

**APHA Affiliate Capacity Building Initiative:
Advisory Committee Meeting Summary
APHA Headquarters
800 I Street, NW
Washington, DC 20001
October 1, 2007**

Advisory Committee Members:

Barry Bass, MSW
Bernard Weintraub, MPH
Bobbie Berkowitz, PhD, RN, CNAA, FAAN
David Corbin, PhD
Edwin Marshall, OD, MS, MPH
James Nelson, MS
Jan Wallinder, RN, MSN
Marc Hiller, DrPH
Olivia Carter-Pokras, PhD
Paul Meissner, MSPH
Tom Quade, MA, MPH
Walter Tsou, MD, MPH

APHA:

Alan Baker, MA
Susan Polan, PhD
Regina Davis Moss, MPH, CHES
Catherine Henze, MPH
Kimberly Moore, MHSA
Kaitlin Sheedy

Not Present:

Elizabeth A. Zelazek, RN, MS

The meeting was called to order at 8:55 a.m. EDT.

Welcome

Regina Davis Moss, Director of Affiliate Affairs, welcomed the Advisory Committee and thanked them for their efforts and the successes of the first year of the APHA Affiliate Capacity-Building Initiative Grant from the W.K. Kellogg Foundation. The successes included conducting a needs assessment of all 53 Affiliates, building a national coordinating office with staff; determining the criteria for awarding grants; and developing an evaluation plan.

Grant Applications and Review Process

Catherine Henze, Deputy Director of Affiliate Affairs, summarized the grant application review process for the Advisory Committee.

- APHA received 40 applications, representing 46 Affiliates.
- 38 applications were individual applicants; 2 applications were multi-affiliate applicants.
- All of the regions and capacity-levels were represented in the applications.
- The range of requested funding was \$43,450 - \$360,000.

- The Advisory Committee recommended and APHA selected 25 reviewers from the Conference of Emeritus, past Affiliate leadership, and the University of South Carolina, an APHA counterpart involved in the Kellogg Collaborative.
- Each reviewer was assigned 4-5 applications.
- Each application received three independent reviews.

Confidentiality and Conflict of Interest

APHA staff reminded the Advisory Committee of their commitment to maintain confidentiality and disclose conflicts of interest. To aid in this effort, all grant application evaluations were blinded, revealing only Affiliate regions. APHA also asked the Advisory Committee members to recuse themselves from discussing any grant applications within their region or if there would be a perceived conflict of interest.

Recommendations for Grant Awards

APHA requested permission from the W.K. Kellogg Foundation to reallocate up to \$180,000 of the budget to fund additional direct grants. After thoughtfully discussing and considering the grant application evaluations, the Advisory Committee focused on funding those that were the most meritorious and the most in need. The committee recommended that APHA fund 25 applicants, including two multi-affiliate applicants. Their recommendation would fund a total of 31 of the 46 affiliates (67%) who applied for funding.

APHA informed the committee that Dr. Benjamin would review their recommendations and make a final determination on grant awards later in the week, that APHA would send grant notifications to all applicants by October 5, 2007, and that the funds would be retroactive to October 1, 2007.

The committee and APHA staff discussed the contents of an official grant commitment letter and guidelines. They agreed that it should contain the following elements:

- A primary contact at APHA for the funded Affiliates
- A balance of accountability and flexibility for the funded Affiliates
- Budget modification limits and guidelines for the funded Affiliates
- Requirements for technical assistance, evaluation, reporting, and travel for the funded Affiliates
- Language specific to each grantee's proposal and budget

Technical Assistance Planning

Affiliates were asked in the Request for Proposals to rank their technical assistance priorities, a list generated by the Affiliates in the needs assessment survey conducted in February – March 2007. Affiliate Affairs tallied the results to create an overall ranking and regional rankings of technical assistance priorities. APHA will work with Policy and Research Group to reassess technical assistance needs at a mid-point of the grant period.

The Advisory Committee recommended that APHA make available some travel monies for Affiliates who did not receive funding so that they can attend technical assistance workshops, if there is enough money to do so. As another option, the committee recommended that APHA

host any regional trainings in a state whose Affiliate was not funded. The committee also recommended that APHA schedule tentative dates and plans for technical assistance over the next year so that Affiliates may plan to attend.

APHA Annual Meeting

The Advisory Committee discussed the Annual Meeting activities that will specifically relate to the initiative.

The Committee on Affiliates requested that Walter Tsou, MD, MPH, Chair of the Advisory Committee, and APHA staff speak to the Affiliates about the APHA Affiliate Capacity-Building Initiative at Leadership Day during the Annual Meeting. The attendees then will break into roundtables by their region to discuss their technical assistance needs and the most meaningful modalities of delivery of those needs. In addition, Paul Meissner will speak about the initiative at the CoA/ISC meeting.

Strategic and business planning were top overall priorities of the Affiliates and offer a natural starting point for Affiliates to begin their capacity-building efforts. In addition, Affiliates receiving direct grants must meet the required objective to create or update existing strategic and business plans. APHA will look to provide consultation on strategic and business planning at the technical assistance sessions at the Annual Meeting. Also during the two sessions, Policy and Research Group will discuss briefly with the Affiliates the evaluation tools and reporting requirements for the initiative.

Future Role of the Advisory Committee

APHA and the Advisory Committee discussed the terms of committee members and the role of the committee after the grant awards are announced. APHA reminded the committee members that with the exception of the Chair, who will remain Chair for the duration of the grant, the term of service is for two years, ending November 2008. At the end of the term, members may be asked by the Chair to accept reappointment for additional years of service or new members may be appointed.

The Advisory Committee and APHA agreed that the committee's role would be to advise APHA on technical assistance efforts, evaluation activities, efforts to sustain and enhance the initiative, accountability of the Affiliates, and any potential opportunities that may arise to fund additional Affiliates. Beginning in 2008, the committee will have quarterly teleconference calls and one or two in-person meetings at APHA.

Action Items

- Dr. Benjamin will review the Advisory Committee's recommendations and make a final determination on grant awards.
- APHA will send grant notifications to all applicants by October 5, 2007.
- The grant award period begins and funds will be retroactive to October 1, 2007.
- APHA will submit their annual report to the W.K. Kellogg Foundation by October 15, 2007.
- APHA will contact funded Affiliates regarding any proposal or budget modifications that are needed by October 19, 2007.

- Funded Affiliates must make any requested modifications by October 26, 2007.
- The Committee on Affiliates will host a roundtable discussion on regional technical assistance needs at Leadership Day on Saturday, Nov. 2, 2007 at the Annual Meeting.
- APHA will offer to all Affiliates two technical assistance sessions on strategic and business planning on Monday, Nov. 5 and Tuesday, Nov. 6, 2007 at the Annual Meeting.
- APHA will send formal grant commitment letters and disburse the first cycle of funds to awarded Affiliates in November.
- APHA will send formal letters providing feedback and information on technical assistance to those applicants who did not receive funds by mid-December.

The next conference call is scheduled for Monday, November 26, 2007 at 3:00 – 4:30 p.m. ET.

The meeting adjourned at 3:45 p.m.