

APHA Board of Directors Meeting Minutes
Washington, DC
Sunday, May 5 - 7, 2019

PRESENT:

Allison R. Casola, MPH, CHES
Betty B. Daniels, PhD, RN
Benjamin H. Hernandez, MBA
Catherine L. Troisi, PhD
Chris Chanyasulkit, PhD, MPH
Deanna Wathington, MD, MPH, FAAFP
Donna K. Beal MPH, MCHES
Elena Ong, PHN, MS
Eldonna J. Chesnut, MSN
Georges C. Benjamin, MD
Harry T. Kwon, PhD, MPH, MCHES
Heather A. McCabe, JD, MSW
Hope M. Rollins
Jamie M. Roques, MPH, MPA, APRN
Jeanie L. Holt, MPH, MS
Katherine Sutkowi, MSW
Lisa M. Carlson, MPH, MCHES
Linda Rae Murray, MD, MPH, FACP
M. Aaron Guest, PhD, MPH, MSW
Nandi A. Marshall, DrPH, MPH, CHES
Pamela M. Aaltonen, PhD, RN
Suparna Navale, MS, MPH
William G. Courtney, DVM, MPH, MA

UNABLE TO PARTICIPATE:

Joseph Telfair, DrPH, MSW

Sunday, May 5, 2019

I. Executive Board Committee Meetings Part I

The Strategic Implementation Committee met to discuss their 2019 work plans.

II. Administrative Affairs - Betty Daniels, Chair

1. Approval of the Meeting Agenda.

Ms. Ong asked the meeting agenda be amended and New Business be moved from 11:30 a.m. to 8:30 a.m. on Tuesday, May 7.

Motion: To approve the Executive Board March meeting agenda.

Outcome: Approved by acclamation including the amendment to change the New Business agenda item time from 11:30 a.m. to 8:30 a.m. on Tuesday, May 7.

2. Consent Agenda

- March Executive Board Meeting Minutes
- New Agency Members

Motion: To approve the consent agenda.

Outcome: Approved by acclamation.

3. Old Business

Pathways to leadership group has not convened yet. APHA staff Frances Atkinson is currently working on scheduling the first meeting of 2019.

II. Discussion

A. Governance Committee Report Summary – Chris Chanyasulkit, Vice Chair

Dr. Chanyasulkit discussed the result of the exit interview survey from members whose terms ended at the end of the 2018 Annual Meeting.

The work of the committee thus far has been done through two subcommittees:

1. Exit Interview Analysis

The first subcommittee included Jeanie Holt, Elena Ong, and Joseph Telfair. They reviewed the results from 2016, 2017 and 2018 exit surveys. The following are key points Ms. Ong shared from the subcommittee: first, a thoughtful review of APHA infrastructure in terms of

organizational efficiency; and two, the number of responses that have an overriding theme and how to make these responses actionable moving forward.

2. Executive Board Meeting Evaluations

The second subcommittee included Hope Rollins, Heather McCabe and Aaron Guest. They evaluated the surveys from the 2019 January and March board meetings. The goal was to look into best practices in running phone/zoom and in-person meetings.

B. Governing Council Report Summary – Linda Rae Murray, Speaker

Dr. Murray referred the board to the June Governing Council mid-year meeting agenda, and proposed bylaws amendments. Proposed amendments included changing the term of the chair of the Education Board from two years to one year (to align with the chairs of the Action and Science Boards), and altering the bylaws to exclude gender-specific language. Some board members asked to include gender inclusive language in the bylaws.

C. Joint Policy Committee Report and Policy Archiving Process - Harry Kwon, Education Board and JPC Co-Chair, Nandi Marshall, Science Board and JPC Co-Chair, and Katie Sutkowi, Action Board and JPC Co-Chair

Ms. Sutkowi discussed the recent work of the Joint Policy Committee, which received 19 proposed policy statements. The JPC co-chairs did not accept two of the proposed policy statements into the 2019 cycle. The JPC met on May 2 - 3 to discuss the 17 proposed policy statements accepted into the 2019 cycle. Policies fell under four overarching areas: access to care and equity, environmental health, international health and human rights, and prevention.

Upon initial assessment from JPC reviews and Science Board feedback, 14 proposed policy statements received a conditional assessment, and three received a negative assessment. The committee is in process reviewing feedback and putting it into a grid document for feedback to the authors. Authors will receive letters with feedback no later than May 23rd and will have till August 15th to re-submit the revised policies.

None of the proposed policy statements accepted into the 2019 cycle address a policy gap. Authors are asked the rationale for consideration for policies and gaps that need to be identified. Some authors identified non APHA approved gaps.

The JPC agreed to develop and distribute documents to educate members on how to submit and review proposed policy statements. The documents will highlight best practices and provide answers to frequently asked questions.

Dr. Marshall then discussed the archiving review process for policy statements that are 20 years and older. She noted the importance of posting the archived policy statements on the APHA policy statement development process webpage for at least two policy cycles giving people the opportunity to review or update the policies that are up for archiving. **June 1 is the deadline for any request to update the current policies up for archiving.**

Dr. Marshall also informed the board of the three different scenarios listed on the policy statement development process webpage:

1. Allow any policies that do not fall under scenario two and three to remain on the archiving consent agenda of the Governing Council, which will be voted at the Annual Meeting.
2. Update a policy statement scheduled for archiving. Members can follow the regular policy statement development timeline and guidelines.
3. Special request to keep active a policy statement proposed for archiving. Submission will go to the governance liaison at governance@apha.org and are due by June 1. Policy statements that are deemed relevant are reviewed annually. Relevance is dictated by science and new references and data that support the policy statements.

Next steps include gathering support from APHA member Sections to discuss timeline and ask for content expert reviews. Also look into a contingency plan should the Science Board receive too many special requests for policy archiving. The Science Board may put out a call for help to previous Science Board members should the need arise. The final step is to outline this archiving process and ask the members for approval.

At the conclusion of her remarks, Dr. Marshall took questions/comments from the board. The following is a sampling of the comments, which led to a thoughtful discussion around the archiving process:

- When reviewing “special requests” if there is a large amount of submissions, it may be good idea to start with the oldest.
- Ensure policy gaps are posted in advance to allow time for people to complete policies.
- Enlist Executive Board members to assist with review of “special requests,” if needed.
- Potentially cap the number of “special requests” each year in order to be more efficient with the time available.

Action Item (As Requested By The Chair Of The Board) Due By November Board Meeting:

- **More Education around the policy development process.** JPC can describe the efforts that have already taken place recently (*The Nation’s Health* article, webpage, and webinar) and make suggestions that these [already developed] resources continued to be used and shared broadly.

- **Assessing the currency of archiving policy statements.**
- **Guidance to sections to endorse policy statements (what does it mean/what does JPC assume with endorsement or collaboration).** JPC can suggest or outright develop a one-pager about the policy statement development process and endorsing a proposed policy statement. Include suggestions on how a Section can come to a consensus on endorsing a proposed policy statement.
- **Pushing out the policy statement gaps to the sections and members, educating members about the gaps.** JPC can develop a communication plan or suggest communication channels (APHA's eBlasts, social media, *The Nation's Health*, webpage, etc.) to use to educate the members about policy statement gaps.

D. Strategic Implementation Committee Report Summary – Bill Courtney, Committee Chair

Mr. Courtney gave a general presentation on the work of the committee thus far in 2019. The committee asked APHA members to review 49 metrics for 11 tactics (of a total of 28) for the eight strategies and three core approaches. The committee's goal for the review is to evaluate current metrics for actionability and for applicability to the APHA vision. Mr. Courtney referred the board to the APHA's [strategic plan summary](#), which he suggested should be focused on more by the board and shared with the APHA members many of whom may not be aware of it. The goal is to increase publicity on the website to let people know how APHA is impacting people's lives, eliminating disparities and achieving health equity through its strategic plan.

The board also discussed how the Components contribute to the plan. Sections and SPIGS are asked to submit a work plan outlining the progress of their contribution to the strategic plan, with a goal to focus on one tactic, one metric to ensure follow through.

The committee is also looking into potential grant to advance the strategic plan.

E. Committee on Health Equity Bylaw Amendment (ACTION)

No action taken. The board decided to have the Committee on Bylaws review the request and make the changes as necessary.

Meeting recessed at 4:15 p.m.

Monday, May 6, 2019

Welcome and Meeting Called to Order - Betty Daniels - Chair

F. Association Update - Georges C. Benjamin, Executive Director

Dr. Benjamin began his presentation by providing the board with a high-level overview of the Association. He said APHA is fiscally sound; remains the go-to organization on a range of public health policy issues; is a desirable partner; and has opportunities for program growth. He then discussed specific opportunities for growth in the following areas:

1. Meetings and conventions such as Policy Action Institute, Student Advocacy Boot Camp, online and remote education (for example, APHA Live).
2. Membership such as retention, student bulk, agency members, undergraduates and Generation Public Health professionals.
3. Publications such as growing published number of *AJPH* supplements, bulk buyers, ebooks.

Dr. Benjamin then discussed National Public Health Week 2019 (April 1-7). Highlights of the week included: a forum attended by 50+ attendees and 300+ webstream viewers, Public Health Trivia Night with 63 attendees, Student Day at American University with 20 attendees plus additional webstream viewers, and the APHA staff volunteer activity at Bread for the City in Washington, D.C. He also shared information on the 2nd Annual APHA Speak for Health Advocacy Bootcamp scheduled for July 15-16 in Washington, D.C.

Speaking of upcoming events, he also discussed the list of potential speakers for the different sessions at the Nov 2-6, 2019 APHA Annual Meeting in Philadelphia.

Dr. Benjamin also gave an update on APHA's representation in recent conferences, studies, congressional hearings, interviews and op-eds.

Dr. Benjamin then provided the board with a number of operational updates. He said APHA is being considered as a partnering organization with Johns Hopkins University Bloomberg School of Public Health to bring in a Bloomberg Fellow. The Association is also moving forward on a series of IT projects, including upgrading the iMIS membership database, upgrading accounting software and changing the way members log in to the APHA website. Dr. Benjamin then asked the board to approve providing all APHA employees a complimentary membership as a benefit of their employment.

Motion: Provide APHA membership to staff as an employee benefit

Outcome: Approved by acclamation.

Dr. Benjamin concluded his remarks by reminding the board APHA is a 501(c)(3) organization and by law the Association can't participate in any electoral politics. Doing so would jeopardize our 501(c)(3) status.

G. Capitol Hill Briefing - Donald Hoppert & Gabriella Witte

APHA staff Mr. Hoppert and Ms. Witte spoke in details on 2019 APHA advocacy priorities. The five main points they discussed were:

1. Strengthen funding for public health agencies and programs by increasing funding for CDC and the Health Resources and Services Administration in FY 2020. And oppose harmful policy riders or other efforts to block funding from critical public health services.
2. Support efforts to address the impacts of climate change: support federal, state and local health departments in preparing for and responding to the impacts of climate change by adequately funding CDC's Climate and Health Program and oppose efforts to block or weaken existing regulations to reduce greenhouse gas emissions.
3. Support innovative efforts to expand access to comprehensive affordable health coverage and services by upholding the ACA and supporting efforts to build upon the important health access and coverage gains made under the ACA. Also support safety net programs that provide millions of people with affordable, comprehensive care in the U.S. Maintain the Prevention and Public Health Fund and oppose efforts to redirect these funds away from their intended use.
4. Support public health approaches to address gun violence by providing the CDC with funding to conduct gun violence research and supporting legislation that requires universal background checks for all firearm purchases in the U.S.
5. Maintain strong public health regulations by opposing efforts in Congress and the administration to weaken existing public health regulations and weighing in with agencies to advocate for strong public health protections in key rules and regulations.

They also discussed APHA's grassroots advocacy efforts and how important it is for the board and APHA members to participate in advocacy efforts because constituents have the greatest impact on a member of Congress' decision-making.



Mr. Hoppert encouraged the board members to actively engage with their representatives to advocate on behalf of APHA and public health. Please visit APHA's [Advocacy for Public Health](#) page to find more resources on Speak for Health campaign.

H. Treasurer's Report and APHA FY 2020 Budget Presentation (ACTION) - Benjamin Hernandez, Treasurer, and Dr. Georges Benjamin, APHA Executive Director

Nine months into the fiscal year, APHA's total revenue is \$15,546,641 (over budget by \$2,063,557) while total expenditures so far is \$13,322,873 (over budget by \$1,137,825) hence a difference of \$2,223,768 in additional income. As of the end of March 2019, Mr. Hernandez said the association is predicting to end the fiscal year (June 30, 2019) with unspent revenue of \$700,661 from Operations and with intermediate and long term investment, this amount is projected to be around \$1,163,239. It should be noted intermediate and long term investments can be affected by market fluctuations.

Mr. Hernandez then gave an overview of the proposed fiscal year 2020 budget, which is estimated to be \$17,043,620 in revenue and expenses. He then discussed the four main categories of generating revenue;

1. Membership \$7,487,930 - 12% increase, \$3,456,000
2. Conventions 5.81% increase
3. Publications 2,882,18 (subscription: \$1,812,180 - 2.33% decrease, books: \$800,000 - 5.92% increase and advertising: \$270,000 - no change)
4. Grants and Contracts \$2,527,270 - 12.64% increase

Dr. Benjamin then shared a detailed breakdown of the budget from each of the above four main categories and then proposed the board approve the fiscal year 2020 budget.

Motion: Approve the FY2020 budget

Outcome: Approved by acclamation

I. Development Committee Planned Giving Report Summary - Donna Beal, Committee Chair

Ms. Donna Beal started the discussion by highlighting the achievement of 100% giving by APHA board for seven consecutive years, and asked the board to reach out to potential donors. She said board members can approach past APHA presidents, past Governing Councilors, or business acquaintances, etc.

Action Item: Contact Development Committee staff liaison Torrey Wasserman for any board member interested in reaching out to list of past APHA leadership individuals.

Action Item: Ms. Beal then asked the board to mark their calendars for Nov. 4 from 12-1 p.m. for a session during the annual meeting called Creating a Lasting Legacy. Board members were asked to assist in running this event. Below is the list of board members and their tasks at the event:

- **Greeters: Chair Betty Daniels and Cathy Troisi**
- **Count Attendance: Allison Casola and Suparna Navale**
- **Executive Board Member at each roundtable: William Courtney, Hope Rollins, Jeanie Holt, Heather McCabe, Aaron Guest, Eldonna Chestnut, Chris Chanyasulkit, Benjamin Hernandez, Deanna Wathington, and Pam Aaltonen.** The goal is to collect business cards and contact information at the table. Write individuals' questions on their business cards for easy follow up.

Ms. Beal concluded her remarks by discussing different types of opportunities to enhance relationship with major and longtime donors, for example providing a VIP lounge where individuals can get coffee and tea throughout the Annual Meeting. Other event opportunities to involve major donor include a Giving Society, Affiliate Parlor events, and "Why I Give" videos.

J. Membership Committee Report Summary - Aaron Guest, Committee Chair & Ellen Galant, APHA Membership Director

Dr. Aaron Guest gave an overview of APHA membership trends, recruitment strategies and talked about action items for the board. Dr. Guest reported agency membership is at a four-year high with 183 agency members as of April 30, 2019. Most membership growth is seen in the student and early career professionals categories as well as in the Student Bulk program.

Ms. Galant discussed new Affiliate agency outreach efforts such as asking Affiliates to recruit their agencies at a lower Affiliate rate. The membership staff are also looking into fostering new relationships with Historically Black Colleges and Universities, Hispanic Serving Institutions, and Asian American and Native American Pacific Islander-Serving institutions.

Action Item: Dr. Guest asked board members to recruit in their networks and have a goal of bringing in three APHA members annually as well as identify potential leads and share them with the Membership Affairs Staff at membershipservices@apha.org.

K. Executive Session: The Executive Board entered into a period of executive session to discuss board matters.

IV. Executive Board Committee Meetings Part II



The Committee on Social Responsibility, Personnel Committee, and Governance Committee met to discuss their 2019 work plans.

V. Executive Board Committee Meetings Part III

The Development Committee, Membership Committee and Finance Committee met to discuss their 2019 work plans.

Meeting recessed at 5:30 p.m.

Tuesday, May 7, 2019

Welcome and Meeting Called to Order - Betty Daniels - Chair

VI. New Business - Betty Daniels - Chair

The following articles were discussed:

1. [Creating The Healthiest Nation: Advancing Health Equity](#)
2. [Creating The Healthiest Nation: Health and Education Equity](#)

This fact sheet uses aggregated data for Asians & Pacific Islander Americans and American Indians Alaskan Natives and Native Hawaiians, instead of disaggregated data. As a result, one is left with the impression that Asians & Pacific Islanders don't experience disparities, when in fact, Southeast Asians, Pacific Islanders and American Indians, do. This is one of the challenges of macro-level fact sheets. Fact sheets may be developed in the future to address these issues.

Board members Ms. Ong, Dr. Kwon and Ms. Navale emphasized that many of the Caucuses, Sections, Affiliates and the Committee on Health Equity is available to serve as a resource to APHA staff, leaders and committees developing APHA policy briefs, papers, and policies. The goal is to have APHA lead the way in health equity by using some of the best practices and evidence that can make the case for health disparities and health equity.

Other new business announcements:

1. Ms. Holt made the following announcement on behalf of the chair of the Council of Affiliates. She said the Council agreed to discontinue the Affiliate student poster session at the Annual Meeting. This was done because of the poor quality of poster session submissions and the difficulty in recruiting judges. Also, since the CoA poster session deadline is last, those who didn't get accepted the first rounds were submitting to CoA. If the student were active within their Affiliates then they ought to submit it through their Affiliate. Student Assembly Representatives and CoA will continue the conversation on how to involve student poster participation at the Annual Meeting.
2. Ms. Holt also announced that the CoA made the decision to make the Saturday evening Affiliate Reception at the Annual Meeting a ticketed event. Individual tickets will be \$20, and student tickets will be \$10.

Action Item:

1. Follow up on how many student sessions from different Sections are at the Annual Meeting. APHA Staff Donna Wright will share the data with anyone interested.
2. Chair Betty Daniels and Vice Chair Chris Chanyasulkit discussed the following logistics for the October board meeting:
 - The board meeting will be held on Thursday, Oct. 31, and Friday, Nov. 1 in Philadelphia. Location of the meeting will be shared in the future. APHA will cover the hotel cost for Oct. 30 and Oct. 31.
 - Please fill out the housing form that was sent by an email and return the completed form back to Deborah Dillard by June 14. For more information on housing, you can visit the APHA Annual Meeting travel and housing webpage.
 - Wednesday, Oct. 30 - possible escape room activity. Please contact Dr. Chanyasulkit if interested.

VII. Guest Speaker: Stephen Holland, Health Policy Council
Committee on Energy & Commerce Majority Staff

Meeting adjourned at 10:30 a.m.

The next meeting of the Executive Board will take place on Monday, July 15, 2019 from 2 – 4 p.m. EDT via zoom.