



Board of Directors Conference Call – no quorum
Discussion notes among Board Members present
 December 5, 2017
 11am PT/ 12pm MT/ 1pm CT/ 2pm ET

| No. | ACTION ITEMS From December, 5 2017 Meeting | Responsible Person | Details / Due date |
|-----|--|--|---|
| 1. | Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document. | Sharron, Chuck, Leslie | Sharron is looking for assistance to update policy doc. Emailing Jason Finley for help |
| 2. | Election to Replace vacant Council Seats | Don Williams | By end of year; Don has contacted Michelle D. for a final time and will move on filling vacancy on 12/7 if there has been no response. |
| 3. | Brown and Mitchell will draft a fee increase letter for Bush Isaksen's review, including narrative budget information presented at 2017 Annual Meeting (in order to maintain informational continuity) | Carla and Leslie | Draft sent Tania on November 21, 2017. Tania is working on document for Dec. 31, 2017 due date |
| 4. | Send out draft Fee increase & Change in Operation EHAC/AEHAP letter | Tania | December 15, 2017 |
| 5. | Review draft Employment Agreement & vote | Leslie – Send out to Board the draft attached to electronic Vote; | ASAP Vote due by December 15, 2017 LDM sent 12/6; Jim responded 12/6 with questions; Tania will call Jim |
| 6. | Ohio University's curriculum request: response letter | Steve and Sharron; | December 15, 2017; LDM sent info 12/6 |

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| 7. | University of Washington curriculum request: response letter | Steve and Sharron; | December 15, 2017; LDM sent info 12/6 |
| 8. | Dickinson U. – potential hiatus from accreditation | Leslie to send Steve contact info; | ASAP December 15, 2017 LDM Sent 12/6; Steve will call program Chair ASAP |
| 9. | Sharron will contact Jason Finley for help with revising EHAC policy document | Leslie will send contact info to Sharron | LDM sent info. 12/5/17 |

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

Board Members Absent: Jim Dingman,

EHAC Staff: Leslie Mitchell

Contractor: Carla Brown

2.0 Standing Items

2.1 Approval of Agenda: agenda approved

2.2 Review of November meeting: Tania summarized informal meeting.

3.0 Reports

3.1 Treasurer Reports:

- Brown explained P&L and Balance Sheets, noting that categories are now showing how AEHAP allocated money is being used.
- Brown noted that EHAC paid half of exhibiting fee for NEHA conference – other ½ paid for by AEHAP
- Busch Isaksen asked if there were any questions on P&L or Balance Sheet? There were none. Brown also pointed out she has divided income into more detailed categories for more clarity.

3.2 Undergraduate Program Report:

- Ohio University Curriculum issue: Johnson wants to make sure that their changes are consistent with the new UG guidelines. He doesn't want to generate exceptions to the

new guidelines. However, the changes OU has made based upon EHAC's comments seem to bring their changes in to compliance with the requirements.

- Busch Isaksen requested that LaFollette and Johnson review the situation and draft a decision to submit for Board decision by December 15. Bush Isaksen is uncomfortable pulling 2 chemistry credits from a risk class.

ACTION: LaFollette and Johnson will write a summary of the situation and a recommendation to the Board for consideration and an email vote.

- Dickinson University: Dickinson suggested the idea of going on a hiatus from accreditation until they are able to revive and populate their EH program. Board felt that Dickinson simply does not want to pay the dues. LaFollette submitted that the guidelines nor the policy have any stipulation for granting a hiatus. It was explained that they currently do not have a program director, therefore, they will be placed on conditional status at the June 2018 annual meeting. However, they will still have to pay their dues – even while under conditions. Brown suggested that the Council could create a ½ price category for situations like Dickinson. LaFollette explained that this would take a policy decision that would need to be discussed among the Council as a whole. Bush Isaksen suggested postponing this topic until June and LaFollette explained that since they will have to go on to conditional accreditation due to loss of PD in June, that will give them essentially a 2.5 year window to sort out their situation and decide to reaccredit or to lose their accreditation. NOTE: they will need to continue to pay their annual dues, but the Council can discuss making a category of payment for conditional programs in financial distress.

Action: Johnson will contact Dickinson to communicate their options related to accreditation status. Essentially, they have 2.5 year window to reestablish their program and replace their program director. Dues will still need to be paid.

Action: Dickinson's and similar situations will be brought to the Council for discussion regarding the nature of this particular situation and consideration of options for addressing programs that are in financial or other difficulty.

Action: Johnson and LaFollette will draft a summary and recommendation concerning UW curriculum changes for Board consideration and an vote by email.

3.3 Graduate Program: all Self-studies have been submitted

3.4 Jr.Costep update application difficulty: Mitchell reported that some applicants have been eliminated because they are transfer students and therefor did not meet a requirement of having been enrolled in an EHAC accredited program for 2 years prior to applying. Mitchell has contacted Capt. Parham with the program and he has been very helpful. Capt. Parham reported that they are looking into changing this requirement to recognize transfer students.

4.0 Old Business

4.1 EHAC/AEHAP Discussion Update – Busch Isaksen summarized joint meetings that have recently taken place regarding AEHAP/EHAC relationship and AHEAP plans for the future:

- AEHAP would like to transition to volunteer org. by April of 2018. This means EHAC would have assume all employee payroll, expenses and taxes, management.
- November EHAC Board discussion: the writing is on the wall that EHAC needs to be self-sustaining, which means increasing accreditation and reaccreditation fees. The current plan as discussed in November is to mail a fee increase alert letter in Jan. 2018 to Council focusing on three main reasons for fee increase:
 - citing how EHAC has been subsidized for a decade and now needs to stand alone;
 - to show value of EHAC and to assure that EHAC will be self-sustaining with a fee raise and;
 - the need for staff support to grow number of programs and to be a healthy organization.

Also, Busch Isaksen plans to convey two primary points:

1. To convey information to PDs so they can present the letter to their administrations.
2. To provide PDs with the opportunity to raise their concerns about the fee raise.

ACTION:- Bush Isaksen will finalize draft versions from Mitchell and Brown for electronic approval by the Board. This approved letter will be sent to the full Council by end of December. Once approved, the goal to send this letter in early January.

4.2 EHAC Budget Discussion:

- Brown opened by addressing AEHAP's Board discussion of going all volunteer in the next 6 months. She suggested that AEHAP closing down will take longer than 6 months.
- Brown reported that EHAC's biggest expenses are related to employment so that is what her current budget is based upon. If AEHAP were to disappear, focus on major formerly shared costs: payroll costs, benefits.
- Shared budget scenario puts EHAC \$32, 240 in the whole but still with money in the bank. Stand alone budget scenario leaves EHAC \$46,120 in the whole.
- Brown strongly suggested that AEHAP should charge more dues for this year as a last time fee and then change to a situation where programs that are EHAC accredited are automatically AEHAP members and receive AHEAP assistance. AEHAP would pass this funding on to EHAC for 2018 and then no longer charge for program membership. A conversation needs to happen around this for AEHAP. EHAC can add a fee for mentorship – AEHAP can fundraise and AEHAP could collect a fee from programs for 2018 – for one more year. Then open AEHAP members to more than just programs, to be a true Association. Brown suggested writing this option into a joint EHAC/AEHAP fee increase letter citing one more year of AEHAP dues along with an increase in EHAC fees for the 2018-2019 year and into the future. E.g. taking a way AEHAP dues and raising EHAC fees

might be more palatable. Will take writing a joint EHAC/AEHAP letter about the state of affairs and how EHAC is trying to move forward to strengthen accreditation. Brown also suggested sharing CDC final report with the full Council. Brown suggested AEHAP has a chance to be the ears for EHAC regarding what it takes to be a healthy program and how to invest in opportunities to grow and nourish programs.

Bush Isaksen asked if Johnson if he had any comments since he had to leave early. Johnson noted the afternoon training session and a meeting that will be held with site visitors in January. Immediate concern are self-study reviews.

Bush Isaksen asked Board to be on the look out for the following:

1. Email vote based upon recommendation for Ohio U. curriculum issue
2. Email vote based upon recommendation for UW curriculum issue
3. Email vote based on fee increase letter completed by Bush Isaksen
4. Email vote regarding draft Employee Agreement between EHAC and Mitchell

Mike Fletcher motioned for EHAC to transition to being a Washington state employer (thus relieving AEHAP of employer responsibilities and assuming all employment costs and responsibilities). LaFollette seconded and the motion was unanimously approved.

LaFollette requested help with eliminating redundancy in policy document. She needs assistance. Busch Isaksen suggested involving Jason Finley in this effort.

Action: LaFollette will contact Jason Finley to seek help with the policy document revision.

4.4 EHAC Website Privacy Policy - tabled

4.5 CEPH discussion - tabled