



Board of Directors Conference Call - Meeting Minutes

September 28, 2017

10am PT/ 11am MT/ 12pm CT/ 1pm ET

Board members present: Tania Busch Isaksen, Mike Fletcher, Tim Murphy, Laura Suppes, Jim Dingman, Sharron LaFollette, Steve Johnson

Board Members Absent:

EHAC Staff: Leslie Mitchell

Contractor: Carla Brown

1.0 Call to Order

- Busch Isaksen called the meeting to order at 10:03am PT.

2.0 Standing Items:

2.1 Approval of the Agenda

- Agenda unanimously approved.

2.2 Approval of Meeting Minutes from June 6, 2017 Board Meeting

- Dingman submitted that he appreciates the way the minutes are written.
- Dingman motioned to approve the June 6, 2017 Board meeting minutes, Fletcher seconded the motion, there was no discussion and the motion was approved unanimously.

3.0 Reports:

3.1 Treasurer's Report (Fletcher/Brown)

- Brown commented that she is wrapping up fiscal year for EHAC, which ends on October 31.
- Profit & Loss Comparison Report 2016/2017:
 - Revenue similar between two years.
 - New breakout of dues structure to reflect increased initial and reaccreditation fees.
 - SUNY is the only program with an outstanding balance at this point related to Spring 2017 site visits.
 - Site visit expenses are pass through expenses (except for site visitor trainees) EHAC reimbursed by accrediting programs.
 - More detail will need to be accounted for the books as EHAC becomes an employer.
 - Proposal – transfer \$5,000 to AEHAP to cover EHAC administrative related expenses as EHAC originally budgeted \$40,000 for transfer to AEHAP and only

\$32,425 has been transferred at this juncture. Busch Isaksen confirmed the increase of \$5,000.

- **LaFollette moved to increase Administrative and General Cost to AEHAP by \$5,000. Discussion – Mike Fletcher – asked if there is another alternative? Brown explained that the money has to be moved in order to cover the payroll expenses – since AEHAP is still the employer. Fletcher seconded the motion and motion unanimously passed.**
- Brown reported that SUNY Syracuse still owes EHAC for site visit related expenses incurred in April of 2017. Busch Isaksen asked how much SUNY owes? Brown reported that they owe \$1,032 of Roy Kroeger's expenses and \$123.06 in mileage related expenses for Lynn Burgess. Brown will contact their accounts payable department.
- Busch Isaksen reminded Board to consider these numbers when we talk about the lease.
- Dingman asked if EHAC policy regulates the transfer of funds from the checking to savings account and vice versa. Brown reported attempting to be certain that there are adequate funds in checking account. Jim suggests there may need to be a policy for determining an amount at which transfers are triggered.

3.2 Office Report (Treser/Mitchell)

- Reported that all programs up for reaccreditation are on board.
- Site Visit and Reviewer request have been emailed to volunteers and replies are coming in quickly.
- There will be three site visitor trainees for 2018.

3.3 Undergraduate Program Report

- Training session for site reviewers will be in December and will include graduate program visitors and reviewers.
- **Johnson motioned for Mitchell's attendance of a site visit as a trainee that would be paid for by EHAC . Dingman seconded the motion and the motion passed unanimously.**

ACTION: Leslie will arrange to attend a spring site visit that is the most economical and useful.

3.4 Graduate Program Report

- Covered by Office Report

4.0 Old Business

4.1 EHAC Website Privacy Policy

- Dingman will work on revising the sample ABIH policy.

5.0 New Business

5.1 EHAC Business Planning/timing - Brown

- Brown explained that EHAC state of origin is currently Oregon. If EHAC is to become an employer (as opposed to AEHAP), there are some things to address for the state of Washington.
- Lease situation – AEHAP would like EHAC to become the lease holder for the EHAC/AEHAP office. Brown explained that the current lease ends October 31, 2017 – new year starts Nov. 1. The landlord has agreed to lease to AEHAP for 1 more year at \$900 per month. Brown did not know if there could a stipulation for a 6 month lease but will ask the landlord. Brown added that her recommendation is to keep the office for at least the next 6 months, explaining that diverting attention from the working through the current situation to closing the office would be extremely detrimental and distracting to both EHAC and AEHAP.
- Financial plan/Payroll – Brown discussed a proposed financial plan, explaining that she attempted to account for 3 months of AEHAP being an employer – October 2017-December 2017, with EHAC becoming Mitchell's employer in January 2018. The plan shows EHAC being charged \$1,000 a month for Mitchell's and program assistant's time. PA is paid by AEHAP with EHAC supplement. Brown proposed raising HRA for dental/vision for Mitchell to \$3,600 due to only one EHAC site visit trainee (Mitchell) cost this spring.
 - Brown explained her funding in the budget – it will diminish over the year as the current Program Assistant, Szymula, will be trained to do the day to day accounting and Carla will begin to phase her work out.
 - Brown emphasized that the current EHAC fee structure will not cover expenses for 2018 at their current level. EHAC will have to tap into its savings for about \$46,000+ if it becomes an employer. Brown confirmed that the financial plan includes increases in re-accreditation and initial accreditation approved by the Council in June.
 - Brown explained that these re-accreditation and accreditation numbers are going to vary greatly based on who accredits and who does not. Brown strongly suggested making fee increase changes across the board and as soon as possible.
 - Brown suggested creating a donation pathway on the AEHAP website – a "donation" button that people can use to donate any amount of money. LaFollette rejected this suggestion emphasizing that accrediting organizations are supposed to support themselves through their dues. LaFollette pointed out that EHAC can't absorb \$40,000 of extra payment for staff. She would like to see some specific numbers as to the time and cost of managing the

accreditation process. Brown pointed out that since AEHAP has had CDC funding, EHAC has not been paying for the actual staff time required for managing the accreditation process. Brown added that the accreditation has been undervalued since AEHAP has covered EHAC expenses. LaFollette emphasized her desire to know exactly what it takes to run the EHAC office.

ACTION: Mitchell will gather the data available to show EHAC related costs only.

Fletcher submitted that the only answer to the funding issue is to raise fees or reduce costs – need to do both. Fletcher cited that raising fees is going to be difficult in the current climate. Suggested polling programs to determine what kind of increase they can stomach. Brown reiterated that EHAC should value their volunteer hours accurately, eg. 65 volunteer hours for the EHAC Council members represents a significant amount of money. LaFollette submitted that small programs will drop accreditation if they can comply with a fee change. Brown emphasized the need to set a fee structure for sustaining the EHAC organization. EHAC could potentially provide support for small programs who cannot pay the increased fees. .

- Busch Isaksen – asked Brown what decisions related to the Financial plan need to be made immediately?
 - Lease situation: AEHAP would like EHAC to take over lease for the office. AEHAP said that they pay half of the rent through January. Isaksen suggested that they pay half through December 2017. AEHAP is not willing to be the obligated org. on the lease anymore. Brown will check on a month to month option but that is probably not likely. Isaksen suggested that EHAC go ahead and take over the lease because she agrees that changing to a virtual office amidst current transition is not prudent right now. Dingman asked is there is any penalty for changing the holder of the lease. Brown replied that she doesn't think. Brown/Mitchell will send around a copy of the lease to the Board for their perusal.

[Mitchell will send a copy of letters sent to programs – related to dues increase for Board's reference].

- LaFollette suggested putting out a notice to Council as a whole – for immediate feedback – regarding a recommendation in an immediate fee increase due to fragile financial situation. Notice needs to show the need for a \$40,000 increase related to employment of Mitchell.
- Treser submitted that he is willing to sign lease for AEHAP until EHAC is ready to take it over. Isaksen pointed out that AEHAP's president

requested to transition the lease to EHAC in January, so EHAC does not really have a choice in the matter.

- Employment package conversation – postponed.

5.2 CEPH discussion - Isaksen

- CEPH has moved toward a competency based accreditation for their program. Each school/program is making decisions whether to accredit programs or choose a school wide accreditation option. Undergraduate public health degree programs are pumping out lots of unprepared students. CEPH is attempting to address this issue.
- CEPH has put all EH and occupational health into UG public health degrees and is requiring EH program to meet Public health competencies. The PH requirements include a great deal public health policy healthcare to the demise of (EH) science oriented classes.
- EHAC needs to address this situation. There is kind of a “land grab” as schools are going to have decide what courses to offer because of these additional CEPH required courses. Isaksen suggests that next time Board meets, there needs to be a discussion about having a unified statement around this topic.

6.0 **Schedule Next Meeting: Agree-a-Date**

- **Thursdays are good for Tania, Sharron, Jim**
- **3rd Thursday of every month.**

7.0 **Adjourn – Busch Isaksen adjourned the meeting at 11:30am**

ACTION ITEMS:

- 1. Action: Mitchell will enquire with Dr. Mian about other letters of support and if any quotes could be used on EHAC's website to show outside support for EHAC accreditation.**
 - 2. Action: Mitchell will revise agenda to include time for website announcement and review.**
 - 3. Action: Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document.**
 - 4. Action: Dingman will get in touch with Sandra Long to make sure that all necessary actions are taken care by Friday June 16. Dingman will ask Long to emphasize the necessity for moving quickly to elect a replacement prior to the Annual meeting if possible.**
 - 5. Action: Treser will be negotiating with NEHA to address a potential automatic certification/credential for EHAC graduates.**
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