

AMERICAN PUBLIC HEALTH ASSOCIATION
Governing Council Meeting Minutes – June 23, 2014

Call to Order

The Governing Council Midyear teleconference was called to order by Barbara Giloth, Speaker of the Governing Council.

The Speaker of the Council presided. A quorum was confirmed. There were 137 participants on the call.

Financial Report – Richard Cohen, Treasurer, Kemi Oluwafemi, CFO

Dr. Cohen and Ms. Oluwafemi updated the Governing Council on the FY2014 budget. They also presented APHA's Executive Board approved budget for FY2015.

A summary of Current Year-to-Date Results (results as of April, 2014)

- Revenues are \$14,789,598 (92% of budget); over budget by \$192,268. Expenses are \$13,673,790 (85% of budget) and under budget by \$8,920.
- Expenses always lag behind revenue, the current projection shows we will end the year slightly in the black.

FY 2015 Approved Budget

At the May 2014 meeting, the Executive Board approved the fiscal 2015 budget with revenues at \$17,183,950 an increase of 6.36% and expenses of \$17,650,590 which is an increase of 9.24% compared to the FY 2014 budget.

- We have planned to go into our reserve in the amount \$466,640 to enable us to invest in Association technology infrastructure and much needed building repair and maintenance.
- The FY 2015 budget includes \$1,051,420 of revenue and expenses associated with Kellogg Foundation activities, \$2,046,410 of proposed CDC cooperative agreements and AJPH supplement revenue of \$564,000.
- In the approved budget, we have not included four full time current vacant positions, and two part-time positions that will be filled as funds become available. In addition, the FY 2015 budget includes all proposed funded CDC activities which resulted in partial or full year funding for 11 positions. These funds do not represent approved funds. We project a slight increase in investment gains for FY 2015.
- The Association relies on four major revenue sources -- Membership dues, Conventions, Publications, and Grants.

Approval of Minutes

Hearing no objections Speaker Giloth called for a motion to approve the minutes of the November 2013 meeting of the Governing Council.

Motion: To approve the minutes of the November 2013 meeting of the Governing Council as presented.

Motion: Approved

Executive Director Report – Georges Benjamin, Executive Director

Dr. Benjamin began his remarks by highlighting National Public Health Week 2014 which had thousands of participants from around the country. The theme for 2014 was Public Health: Starts Here. Dr. Benjamin shared that APHA held an event on health system transformation at the National Press Club in Washington, D.C. He said that both the White House and Congress recognized National Public Health Week. He stated that APHA hosted a series of social media activities including a Twitter chat, a webinar, and a Google Hangout on active transportation. APHA also participated in an EPA sponsored event with the Assistant Secretary for Health and the EPA Administration to discuss air pollution.

Dr. Benjamin discussed the 142nd Annual Meeting that will be held in New Orleans, Nov. 15-19, 2014. The opening session keynote speaker is Isabel Wilkerson, Pulitzer Prize winning author who wrote the “The Warmth of Other Suns.” The book talks about the great migration of African Americans from the South to the North, the Midwest and West.

He stated that since the Governing Council’s last meeting there have been several important health policy issues. First is enrollment in the health exchanges where more than 8 million people signed up. Second, Sylvia Burwell has been appointed as the new Secretary of the Department of Health and Human Services. Dr. Benjamin shared that the Supreme Court will rule soon on *Sebelius v. Hobby Lobby* which is a judicial action brought by Hobby Lobby opposing the contraceptive provisions of the Affordable Care Act.

Dr. Benjamin discussed news that CVS has decided not to sell tobacco products in any of its stores. APHA staff has talked with the leadership at CVS about moving their agenda forward. Dr. Benjamin shared that in 1984 APHA passed a policy which supports pharmacies getting out of the tobacco-selling business. We have a petition online, with over 10,000 signatures, encouraging other pharmacies also to get out of the business of selling tobacco. Dr. Benjamin noted that the FDA released their e-cigarette regulations, which were focused on children. APHA has also been working with EPA on climate change since the annual meeting.

Dr. Benjamin discussed membership. He has asked APHA staff to work with the component units to double our membership over the next two years. He also stressed the importance of improving member retention.

Proposed Bylaws Changes – Mitch Haas, Chair

Mitch Haas explained that the purpose of Bylaws changes were to clarify the governing authorities for establishing, maintaining, and discontinuing APHA components. He went on to say that the Bylaws Committee supports the proposed Amendments. Hearing no questions from the Council Dr. Haas introduced the first item.

Item 1:

ARTICLE V, Section 6F – Function of the Governing Council

- F. To approve the establishment, combination, or discontinuation of Sections and Special Interest groups of the Association. To approve policy governing these functions.
- Since, SPIGs are created with the intention of becoming a section, both should come under the same authority. The function is transferred from the Executive Board to the Governing Council.
 - The governing authority would be responsible for approving a policy on eligibility and process for establishing, combining, or discontinuing these components.
- [Source: Executive Board]

Motion:	To approve the changes to Article V, Section 6F
Motion:	Approved, passed by a vote of 108 Yes to 1 No

Approved language:

- F. To approve the establishment, combination, or discontinuation of Sections and Special Interest groups of the Association. To approve policy governing these functions.

Item 2:

ARTICLE VI, Section 7J – Function of the Executive Board

- J. To approve the establishment or discontinuation of Forums and to recognize or remove recognition from Caucuses. To approve policy governing these functions.
- SPIGS: Since, SPIGs are created with the intention of becoming a section, both should come under the same authority.
- The duty is transferred to the Governing Council.
- Forums & Caucuses: Establishment and discontinuation of APHA components is a function of the creating authority; this is added here for consistency across components.
 - Policy: The governing authority would be responsible for approving a policy on eligibility and process for establishing or discontinuing these components.
- [Source: Executive Board and Committee on Bylaws]

Motion:	To approve the changes to Article VI, Section 7J
Motion:	Approved, passed by a vote of 99 Yes to 5 No

Approved language:

- J. To approve the establishment or discontinuation of Forums and to recognize or remove recognition from Caucuses. To approve policy governing these functions

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Item 3:

ARTICLE IX, Section 1K – Sections

- K. A new Section shall be created from an established SPIG. An application to establish, combine, or discontinue a Section shall be presented to the Intersectional Council Steering Committee for review and comment, and then to the Governing Council for approval.

- No process language is found in the bylaws. This subsection introduces language that is parallel to that for SPIGs and Forums in IX.7 and IX.8.

- The current purpose of a SPIG is preparation for becoming a Section and by current practice all new sections must come from a SPIG (IX.7).

[Source: Executive Board and Committee on Bylaws]

Motion:	To approve the changes Article IX, Section 1K
Motion:	Approved, passed by a vote of 103 yes to 4 No

Approved language:

- K. A new Section shall be created from an established SPIG. An application to establish, combine, or discontinue a Section shall be presented to the Intersectional Council Steering Committee for review and comment, and then to the Governing Council for approval.

Item 4:

ARTICLE IX, Section 2D – Intersectional Council Steering Committee

- D. Between Annual Meetings, the affairs of the ISC shall be conducted by a Steering Committee consisting of 12 members: nine members elected by the ISC, the immediate past Chair (ex officio), the Chair-elect of the Student Assembly (ex officio), and one member appointed by the Executive Board as part of the appointment process. Those members of the ISC eligible for election to the Steering Committee shall be Section Chairs, Chair-elects, and immediate past Chairs, three of which shall be elected annually. Elected members shall serve for a period of three years in staggered terms. The Board-appointed member shall serve for a period of three years. No appointed member of the Steering Committee may serve again as an appointed member until after at least one year following expiration of a full year term.

The Steering Committee shall be responsible for recommending policy on the establishment and discontinuation of Sections, SPIGs, and Forums. The policy pertaining to Sections and SPIGs shall be approved by the Governing Council and the policy pertaining to Forums shall be approved by the Executive Board.

The Steering Committee shall review and comment on applications to establish, combine, or discontinue Sections and SPIGS and submit these comments to the Governing Council. The Steering Committee shall review and comment on applications to establish, extend, or discontinue Forums and submit these comments to the Executive Board.

The ISC Steering Committee has been responsible for reviewing certain component applications and reporting to the responsible authority. The changes accomplish the

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following:

- The Steering Committee has been responsible for the rules governing these components. However, the governing authority (GC or EB) responsible for approving applications must also be responsible for approving the policies covering the procedures for applying and evaluating the applications.
 - The changes clarify that applications to both form and discontinue a component are to be reviewed by the Steering Committee.
 - The changes are consistent with new language transferring authority for SPIGs from the EB to the GC under V.6.F and VI.7.J.
 - This change is consistent with the introduction of language covering the process for the formation and discontinuation of Sections under IX.1.K.
- [Source: Executive Board and Committee on Bylaws]

Motion:	To approve the changes to Article IX, Section 2D
Motion:	Approved, passed by a vote of 106 Yes to 2 No

Approved language:

Section 2. Intersectional Council.

- D. Between Annual Meetings, the affairs of the ISC shall be conducted by a Steering Committee consisting of 12 members: nine members elected by the ISC, the immediate past Chair (ex officio), the Chair-elect of the Student Assembly (ex officio), and one member appointed by the Executive Board as part of the appointment process. Those members of the ISC eligible for election to the Steering Committee shall be Section Chairs, Chair-elects, and immediate past Chairs, three of which shall be elected annually. Elected members shall serve for a period of three years in staggered terms. The Board-appointed member shall serve for a period of three years. No appointed member of the Steering Committee may serve again as an appointed member until after at least one year following expiration of a full year term.

The Steering Committee shall be responsible for recommending policy on the establishment and discontinuation of Sections, SPIGs, and Forums. The policy pertaining to Sections and SPIGs shall be approved by the Governing Council and the policy pertaining to Forums shall be approved by the Executive Board.

The Steering Committee shall review and comment on applications to establish, combine, or discontinue Sections and SPIGs and submit these comments to the Governing Council. The Steering Committee shall review and comment on applications to establish, extend, or discontinue Forums and submit these comments to the Executive Board

Item 5:

ARTICLE IX, Section 7 – Special Interest Groups

A Special Interest Group (SPIG) is a membership unit that has the intention of becoming a Section. An application ~~for the establishment or discontinuation of a~~ SPIG shall be presented to ~~the~~ ISC Steering Committee for review and comment, and then to the Governing Council for approval.

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Deleted: A SPIG shall be time limited according to Governing Council policy.

- Since, SPIGs are created with the intention of becoming a section, both should come under the same authority. The function is transferred from the EB to the GC.
- The ISC Steering Committee would be included in the dissolution process, as well as the creation process.
- Time limitations are included in the notion of setting policy, so are removed here.
[Source: Executive Board and Committee on Bylaws]

Motion:	To approve the changes to Article IX, Section 7
Motion:	Approved, passed by a vote of 100 Yes to 7 No

Approved language:

Section 7. Special Interest Groups.

A Special Interest Group (SPIG) is a membership unit that has the intention of becoming a Section. An application for the establishment or discontinuation of a SPIG shall be presented to the ISC Steering Committee for review and comment, and then to the Governing Council for approval.

Item 6:

ARTICLE IX, Section 8 – Forum

A Forum is composed of members who are working together on a specific issue or topic that is important to public health, crosses disciplinary and Section or Special Primary Interest Group (SPIG) boundaries, requires expertise that may reside in more than one Section or SPIG, and supports APHA's mission. A Forum may be established whenever a group of members petitions the Intersectional Council, which reviews the application and forwards its recommendation to the Executive Board for approval or disapproval. Petition for discontinuation shall be conducted through the same process.

- This language is consistent with VI.7.J that the Executive Board function would include discontinuation of Forums, as well as their creation and extension.

- Time limitations are included in the notion of setting policy, so are removed here.

[Source: Executive Board and Committee on Bylaws]

Deleted: A Forum shall be time limited according to Governing policy except that the Executive Board may extend it.

Motion:	To approve the changes to Article IX, Section 8
Motion:	Approved, passed by a vote of 105 Yes to 4 No

Approved language:

Section 8. Forums

A Forum is composed of members who are working together on a specific issue or topic that is important to public health, crosses disciplinary and Section or Special Primary Interest Group (SPIG) boundaries, requires expertise that may reside in more than one Section or SPIG, and supports APHA's mission. A Forum may be established whenever a group of members petitions the Intersectional Council, which reviews the application and forwards its recommendation to the Executive Board for approval or disapproval. Petition for discontinuation shall be conducted through the same process.

Item 7:

ARTICLE IX, Section 9 – Caucuses

The Executive Board may recognize a caucus, which has fifteen or more APHA members, and may include other non-APHA members. A caucus has a publicly stated purpose that promotes identified public health issues; and, it shares in identified benefits from its association with APHA. The Chair of an eligible Caucus as determined by the Executive Board is an ex officio member of the Governing Council without a vote. Each Caucus may select an alternate representative to the Governing Council. An alternate must be a member of the Caucus and a current member of APHA. The Executive Board may remove the recognition of a Caucus.

-This language is consistent with changes recognizing governing authority to discontinue Sections, SPIGs, and Forums.

-Note that no process for the formation or discontinuation has been specified here. However, the EB would be required to approve a policy on such procedures under VI.7.J.

[Source: Executive Board and Committee on Bylaws]

Motion:	To approve the changes to Article IX, Section 9
Motion:	Approved, passed by a vote of 87 Yes to 24 No

Approved language:

Section 9. Caucuses.

The Executive Board may recognize a caucus, which has fifteen or more APHA members, and may include other non-APHA members. A caucus has a publicly stated purpose that promotes identified public health issues; and, it shares in identified benefits from its association with APHA. The Chair of an eligible Caucus as determined by the Executive Board is an ex officio member of the Governing Council without a vote. Each Caucus may select an alternate representative to the Governing Council. An alternate must be a member of the Caucus and a current member of APHA. The Executive Board may remove the recognition of a Caucus.

Item 8:

The final vote allows the Bylaws Committee to make minor corrections to the Bylaws.

Corrections include but are not limited to grammatical changes and spelling errors.

Motion:	To allow the Bylaws Committee to make minor changes.
Motion:	Approved, passed by a vote of 104 Yes to 2 No

ISC Report and Votes – Donna Beal, ISC Chair

Ms. Beal explained that the Governing Council had to vote on three items. Item one was to disband the Laboratory SPIG. Item two would promote the Ethics SPIG to the Ethics Section. Item three would promote the Alternative and Complementary Health Practice (ACHP) SPIG to a Section and change their name to the Integrative, Complementary and Traditional Health Practices Section.

Item 1:

The ISC Steering Committee reviewed sections and SPIGS in APHA with regard to membership. There was concern regarding the Laboratory SPIG. The SPIG has been without leadership for several years. A survey was sent to the 158 registered members of the SPIG; only 16 members responded and only 10 were interest in being involved. After reviewing the information, the ISC recommended to the Governing Council that the Laboratory SPIG be disbanded. Dr. Giloth called for discussion and then for a vote.

Motion:	To disband the Laboratory SPIG.
Motion:	Approved, passed 101 Yes to 5 No

Item 2:

Ms. Beal explained that the Ethics SPIG submitted their application to become a Section, and that a member of the ISC Steering Committee wrote a letter of support. Dr. Giloth called for discussion and then for the vote.

Motion:	To promote the Ethics SPIG to the Ethics Section
Motion:	Approved, passed 104 Yes to 7 No

Item 3:

Ms. Beal explained that the Alternative and Complementary Health Practice (ACHP) SPIG submitted an application to the ISC Steering Committee to do two things. One was to move from a SPIG to a Section and two was to change their name to the Integrative, Complementary and Traditional Health Practices Section. Ms. Beal noted that the SPIG meets all the requirements of TFAIR and that a member of the ISCSC wrote a letter of recommendation supporting the move. Dr. Giloth called for discussion and then for a vote.

Motion:	To promote the Alternative and Complementary Health Practice (ACHP) SPIG to the Integrative, Complementary and Traditional Health Practices Section.
Motion:	Approved, passed 104 Yes to 7 No

Joint Membership Pilot Update – Paul Meissner, Executive Board, Sara Miller, APHA

Mr. Meissner updated Governing Councilors on the current state of the Joint Membership Pilot program. He reminded Councilors that the program, which has had various iterations over the years attempts to stimulate membership growth and retention by offering dual membership in APHA and the members' Affiliate. Four Affiliates currently participate in the program, they are California (North), Kansas, Massachusetts and Ohio.

The program was temporarily renewed in 2012, and has been going through some processes to make dues and benefits adjustments so that the joint membership pilot would mirror present-day membership models of APHA and its Affiliates.

Mr. Meissner reported to the Council that APHA is going through a website and database upgrade that is scheduled to go live in the fall. The upgrade will allow for a better member

experience especially in the join/renew area. The joint membership option will be prominently placed on the join/renew page, and he is hopeful that more members will take advantage of this program.

Policy Development Process Update – Sonja Hutchins, Amy Ferketich and Vicki Ebin, Joint Policy Committee Co-Chairs

Dr. Hutchins, Chair of the Science Board reported that there has been a good response by membership in submitting policies. There were 23 proposed policies that were reviewed by the Science Board at their spring meeting. Six policies covered topics on maternal and child and adolescent health, four on environment and occupational health, six on mental health and substance use and seven on health disparities in the public health infrastructure.

The proposed policies were posted on APHA website for component and member review.

The Science Board is using new criteria to assess the evidence of proposed policies. Based on the new criteria 6 policies were rated having sufficient evidence and 17 policies were rated as having insufficient evidence. There were a number of recommendations made to strengthen policies.

Dr. Ferketich spoke about the process of the Joint Policy Committee. She noted that the process has undergone some minor changes. The process for receiving a positive assessment has not changed. She noted that none of the 23 proposed policies received a positive assessment. The process for receiving a conditional assessment has not changed. Of the 23 proposed policies 18 received a conditional assessment.

The process for receiving a negative assessment has changed. If an author receives a letter notifying them of the negative assessment they can either withdraw the policy and resubmit next year or they can opt to go forward with the proposal at the public hearing, and then move forward to the Governing Council with JPC's negative assessment. Of the 5 negative assessments given this year 4 authors decided to withdraw their policy and 1 has opted to move forward.

Nominations Committee Report – Gerald Ohta, Chair

Mr. Ohta provided the Council with an overview of the Nominations Committee. He thanked those who put themselves forward to undertake a position of leadership in the Association. He then shared the names of those running for office. The 2014 candidates list follows:

President – Elect

Camara Jones, MD, PhD

Thomas Quade, MPH, MA

Speaker, APHA Governing Council

Barbara Giloth, DrPH

Executive Board (3 positions available)

Elizabeth Daniels, PhD, MN

Ella Greene-Moton

Jeffrey Hallman, PhD

Resa Jones, PhD

Dabney Evans, PhD, MPH

Vamsi Vasireddy, MD, DrPH, MPH

On August 1st the slate for president-elect, speaker and executive board members will be posted on APHA's website. The slate will also appear in the August issue of *The Nation's Health*.

Nominating Members of Nominations Committee – Barbara Giloth, Speaker

Dr. Giloth said that based on Governing Councilor concerns she is reevaluating the process for nominating members to the Nominations Committee. The basic concern is that Councilors are asked to vote on candidates without really knowing much about them.

The Speaker has had preliminary conversations with both Governing Councilors and APHA staff on a new nominations proposal. The proposed plan would call for the Speaker to notify Governing Council members on or about October 1, 2014 that the Council is seeking members to serve on the Nominating Committee. An interested nominator will be asked to fill out a brief form including all relevant information (name, address, where they work, what they have done within APHA and a photo). All forms should be returned to APHA staff by late October. The completed forms will be available to Councilors roughly a week before the Annual Meeting.

Candidate information will be included in the Governing Council's Annual Meeting materials. At the Saturday session of the Governing Council the Speaker will announce those who are nominated. They will be asked to stand so that Councilors can get a sense of where they are located in terms of their Section on the floor of the Governing Council.

Councilors will vote on Nominations Committee members at the Tuesday session. At the conclusion of her remarks Dr. Giloth opened the floor to questions. Since the proposal does not require a change in Bylaws the plan was accepted without a vote.

Every Member Campaign – Joyce Gaufin, President

President Gaufin spoke to the Governing Council about the importance of the Every Member Campaign. She talked about development and the critical role that volunteer leaders play in donating and bringing perspective donors to the table.

Ms. Gaufin said that the 2014 Executive Board has almost reached its goal of 100% giving and that the Governing Council exceeded their goal of 65% giving last year. She said that she believes that 100% of APHA volunteer leaders should donate. She stressed that Governing Councilors can give as much as they can, and that APHA will gladly accept whatever they can

afford to give. She said that the goal for this year is for the Governing Council to reach 75% participation.

President Gaufin concluded her remarks by discussing the Giving With Purpose online development course. The course took participants through the R.I.S.E. framework of evaluating not for profit organizations. Participants included APHA Executive Board Members, Governing Councilors and staff. Dr. Gaufin told Councilors that more information on the course would be presented at the annual meeting.

Announcements, Barbara Giloth, Speaker

Before she closed the meeting Dr. Giloth made several announcements:

- Governing Council Midyear Meeting Evaluations will be sent in the next couple weeks. Please provide feedback.
- In July and August you will be asked to review the annual meeting themes that the Science Board has suggested for 2016.
- The Nominations Committee will request questions for the national candidates later this summer.
- Staff is managing the update of the APHA website; Governing Council page update will follow.
- Two webinar orientation sessions are scheduled on October 14 and 15 for new Governing Councilors and an onsite orientation on Saturday will be held in New Orleans.
- The Governing Council will meet on Saturday, November 15, 2014 and Tuesday, November 18, 2014.

There being no further business, the meeting was adjourned.