**KRHA Board of Directors Meeting**

**Minutes**

**December 12, 2013**

**10:30 am ET/9:30 am CT**

**Roll Call/Members present:** Debbie Duff, Loretta Maldaner, Melody Nall, Dale Skaggs, Elizabeth Cobb, Brent Wright, Jan Hurst, John Isfort, Sheri Erwin, David Gross, Kelcey Rutledge, Susie Starling, and Mike Muscarella

Others present: Steve Fisher, Tina McCormick, Chris Workman, Ernie Scott

KRHA President Erwin called the meeting to order at 9:42 a.m. CT/10:42 a.m. ET and welcomed everyone to video/phone conference meeting of KRHA Board of Directors. She called for a motion to approve the October 10, 2013 KRHA BOD meeting minutes.

**Approval of the minutes:** Kelcey Rutledge made the motion to approve the minutes, John Isfort seconded the motion: after vote, motion carried.

**Committee Reports:**

**Governance (Steve Fisher) –** reported that the **c**ommittee members will be confirmed today and will meet soon. They will work on structure of KRHA and develop the policy manual along with a leadership pipeline plan for the organization.

**Public Information Committee** **(Andy Bledsoe) –** Tina reported for Andrew that he sent out the quarterly Rural Health Update in November. He has received very little feedback, but what he did hear was positive.  We are trying out a few different formats to see what will work best in getting the attention of readers.  The next Rural Health Update will be sent out in February.  
  
We are continually posting information to Facebook. Traffic has increased on the Facebook page and posts are becoming more recognized as demonstrated by the likes and comments.  
  
We are working to finish content for new KRHA brochure and the new display.  The plan is to have them both ready for the KRHA Legislative day in February.

**Education/Programs (Sheri Erwin/Anna Jones) –** Sheri reported thatAnna Jones will be the new chair for this committee. It will divide into 3 sub committees to complete the work – Rural Medical Educators conference, Doc Holiday Events, and Annual conference.

Sheri reported that the cost reporting conference last October was a big success – 52 attended and evaluations are very complimentary. It was a joint venture with Blue & Co. and there is interest and the possibility of doing another similar training in the spring.

Sheri has talked with Van Ingram about doing a joint conference with Dept. of Justice on drugs in the spring

**Finance (Debbie Duff) -** Debbie reported that the finance committee meeting scheduled for December 4th was cancelled.  She reported that the KRHA Checking Account balance as of October 31, 2013 was $42,177.17, as included in the financial statement that was sent to the BOD for this meeting.  Jodi sent the November 30, 2013 statement this week while she was out sick, and the KRHA Checking Account balance was $44,600.22 at that time.  She had not had a chance to review this statement today, and she will do this as soon as possible and send the KRHA Budget Spreadsheet out to the BOD with the revised November entries.  One member of the committee resigned – they will leave the membership of the committee at four for now.

**Legislative (Denise Bingham, Jerald Coombs) –** Sheri reported for Denise BinghamLegislative Day in Frankfort will be February 20th. Loretta offered do the “Save the Date” cards for the legislators again and said that the date is on the legislative calendar. Tina has posted a “Save the Date” on the KRHA website. The committee will meet to prepare the agenda and to make decisions on how lunch will be served. Several options for how to handle the food were discussed: tickets, box lunches, cafeteria were all options mentioned.

**Membership (Chris Workman)** – Chris and the committee is working with Tina on developing a web-based presence with ads. They are looking at going live in early January with a social marketing campaign for membership. Ernie Scott reports that membership stands at 485 (85 are sponsors). Ernie also reported that student membership is up to 27.

**Smoke-free (David Gross)** – David reported that great progress is being made with the smoke-free initiative and that KRHA has surpassed the target of 15 letters to the Editor as of today 20 letters have been printed. David was involved in a one hour radio program in Morehead. Solicitation for meetings with newspaper editorial boards is ongoing and trying to make progress toward that goal. David was meeting with four newspapers in Eastern KY along with the Smoke-free staff the day of the BOD meeting. Tina shared that more letters to the editor are slated to be published, so the final numbers should be larger.

**Executive Director Update (Tina McCormick)** – Tina referenced her activity report that she sent out previous to the BOD and asked if the board had any questions. She reports that she didn’t include all the things she is working on: grant with Chris, etc. Tina asked the board if she should promote the upcoming legislative days for professional organizations such as PT, PA, etc. Brent Wright made the motion for Tina to send out email alerts with information regarding health professions related legislative days in Frankfort on behalf of KRHA; Loretta Maldaner seconded, members voted, motion carried.

Tina asked the BOD for ideas related to the web page. Please send ideas to her for additions or ways to make the site more interactive. She continues to work with sponsors and others interested in the association.

**Discussion/Action Items-**

**Approval of Governance Committee/Chairmen –** A recommendation was made to approve the committee members’ roster- Mike Muscarella made the motion to accept, Loretta Maldaner seconded the motion, members voted, and the motion carried.

**Approval of Conference Committee/Chairmen –** A recommendation was made to approve the committee members’ roster. Kelcey Rutledge made the motion to accept, Loretta Maldaner seconded the motion, members voted, and the motion carried.

**Other Business –**

1. Tina asked the BOD for recommendations and direction on allowing/adding Job Postings to the webpage from other organizations. Discussion followed related to offering this as a service to our members and to charge everyone or just non-members as well as the amount per posting.

Steve Fisher shared that PA association charges $50 to post a job opening for up to 90 days – for everyone; Tina reported that KPHA does not charge for the posting.

Brent Wright suggested developing a price structure for members and non-members to post job openings. Steve Fisher volunteered to chair a committee to develop policy and procedures related to this activity. Loretta recommended that this should be free to members and included as a benefit for sponsors. All other should pay $50.

After more discussion Sheri asked for a motion for a 4 month trial period for Tina, on behalf of KRHA, to add job postings for health care related positions of members for free, all others will be charged $50 beginning immediately. Steve Fisher will chair an ad hoc committee and other members will be appointed to work out policy and procedure for the future related to this activity. Loretta Maldaner made the motion, Elizabeth Cobb seconded, the BOD approved.

1. Steve Fisher requested a letter of support from KRHA BOD to support the Kentucky Academy of Physician Assistants as they seek to modify KRS 311.856 pertaining to co-signature requirements by physicians of physician assistant (PA) medical records. Steve explained this essentially proposes to make physician signed notes 10% instead of 100% for PA’s. Steve asked for approval from board and Sheri, as President, to sign. Loretta Maldaner made the motion to support, Jan Hurst seconded the motion. Brent Wright said that KMA and PA work well together and he is comfortable with the recommendation and Jan Hurst was as well. Motion carries supporting request for the letter of support.
2. Chris Workman reported that the five year PCO grant application is out – the PCO will have small increase, and the new grant dollars are proposed to hire/partner with Tina/KRHA part-time to recruit on behalf of NHSC - $20,000/year for next 5 years if the grant is approved. And additional $8,000 for the Rural Health Update is written into the PCO grant for the SORH office. The PCO grant is due the end of December. If funded it will begin July 1, 2014. Loretta asked how much time would be needed of Tina’s time – Chris said roughly 30% of her time and travel. Loretta reminded Chris that the statewide AHEC Network is well connected with clinicians and to not forget to utilize them. Steve Fisher wanted to have clarification of actual numbers/hours of Tina’s time and then contrasting part-time and full-time status for her position.
3. Ernie Scott said that he is beginning to schedule meetings on the Hill with legislators during the NRHA Policy Institute meeting, please contact him in the next two weeks if you are planning on going or if you have specific requests. Ernie also shared that the Center is down to one check signer (Ernie) for KRHA business with Larry Allen’s retirement – this needs to be addressed soon. Ernie and Center has offered to add Larry Quillen at UK CRH as signee. Sheri and others on the call expressed that they have a problem with a non- KRHA person signing the checks – and wants to look at alternatives. This will be discussed further but for now will remain with just Ernie as the signer.

**ADJOURN** – 10:42 a.m. CT/11:42 a.m. ET – Jan Hurst made the motion to adjourn, John Isfort seconded, and the motion carried and meeting adjourned.

**Next Meeting – February 2/13/14 9:30 am CT/10:30 am ET**