

Minutes  
Texas Oral Health Coalition  
Face to Face Board of Directors Meeting  
Wyndham Garden Austin  
February 22, 2020

**Call to Order:**

The Texas Oral Health Coalition (TxOHC) Board of Directors (BOD) met prior to the February Board Meeting to discuss and update the 2019-2021 strategic plan. Chairperson Nancy Cline called the meeting of TxOHC BOD to order on February 22, 2020 at 1:12 pm CDT.

**Members Present:**

Nancy Cline, RDH, MPH; Sharon Dickinson, CDA, CDPMA, RDA, CPFDA, CRFDA; Johanna DeYoung, BSN, DDS, MPH; Maryam Tabrizi, RDH, DMD, MPH, CFMP; Sherdeana Owens, DDS, MPA; Annaliese Cothron, MS; Kila Johnson, DDS.; Russell Reddell, DDS, MBA; Michelle Landrum, RDH, M.Ed; Ankit Sanghavi, BDS, MPH

**Members Absent:**

Deborah Jones, PhD, MSN, RN; Sandy Tesch, RDH, MSHP

**Others Present:**

Beth Stewart, RDH, TxOHC Executive Director (ED), Jessica Stewart, MA, TxOHC Coalition Coordinator (CC)

**Call to Order – Chairperson Cline:**

Chairperson Cline welcomed those present. Roll call was taken. Verbal confirmation of a quorum was established. With no additions to the agenda, Johanna DeYoung moved to approve the agenda as presented. Sherdeana Owens seconded the motion. The motion was passed unanimously. Johanna DeYoung and Kila Johnson volunteered to review the February 22, 2020 minutes.

Board members were asked to review the Board Snapshot and to pay their membership dues and/or make their annual contribution if noted that they were due.

Chairperson Cline asked for Conflict of Interest updates from BOD members. There were none.

**Minutes:**

The January 28, 2020 minutes were reviewed. Johanna DeYoung moved to approve the minutes as circulated. Kila Johnson seconded the motion. The motion passed unanimously.

**Treasurer’s Report:**

Treasurer DeYoung and ED Stewart gave the Treasurer’s report. The financial reports were reconciled through January 2020. After discussion, the reports were filed for audit. ED Stewart noted all financial reports are available to the BOD via the Dropbox.

Treasurer DeYoung reported on the new process for financial review. The Budget and Finance Committee met and reviewed the CPA’s report regarding the need for financial reviews. Upon discussion the Committee decided the Treasurer would review the bank statements and financial

reports monthly and sign off on them. The Treasurer reviewed the last two (2) months prior to this meeting and finding no errors, signed off on them.

**Committee Reports:**

❖ Board Governance: Committee Chair Kila Johnson

- ✓ Standing Rules. Dr. Johnson presented the revised rules for consideration by the Board. The BOD reviewed the following Standing Rules:

- Board Governance Committee Guidelines
- Policy on Governance
- Director Responsibilities
- Officer Responsibilities
- Budget and Finance Committee Guidelines
- Reimbursement Policy and Request Form
- Non Discrimination Policy
- Financial Guidelines

After discussion, Sherdeana Owens moved to approve the Standing Rules as Amended. Maryam Tabrizi seconded the motion. The motion passed unanimously.

- ✓ Nominations: The Committee will be working on nominations for the 2020-2022 BOD. Positions to be filled are: Chair Elect, Secretary, Treasurer and three (3) Directors. The slate will be presented to the BOD and then presented to the general TxOHC membership thirty (30) days prior to the election which will be held during the TxOHC 2020 Annual Meeting.

❖ Membership: Committee Chair Annalise Cothron reported that the committee met. ED Stewart reported as of 2/14/2020 the 2020 membership is 51 individual members and 1 student.

- ✓ Committee Chair discussed the February membership drive which awards the member who recruited the most new members with an Amazon gift card.
- ✓ Ms. Cothron noted the committee would create a template letter for the BOD to use to invite people to join TxOHC. She will provide a contact list with names and email addresses for BOD members to use in their outreach.
- ✓ The committee will develop an elevator speech for the BOD to use.
- ✓ Ms. Cothron discussed a proposal from the committee that would require BOD members to make a minimum annual contribution of \$100.00 to TxOHC. After discussion, Annaliese Cothron moved that each TxOHC BOD member make a \$100.00 minimum annual donation to TxOHC, in addition to the annual dues of \$50.00. BOD members may speak to the Board Chairperson to reduce the amount if this is a hardship. Board members may pay the pledged amount throughout the fiscal year. Johanna DeYoung seconded the motion. The motion passed unanimously.

- ✓ The BOD discussed the use of a Listserv. The rules and guidelines for the TxOHC Listserv need to be discussed and approved at the April 2020 BOD meeting.
- ❖ Older Adult Workgroup: Committee Chair Maryam Tabrizi
  - ✓ The rack card project is expanding to Houston, with a launch date of October 2020.
  - ✓ ED Stewart and Dr. Tabrizi are discussing a partnership with UT Houston regarding Project ECHO (Extension for Community Healthcare Outcomes) a telementoring virtual education program.
- ❖ Maternal Child Work Group – Texas Tooth Steps: Committee Chairman Owens reported that the Texas Tooth Steps program is scheduled for several presentations in Corpus Christi this Spring 2020. We will work with Superior Health Plan Baby Showers and the Driscoll Children's Hospital Cadena De Madres baby shower program. The Texas Two Steps plans to give out an additional 40 gift bags.

#### **Other Reports**

- ❖ Texas Fluoridation Campaign: ED Stewart discussed the Fluoridation Campaign to date. She reported the Texas Fluoridation website is being revised. She discussed the need for three (3) in person trainings in Fall 2020 as part of the deliverables.
- ❖ Regional Oral Health Coalitions: ED Stewart and Chairperson Cline discussed the future relationship of the Regional Coalitions to TxOHC with input from Ankit Sanghavi. The Texas Health Institute (THI) will contact TxOHC for future discussion.
- ❖ Texas Oral Health Conference: ED Stewart noted the planning team meets regularly and is on track to submit the Department of State Health Services' document packet soon. Expect a great agenda and interesting topics for the two (2) day meeting. The TxOHC Annual Meeting has been scheduled to be held during the conference on Friday July 10, 2020, at noon.
- ❖ TxOHC logo update: ED Stewart gave an update regarding the logos. The BOD previously voted on logos and instructed ED Stewart to make the decisions moving forward. The logo will be launched at the Annual Meeting in July 2020.
- ❖ Report from Coalition Coordinator Jessica Stewart: Ms. Stewart provided a verbal report on her normal work activities.

#### **Other business:**

- ❖ The BOD discussed changing the title of Coalition Coordinator to Operations Coordinator. The position is held by Jessica Stewart. Russell Reddell moved to change Jessica's title to Operations Coordinator. Motion was seconded by Maryam Tabrizi. Motion passed unanimously.

- ❖ Financial Development Consultant. ED Stewart is working on scheduling financial development consultant Carrie Gray with Burnham-Gray, to provide a presentation during a face-to face meeting in September, 2020. Chair Elect Johnson and ED Stewart are working on finding a date.
- ❖ Executive Session: The BOD went into executive session excusing ED Stewart and CC Stewart at 3:05 pm. The BOD returned to the open meeting at 3:30 pm. The TxOHC staff evaluations were discussed.

**Announcements:**

- ❖ National Oral Health Conference – April 4-8, 2020 San Diego, CA.
- ❖ THSteps Conference - May 28, 2020, San Angelo, TX.
- ❖ OPEN, Inc. National Convening - date and location TBA
- ❖ Texas Oral Health Conference - July 9-10, 2020, Sheraton Hotel in Georgetown, Georgetown, TX.
- ❖ TxOHC Annual Meeting - July 10, 2020 12:00 noon - 1:30pm, Sheraton Hotel in Georgetown, Georgetown, TX.

With no further business to come before the BOD, the meeting was adjourned at 3:43pm.

Respectfully submitted,

Sharon Dickinson  
TxOHC Secretary