

**ISC Steering Committee Meeting Minutes**  
**Tuesday, January 22, 2008 ❖ 2:30 P.M. (EST)**

I. Roll Call (attending √)

- √ Betty Bekemeier
- √ Nsedu Obot Witherspoon
- √ Diana M. Conti
- √ Lisa Carlson
- √ Thomas R Piper
- √ Kristy Siegel
- √ Tricia Todd
- √ Steve Wallace
- √ Stephen Keener – COA
- √ Fran Atkinson

(Not in attendance: Michael Case,)

**Minutes**

Correction: Steven Keen's name should read Stephen Keener

Minutes were accepted by all with correction made.

**Report from ISC Chair**

Betty – just back from APHA headquarters for Executive Board (EB) meeting –highlights of the meeting included:

- **Advocacy:** The Action Board is supporting efforts for PH advocacy activity in which the COA and ISC could work together. This is a follow up to the related discussion that took place during the joint meeting of ISC/COA at the end of Nov. 2007 APHA annual conference.
- **Grass Tops Initiative:** APHA policy staff and the EB identified a single issue policy issue for specific political (“Grass Tops”) action this year. Based on upcoming legislation and the availability of related opportunities, the chosen issue was *parity for mental health care*. The previous year, the issue was SCHIP and the process and the mobilization of APHA members around this was very good.
- **EB Roles:** The role of EB members was discussed. A primary responsibility for APHA EB members is financial management of the organization. It is important for Sections to understand this fiduciary responsibility as it has implications for Sections electing EB members who understand the EB role in relation to the operations and business of APHA and less about promoting particular agenda's.
- **Annual Meeting:** There will be no evening scientific sessions at the upcoming Annual Meeting due to consistently low attendance at these sessions. This will also provide a savings in security and shuttle bus service to the conference center at night. It was not clear if this amounts to an overall reduction in scientific sessions.
  - **Fran** will inquire with conference staff if the possibility exists to now hold Section business meetings at night

- Annual Meeting Dates: The Annual Meeting will be held this year prior to the national election. The ISC/SC discussed the possibility of not ever scheduling the Annual Meeting over the first Tuesday in November where it would conflict with local elections.
  - **Betty** will raise this with the EB, but expects that this will be difficult due to the numerous restrictions that APHA has in scheduling dates and locations for Annual Meetings.
- Candidate Questions: APHA policy staff are working with the Action Board and others to create three PH questions for APHA members to be encouraged to ask of candidates at forums and town meetings.
  - **Betty** will inquire with APHA staff if these questions can be made available to Section leaders in time for submission to their newsletters by the upcoming Feb. 4, 2008 deadline.

### **Future ISC/SC meeting times**

The group agreed to meet by phone for our regular ISC/SC meeting every fourth Tuesday at:  
 1:30 Eastern  
 12:30 Central  
 11:30 Mountain  
 10:30 Pacific

### **Report from APHA Staff**

- Forums: Fran has received information from the task force on aging requesting to become a forum. She has received support letters from Chiropractic and Gerontological Sections.
  - **Fran** will forward the information to the ISC for comment to go to EB in May.
- Sections:
  - They are starting their mid-year meetings now.
  - Election information went out last Friday
  - Natasha just completed the ISC roster (steering committee and all members)
    - **Fran** will send the ISC an update and will remind them about newsletters of February 4<sup>th</sup> as well as provide information about EB liaisons to Sections;
- There have been some changes to accounting information – now instead of Fran creating something to send out to each section, the formal accounting spread sheet will be used, and then Fran will just advise sections if there have been accounting activities since the printing of the official spread sheet.
- Workplans/reports: Currently there are 10 reports and 4 work plans that have been submitted. “Work plans” are what they plan to achieve in the upcoming year; “reports” are completed at the end of the annual meeting and state whether the goals were accomplished or not. The SC agreed that this year we are willing to accept whatever they can give us as long as they have started the process. Sections must turn in a report or plan. SPIGS should be encouraged to turn one of these in, but we have not made it a requirement for SPIGS at this time.
  - **All SC members** remind Sections you liaison with to have plans/reports done by April 30 because by then most year mid year meetings have occurred.
  - **Betty and Fran** will look at offering a workplan training session at the next Annual Meeting and/or the chair-elect meeting.

- **Betty** will try to fit this in for the ISC conference call to find out to what extent Sections need help on this.
- **Workplan Review:** Betty requested that a small group review all the work plans, and then be prepared to share that review with the Sections. This would be an important value-added for the sections, and make the work seem to have some value if it leads to some type of feedback. The question was brought up at the EB wondering to what extent the Sections reflect the APHA strategic Maps in the Section work plans. An idea was suggested to include the APHA strategic map with the instructions for the work plan, so that Sections can reflect on ways they are contributing to the APHA strategic directions.
  - **Subcommittee Volunteers** for this Workplan/report Review are Kristy, Diana, Tricia and Betty. The task of this subcommittee will be to conduct a high level review to identify things that are being done well, things that need help, and possible coordination activities among sections. After the review, the subcommittee will spearhead and evaluation with the Sections regarding their experience with the work plan and reports.
    - **Kristy, Diana, Tricia and Betty** will review workplans
    - **Tricia** agreed to write up instructions for a SWOT review of the work plans. [See end of document]

### **Section Financial Allocation**

- Fran is submitting a budget to APHA that includes new, additional funds (based on the dues increase) for the Sections. The APHA budget gets approved by Dr. B. in April and goes to the EB in May. There is a potential that Sections, thereby, will get some additional money as this is being discussed by staff and in the EB to be considered during the budget process. The ISC will need to determine how any potential increase (.50 per Section member increase proposed) will be organized and distributed. The ISC Steering Committee will need to come up with a plan, and then get support from the ISC.
  - **Betty** will make this proposed Section funding increase an agenda item for the upcoming ISC Conference call.
  - **Subcommittee Volunteers** (Diana; Tom; Nsedu; Betty) were identified to come up with some options, and propose them to the ISC for limited conference call discussion, noting that it is hard to engage in discussion on a large conference call.:

### **ISC Conference Call Date**

- The ISC Steering Committee agreed to use the March meeting SC meeting for the full ISC meeting. The Steering Committee will meet from 1:30-2:00 EST and then the entire ISC will meet from 2:00-3:00 EST

The general agenda at this time includes:

1. Budget allocation discussion
2. Work plan summary – [need to see where we are to determine how big an item this might be, if something really comes out as a challenge in the work plans, that might be the “Best Practice” to address.\*]
3. Grasstop Initiative - mental health parity (an information item only)

\*Best practices – there was concern that this might not fit well in a conference call format. This could be moved to chair-elect meeting unless associated with work plans.

### **Agenda Item Centennial Anniversary for Sections – held until next meeting**

#### **Liaison Reports**

- ISC/COA meeting June 15-17 Will determine as we get closer if we need to meet early in the day on Sunday or start our meeting with dinner Sunday evening. (Note – that day is Father’s Day.) ISC Steering Committee and COA steering Committee meet separately during this 6/15-17 meeting, but we will also do some things jointly together at this meeting.
  - All ISC/SC block off Sunday (6/15/08) afternoon for now (as well as 6/16-17) until we decide if we will start 6/15 in the evening or earlier.

## **Reviewing Reports and Work plans**

### **Definitions:**

Reports – [Retrospective] Documents submitted by Sections that show the previous year work of the section, and identify outcomes for the year.

Work Plan – [prospective] Document that identifies the anticipated work of the section for the upcoming year – including goals, objectives and identified strategies.

### **Report Review**

Did the Section set goals?

Were the goals realistic?

Did the Section meet the goals they set?

What were identified successes; were there any best practices?

What were the identified challenges?

What support or resources might have made the Section more successful?

### **Work Plan Review**

Has the section identified goals?

Has the section identified strategies that will help it achieve the goals?

What support might the section need to be successful?

What connections should be made for collaboration among sections?