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| Texas Oral Health Coalition Committee Minutes DATE: Friday 12/05/2014 Time: 3:00 Secretary/Recorder: Pamela J. Myers, R.D.H. | Members: Erik Harrington, D.D.S., Chair Beth Stewart, R.D.H., Immediate Past Chair Sharon Dickinson, R.D.A., C.D.A., CDPMA Michelle Landrum, R.D.H., BS Mac Lee, D.D.S. Nancy Cline, R.D.H., MPH Christina Murphey, PhD, R.N. Pamela Myers, R.D.H. Sherdeana Owens, D.D.S. David Cappelli, D.D.S. Cathy Blunck, R.D.H. | Present X X X X X X X X X X X X | Absent X | |
| | Guests: Josefine Wolfe, D.D.S. Melanie Taverna, R.D.H., MS Julie Martin, R.D.H. | X X X | | |
| | Staff: Jessica Stewart | X | | |

| AGENDA ITEM | DISCUSSION | ACTION TAKEN |
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| I. Call to Order | Dr. Erik Harrington called the meeting to order and asked for additions to the agenda there were no additions. A quorum was established. Everyone should have an agenda. | |

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| II. Approval of the Pre-Summit meeting minutes from 11/05/14 and 11/08/2014 Post Summit meeting minutes | Board members reviewed the minutes of the November 5th and 8th meetings and made the corrections. Nancy Cline made the motion to approve the 11/05/14 meeting minutes as corrected and Sharon Dickinson seconded the motion. Meeting minutes were approved as corrected. David Cappelli made the motion to approve the post summit meeting minutes (11/08/2014) as corrected and Sharon Dickinson seconded the motion. The post summit meeting minutes were approved as corrected. | Unanimous approval. |

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| III. Treasurer's Report | Dr. Lee deferred to Beth for the report. Beth commented that the Summit had shown a profit. There were no questions. The report was approved. | |

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| III. Appoint Minutes Review Committee | Michelle Landrum and Sharon Dickinson were selected to approve the meeting minutes from today. | |
| IV. Ratification of Standing Committee Chairs | Board Governance; Chair: Nancy Cline, member Cathy Blunck Budget and Finance; Chair: Mac Lee Planning; Chair: Sharon Dickinson & Beth Stewart Motion to approve Chairs made by David Cappelli and seconded by Sherdeana Owens. Voted by acclamation. | |

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| V. New Business 3:25 | Advise Beth if you do not want to change the information posted on the website for all Board Members. Need bio sketches and a picture (head shot) from all Board members by December 31 st . If you do not want to change your information posted on the website, please advise Beth. | |
| | Josefine and Beth provided information on different possible grant proposal ideas. "Build Health Challenge", website www.buildhealthchallenge.org , requires a 1 to 1 match and 3 partners. | Tabled as further discussion is needed |

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| | Possible partners are Health systems, hospitals, non-profits, and local health departments. The award for planning is 75,000 and the award for implementation is 250,000. Sherdeana stated that there is not very many grants and significant competition for the limited number of awards. She commented that planning might be a better fit for matching funds. Methodist Ministries and Si Texas in San Antonio and Houston were two groups mentioned. | |
| | Dr. Harrington asked if Josefine would like write the letter of intent. Dr. Harrington asked if Josefine would like to do the application. The 1 st round (letter of intent) is due to Methodist by December 17 th . The Build Health Challenge is due by January 16, 2015. | |
| | David, Beth, and Sharon suggested looking into nutrition (including access to health food choices), oral health, and tobacco cessation as ideas to investigate. A recommendation to schedule a grant conference call soon with David, Beth, Erik, and Josefine was made. Beth will send out a doodle poll soon the early part of next week to schedule. Dr. Harrington thanked Josefine for her efforts. | Beth to send out doodle poll next week |

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| V. Committee Reports 3:40 | | |
| Board Governance | <p>Board Governance: This Committee is a combination of the Bylaws and Nominations Committees. The committee is tasked with developing job descriptions.</p> <p>Beth and Nancy to work on job descriptions and any bylaws changes and send to Erik for discussion in January. A suggestion was made to add the State Dental Director as an ex-officio member. David commented that this is an excellent idea for collaboration. Nancy commented that this would require a bylaws change. None were opposed to the idea and Nancy will move forward with the language change to the Bylaws. Erik agreed to contact the State Dental Director. A suggestion was also made to develop officer elect positions for the BOD for Chair, Vice Chair, Treasurer and Secretary. Nancy commented that is difficult to get a quorum and difficult to get nominations and that this suggestion would greatly increase the size of the BOD. It was agreed to place the item on the agenda for the January Meeting.</p> <p>There needs to be a third member on Board Governance. Erik and Sharon agreed, and it was suggested that the Executive Director should serve as well.</p> | <p>Erik will contact the State Dental Director</p> <p>It was agreed to place on the agenda for the January Meeting.</p> <p>Add discussion of Executive Director to the agenda for the January meeting.</p> |
| Planning Committee | <p>Sharon commented that the next Summit is tentatively planned for 11/05/2016 or 11/06/2016. There was some discussion about 1.5 or 2 full days for the Summit. David Cappelli suggested a 1.5 day Summit with the half day being Saturday with no lunch provided and inquired if that might be cheaper. A suggestion was also made to have the government oriented program on Friday and the "other" programs on Saturday. Sharon Commented that Thursday and Friday might be the better option and mentioned that sponsors prefer weekdays. Sharon will investigate the different tracts. An inquiry was made as to a possible location change from Austin to Dallas or San Antonio. Sharon commented that the hotel costs were less in the Austin area and this location offered a better opportunity for attendance of governmental employees. A unanimous decision was made to continue in Austin.</p> <p>David Cappelli commented that current trends for meetings are Thursday afternoon, Friday all day, and Saturday morning. The Pre-Board Summit meeting could be Thursday morning with a late brunch as suggested by Dr. Harrington.</p> <p>Josefine Wolfe commented that the American Public Health Association Meeting is in Chicago from October 31 through November 4, 2015.</p> | Beth to book hotel in Austin. |

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| | Sharon commented that we need to plan for enough adequate time for quality programming. Beth will reserve hotel and space for Thursday, Friday, and Saturday. | |
| Budget and Finance | Dr. Lee is the Chair with Beth Stewart as mentor. Dr. Harrington requested that Beth prepare a budget by the end of December to be voted on in January. | Beth to prepare a budget by the end of December. |
| Special Committees: Legislative and Advocacy | Beth volunteered to serve as Chair of this committee. The past President can be Chair of any committee. The legislative sponsor for our bill was not re-elected so another sponsor will need to be found quickly for this year's session. Will need to schedule a conference call very soon to address this issue and to discuss student loan re-payment. A priority for DSHS is to re-establish student loan re-payment. May need to form a bridge with TDA to pursue loan re-payment. Dr. Harrington and Michelle Landrum along with Dr. Cappelli and Dr. Owens volunteered to serve. Beth will also ask Cathy Blunck to serve on the committee. | Find a legislative sponsor for our bill Schedule a conference call with DSHS and TDA to discuss student loan re-payment. |
| Special Committees: Interprofessional Collaboration | Chaired by Christina Murphey. Ms. Murphey had nothing to report | |
| Oral Health Literacy | Chaired by Michelle Landrum. Ms. Landrum had nothing to report | |
| Public Relations | Chaired by Dr. Erik Harrington. Dr. Harrington had nothing to report. | |
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| Work Groups | | |
| Adult/Elder Oral Health | Co-chaired by Julie Martin and Melanie Taverna Goals: 1) Recruiting dentists from other states. 2) Support DSHS efforts 3) Add special care dentistry. Julie will ask Dr. Reddell to join the group | |
| Maternal Child Oral Health | Chaired by Dr. Sherdeana Owens. Focus on a Pregnancy Care Program would be too large so plan to concentrate on Teen Pregnancy Programs in Houston ISD for which Dr. Ladrillo will spearhead. Goals: 1) Evaluating 2) Dissemination plan for education 3) Effective pilot program Christina Murphey volunteered to work with the group Beth asked Josefine to write concept paper for teen pregnancy. Dr. Lee volunteered to work with the group. | |
| | Both groups have list-serves to aid with communication. | |

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| VII. Old Business 4:13 | Michelle Landrum, Cathy Blunck and Dr. Reddell developed a rubric scoring method during the summit for use in judging the posters next year. | |
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| VIII. Announcements 4:20 | Next Meeting will be sometime late January with Dr. Cappelli and UTHSCSA to co-host. Dr. Cappelli will check with the Omni Hotel closest to the campus regarding lodging. | |
| | TxOHC won an award from Oral Health America for 500 Philips Sonicare toothbrushes. Erik expressed his thanks to the group. | |
| Tentative January Agenda Items | 2015 Strategic Plan 2015 Proposed Budget Sustainability-2015 primary priority Membership dues- Beth to provide power-point presentation Contract for Executive Director Contract for Social Media Manager Contract for Grant Writer Add/revise web pages regarding school based oral health programs and | |

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| | elder oral health programs Use Oral Health Texas website for state oral health plan like Oral Health Colorado. http://www.oralhealthcolorado.org/oralhealthplan/ Need conflict of interest signed for Dr. Mac Lee, Christina Murphey, and Dr. Erik Harrington – Beth will mail them one to sign and return Schedule Board meetings for the year and post Confirm Summit dates for 2015 Summit theme Discussion of Bylaws change and the addition of new members to the BOD | |
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| VI. Adjournment |
| Motion to adjourn by Sharon Dickinson |
| Seconded by Sherdeana Owens |
| Meeting adjourned at 4:30 |
| Next Meeting: TBA |

Approved By: _____

Date: ____1/30/2015_____