activities within and outside of the Association.
- iii. Kynna suggested adding a student member; might require bylaw changes. Ann noted that the goal could be accomplished without a change in bylaws (i.e. working with the student assembly).
- iv. Barbara reiterated the need to strengthen relationship with the caucuses. Jean – Caucuses want EHOC to expand voice of the caucuses. Tia mentioned EHOC's direct link to the Executive Board through member Olivia Carter-Pokras.

b. Level of participation – Committee has one in-person meeting during the Annual Meeting and currently meets monthly by conference call

- i. Alvaro and Anita - Members have a responsibility to attend meetings and participate in calls and projects. Also to keep committee informed of their planned participation in in-person meetings and conference calls.
- ii. Tia suggested developing subcommittees to meet as needed and report to the full committee at the quarterly EHOC meetings.
- iii. Jean Swinney suggested pairing new members with seasoned members. This could be accomplished through subcommittees.

III. 2009 Activity

a. Executive Board Project

- i. EHOC was asked to examine data on the EB make-up and whether a change in the voting process has impacted the diversity of the Executive board.
- ii. Kathye- What guidelines does the nominating committee have? (Tia will gather information on this). This information should be

- examined along with the data to provide a more thorough analysis and evaluation.
- iii. Tia will work with Anita to secure a student to gather the data for the project.
- b. Collaboration with Student Assembly. Over the past few months, groundwork has been laid to develop stronger ties with the SA; leadership has participated in several EHOC conference calls.
 - c. Policy Review – During the second period for public comment, several EHOC members reviewed proposed policies but were not able to present comments during the public hearings.
 - d. Lunch with caucus chairs – Discussion of agenda items.
 - i. Strategies and activities for EHOC to advocate for the caucuses
 - ii. Set-up how communication will be maintained after lunch.
 - iii. Anita will take minutes
 - iv. Anthony notes that the American Indian Caucus questioned if EHOC still exists; demonstrating the need to increase visibility of committee.
 - v. Committee members also expressed confusion among general membership about EHOC lunch with caucus leads and APHA management breakfast meeting with Caucuses
 - 1. Barbara – EHOC should be at the breakfast meeting (Alvaro and Anita will attend)
 - 2. Can the EHOC-caucus leads lunch occur on a Monday next year? (Tia will look into).

IV. 2010 Planning

- a. Scheduling – Committee will determine call scheduling at a later date. Frequency of call will likely depend on the 2010 projects and the status of those projects. Subcommittees could also meet separately and report back to the larger group (quarterly).
- b. Policy Review – Tia gave a brief overview of the policy process and distributed the handouts posted on the APHA website. EHOC will review relevant policies earlier in the process. Jean noted that previously, policy review was a central EHOC task. Tia will send the list of policies to EHOC members once the period for public comment is open.
- c. Annual Meeting - Consensus among committee members following the formula that has worked: business meeting, scientific session, and caucus lunch.
 - i. Kathye – EHOC should consider partnering with other groups, including Social Work and Nursing (May); NC BOR (Kynna), Caucus on Public Health and the Faith Community (Barbara).
- d. Subcommittees - To be formed during next conference call. Potential subcommittees include: Executive Board Project, Scientific Session, Policy Review, and Lunch with Caucus Chairs.

V. Adjournment

Post Meeting Action Items

- Alvaro spoke with EB Member Olivia Carter-Pokras and notified her that EHOC will periodically communicate with her.
- Invite student assembly to assign a representative to EHOC.
- Vote on meeting schedule for 2010.
- Review Caucus Lunch minutes and plan actions.
- Update on EB Project/information on nominations process.
- Review proceedings from Caucus Chairs Breakfast.
- Discuss projects for 2010.
- Discuss creation of subcommittees and solicit volunteers (min. 3 members per committee: one Chair; one seasoned member; one new member)