



EHAC Board of Directors Meeting
January 17, 2018
 12pm PT/ 1pm MT/ 2pm CT/ 3pm ET

No.	ACTION ITEMS From September 2017 Meeting	Responsible Person	Due date
1.	Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document.	Leslie will submit drafts for Sharron's review	May 16, 2018
2.	Election to Replace vacant Council Seats	Don Williams	Complete
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)	Tania	Draft sent Tania on November 21, 2017. Tania is working on document for Dec. 31, 2017 due date Tania will send draft to AEHAP for comment 1/17/2018 and then onto the Board for approval to send to full Council for consideration.
4.	Ohio University's curriculum issue	Tania	Tania/Leslie will send letter to Ohio U. – approved by Sharron and Steve on 1/17/2018
5.	University of Washington curriculum issue	Leslie	1/17/2018 – Leslie will draft letter for Sharron and Steve's approval for 1/19/2018
6.	Dickinson U. – potential hiatus from accreditation – D	Steve	Steve will send draft letter to Tania and Sharron after board meeting – 1/17/2018
7.	Prepare changes to "Accreditation Fee Policy 3.03.3" pg 48-49 of policy & procedures manual (will need a vote of the council to change)	Sharron	March 2018
8.	Prepare changes to "Annual Update and Dues Policy 3.05" pg 73-75 (will need a vote of the council to change)	Procedural changes drafted by Leslie – forward to Sharron	March 2018

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

Board Members Absent: Jim Dingman

EHAC Staff: Leslie Mitchell

Contractor: Carla Brown

1.0 Meeting Called to order at 12:05pm

2.0 Standing Items

2.1 Approval of Agenda: agenda approved

2.2 Approval of December 5, 2017 Meeting Minutes – Fletcher moved to approve, LaFollette seconded – unanimously approved

3.0 Reports

3.1 Chairperson's Report:

- Mitchell Employment Agreement – began January 1, 2018. EHAC is officially employer now. Things to wrap up: Business license has arrived, now awaiting L and I paperwork. May be retroactive adjustment to percentages for unemployment once L&I paperwork arrives. Also need to allow Master Administrative log in privileges to QB for Leslie Mitchell. Paper work should be completed by first quarter.

3.2 Treasurer's Report:

- Profit and Loss – Brown ran through Jan. 19, 2018 as payroll had been process. Balance sheet is accrual basis – as some schools are delinquent on dues. Busch Isaksen asked if late payment occurs regularly – Mitchell replied yes. Fletcher suggested instituting a late fee for delinquent payment. Fletcher suggested that adding a late payment fee would greatly increase timely payment. Johnson suggested a 25% late charge after 90 days – in order to make it a significant charge. LaFollette suggested creating a policy mock up for the Council annual meeting. Brown reminded Board that we are getting ready to increase fee and suggested a \$250 reinstatement fee if. Busch Isaksen appreciated Brown's observation and noted that the fee increase is where Board wants to focus main effort and postpone a discussion of delinquent charges. We are trying to identify payment departments so that we invoices can be sent to PDs and payment managers.

- Brown added that this month EHAC will pivot to invoicing AEHAP for Leslie's hours and other related charges – Brown's hours, rent, utilities. Brown is planning to close out AEHAP books so that CDC forensics will be preserved and AEHAP will open up new bank account. Time for AEHAP/EHAC is being tracked by both Brown and Mitchell.

- Brown proposed suggested that AEHAP sign over note that Sinde is paying back to AEHAP so that can be maintained by EHAC. Sinde has signed a note that is backed by a

deed of trust on her property. In order to establish a clean break – it would be easier for EHAC to take on the note. Busch Isaksen concurs with Brown’s suggestion. Brown relayed that AEHAP has to volunteer to gift the note to EHAC, so that has to be dealt with before EHAC can approve taking over the note. Fletcher – what is the advantage of turning note over to EHAC = tiny bit of income - \$201. If Sinde goes to sell her property – note will be cashed out completely so that would be total payment of note. Busch Isaksen – why would AEHAP turn over the note? Busch Isaksen surmised that AEHAP can move forward without having to hire someone to manage the annual reporting on this note. Brown is trying to help AEHAP make a clean and fresh start financially. Fletcher proposed a vote to offer to take over the Sinde note from AEHAP (as some of the money taken by Sinde was EHAC’s as well as AEHAP). Fletcher – is EHAC willing to take on the note – do we need a vote? BI suggested it might be premature to take over the note having not reviewed the actual wording and suggested that Fletcher explain that EHAC may be willing to take it over. Brown explained that it is a simple interest 5% note (dialing interest) – some portion goes to principle/rest to loan and Sinde has been paying monthly.

Action – Fletcher will express EHAC interest in seeing note and potentially taking it over from AEHAP.

3.3 Undergraduate Program:

- Ohio University Curriculum changes (8/22/2016) –
- **Action: Leslie will draft letter for Sharron and Steve’s approval.**
- U Washington Curriculum changes (11/28/2017)
- **Action: Leslie will draft letter for Steve and Sharron’s approval.**
- Dickinson University issue – loss of PD/potential for hiatus for the from accreditation – update from Steve on phone call.
- **Action: Steve will send draft to Tania and Sharron after board meeting – o.k. right now but will review this summer at annual meeting – decision will be made – most likely a conditional accreditation to get through to the next accred. cycle. Word so as to avoid sounding like Board is making a decision for the Council**

3.4 Graduate Program Report:

- No report.

3.5 Office Report:

- Special Elections – phones call made and letters will be sent today
- Self-Study Review updates – Amiotte working on ECU (G) (site visit on Feb. 26). Waiting for site visit date confirmation for ETSU
- New Gmail/nehspac.org addresses for Board members – will be sending invitation to Board members – follow directions in agenda. Generic addresses will forward to personal email account. This is the email that will be on the website and will be

able to transfer with Board members moving in and out of these positions. LaFollette suggested making the passwords the same.

Action: Mitchell will set up and make sure these accounts forward to personal accounts.

4.0 Old Business

4.1 Fee Increase Letter:

- No questions on letter. Busch Isaksen explained that she lowered the fees slightly but still covered 2018 expenses. After doing the math – if all stand alone programs were charged \$2300 and double programs were charged \$2300 plus ½ - that would cover annual operating costs. In the past, what was proposed was eliminating cost break for schools with two programs = huge increase to charge both programs the same amount. Would be hard to defend that big of an increase because it is beyond our annual costs. LaFollette commented that schools with two programs are fairly strong. Brown – seems like the graduate programs are the stronger overall but LaFollette doesn't think there will be more graduate programs applying because of increase EHAC fees and attractive CEPH accreditation of MPH programs. Brown pointed out that real growth areas (graduates) was in graduate programs. Bush Isaksen doesn't want that big of an increase for dual programs – LaFollette suggested other accrediting bodies give discounts to dual programs. Fletcher approved of the letter and suggested sticking with the amounts Busch Isaksen put forward. Fletcher suggested putting it out there and see what happens. Busch Isaksen asked Board what they thought of extending this letter to AEHAP's Board for their input. General approval – and would help with relationship between AEHAP and EHAC.

Action: Busch Isaksen will send letter to AEHAP Board comment and then send to EHAC board for electronic vote. Electronic vote will be on the letter that will be sent to the EHAC Council for approval. EHAC Council will vote electronically. LaFollette suggested short response time.

[Johnson – had to leave at 12:54pm]

4.2 EHAC Website Privacy Policy - tabled

5.0 New Business

5.1 Quick Books Affidavit Authorization –

• No questions – just to resolve technical issues. LaFollett moved to approved QB Authorization to Leslie Mitchell as Master Administrator, Mike Fletcher seconded and the motion was approved unanimously.

5.2 Propose an “Updated” date field in the policy and procedures manual template

- At least two policies updates will need to be made.

5.3 Discussion of EHAC/AEHAP relationship – public face - tabled

6.0 Schedule Next Meeting – February 14 tentatively (will post pone if need be).

7.0 Meeting adjourned by Bush Isaksen at 12:58pm