

Board of Directors Meeting Minutes January 15, 2019

Call to Order:

The January Board of Directors meeting of the Kansas Association of Local Health Departments was called to order at 10:07 a.m. on Tuesday, January 15, 2019 by Jennifer Green.

Acknowledgement of Board Members and Attendees Present

President Jennifer Green
President-elect Jason Tiller
Past-president Lindsay Payer
Treasurer Dan Partridge
District 1 Alternate Cheryl Goetz
District 3 Lisa Kenworthy
District 6 Teresa Starr
Nick Baldetti – Member-at-large
Executive Director, Michelle Ponce
Assistant Director, Heather Richardson

Online Attendees

Karla Heble
Paula Bitter
Rita McKoon
Shelly Schneider

Approval of Agenda

Nick moved to approve the agenda, and Lisa seconded. The agenda was approved unanimously.

Approval of November Minutes

Lindsay moved to approve the November minutes, and Jason seconded. The minutes were approved unanimously.

Executive Director's Report

Read the entire report in PDF format at: <http://www.kalhd.org/wp-content/uploads/2019/01/ED-Report.pdf>

Report Highlights:

- 2019 KALHD Board Meeting Calendar: <http://www.kalhd.org/wp-content/uploads/2019/01/2019-KALHD-Board-Meeting-Dates.pdf>
- KALHD PHEP Contract. KALHD has a contract with KDHE for participation in the PHEP program. The current contract runs through June 2018 and is in the final extension year allowed under the current contract. In December, KDHE notified KALHD of their intent to not renew KALHD's contract for the 2019-2020 PHEP program year.



- Local Government Day. KAC is jointly hosting Local Government Day with the League of Kansas Municipalities on Wednesday, January 23, 2019. The event will be held at the Capitol Plaza Hotel, 1717 SW Topeka Blvd., Topeka, KS. There is no cost to attend, but registration is required. Please register by January 18 at kansascounties.org.

Monthly Financial Report

Dan provided a brief summary of the November and December financial reports. Members discussed ideas for addressing budget concerns in 2019 and beyond.

Overview of Board Processes and Responsibilities and Review of Materials – Michelle Ponce

Michelle provided an overview of board member responsibilities and handouts provided in the board members' notebooks.

KAC Update – Nick Baldetti

- Randal Allen's contract was not renewed. Dennis Kriesel is the interim Executive Director.
- The next KAC board meeting is January 27.
- Jay Hall is the new KAC Legal Counsel.
- 2019 KAC Conference planning is underway and members are asking for breakout topics.
- The board discussed whether KALHD will pay for a vendor expo booth in 2019. Heather will hold off on the booth registration until further notice.

Review of Budget and Transition Planning – Jennifer Green

Members discussed Michelle's departure how the hiring process will work. So far, two individuals have contacted Michelle and are interested in applying for the Executive Director position. Members decided not to post the vacancy to online job boards, and will recruit internally and via word of mouth. Jennifer will accept applications through January 25. Interviews will take place on February 4. Jennifer will also send a brief survey to all KALHD members. The survey data will be used to develop the interview questions.

Budget Review: Members discussed the following cost cutting measures: going to a virtual office, potential salary savings based on the incoming Executive Director's salary, and decreasing the KAC administrative services contract amount. Members discussed options for increasing revenue, including increasing dues and midyear meeting registration fees; seeking grant funding; and potential contract services that could be provided to other small organizations.

Heather will draft various scenarios of dues increases and will send to the executive board. The board decided to continue this discussion at the next KALHD board meeting. KALHD will provide a packet of budget ideas during the KALHD district meetings.

2019 Priority Setting

- New Executive Director
- Budget
 - KALHD Budget Board Discussion to identify ideas/plans
 - District Meetings – Discussion of proposed plans
 - Membership-wide Budget Discussion
- Meet with New KDHE Secretary

Adjourn

Lindsay motioned to adjourn, and Jason seconded. The meeting adjourned at 1:22 p.m.

Minutes submitted by Heather Richardson



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