



**American Academy of PAs Board of Directors Meeting
November 15-17, 2019
Alexandria, VA
Minutes**

I. Call to Order & Welcome

- Dave Mittman, President and Chair of the Board, called the meeting to order at 8:32 a.m. (EDT) on Friday, November 15 and read the conflict of interest statement.
- Todd Pickard, Director and First Vice Speaker of the House of Delegates, read the BOD values, which were reaffirmed by the group.

II. BoardEffect Platform

- Anil Ravandur, Vice President, Technology and Ann Davison, Senior Director, Board of Directors and Governance introduced BoardEffect, a new technology platform to enhance the efficiency and efficacy of the Board.
- Sarah Miller, BoardEffect Client Advocate, provided a technical orientation.

III. Social Issues: When & How National Organizations Should Engage

- Heather Meade, Principal of Washington Council Ernst & Young and Jeff Birnbaum, President of BGR Public Relations spoke to their recommendations regarding association engagement on national social issues. Both spoke to the need to evaluate engagement through the lenses of mission, impact and consequences.
- The presentation was followed by discussion with the BOD and senior advocacy, governance and communications staff. Outcomes included confirmation of AAPA's current assessment process, and importance of advancing PA representation on national advisory boards and guideline development groups that create meaningful, evidence-based solutions.

IV. Finance Committee Report & Discussion

- Diane Bruessow, Secretary-Treasurer and Lisa Gables, Interim CEO, Chief Financial Officer & Chief Development Officer presented the FY19 unaudited year-end financial report and the FY20 year-to-date (through September) financial report.
- Lynette Sappe-Watkins, Executive Director of the PA Foundation (PAF) spoke to PAF operational and programmatic successes in 2019, the history of AAPA's annual donation to the PAF, and a proposal for a 2019 donation.

ACTION 1: Motion that AAPA make an investment in the PA Foundation with a contribution of \$50,000 to support the PA Foundation's mission of empowering PAs to improve health through philanthropy and service. Motion carried.

- Ms. Gables provided an update on the procedures and timeline of transitioning AAPA's fiscal year to align with the calendar year.

V. External Outreach Update

- PA Mittman updated the BOD on various meetings and outreach activities he had participated in since the previous BOD meeting, including: the fall Cross Org meeting; PAEA's annual Education

Forum; a successful call with the AARP and the annual meeting of California Academy of PAs, which included a presentation to the California Medical Board.

- PA Bruessow reported on her participation at the in AAFP annual meeting.
- Beth Smolko, President-elect, reported on her participation at a meeting of the Primary Care Collaborative (PCC) and led a discussion about membership in the PCC.

VI. Title Change Investigation Update

- Donna Nogay, Vice President, Marketing & Creative Services & Digital Operations provided an update on the current status of the Title Change Investigation.
- Karen Morgan, Senior Vice President, Governance & Leadership Development began an initial dialog on how the findings from the investigation may be presented to the HOD and the issues that will need to be considered to determine how the complex decision-making process will progress.

VII. Optimal Team Practice Update

- Carrie Munk, Vice President, Communications presented a series of criteria to measure the progress toward achieving OTP, with a specific focus on the first tenet of OTP, which reads: “Eliminate the legal requirement for a specific relationship between a PA, physician, or any other healthcare provider in order for a PA to practice to the full extent of their education, training, and experience.”

ACTION 2: Motion that the Board affirms that in order to consider that legislation has achieved the first tenet of OTP, a bill must remove the following:

- The PA-physician agreement; and
- The requirement for any type of documentation of a PA-physician relationship (e.g. practice notification, supervision data form); and
- Mandated “collaboration” with a specific healthcare profession, e.g. physicians.

Motion carried.

ACTION 3: Further motion that the BOD affirms that in regard to this tenet of OTP:

- If the legalization applied to nearly all PAs in the state, with minimal exclusion, then the state will have achieved this tenant of OTP.

Motion carried by roll call vote, as follows

	Yea	Nay	Abstain	Absent
Jonathan Sobel	X			
Beth Smolko	X			
Bill Reynolds	X			
Diane Bruessow		X		
Billy Collins	X			
Cooper Couch			X	
Lauren Dobbs				X
Stephen Lewia	X			
Leslie Milteer	X			
Jennifer Orozco	X			
Todd Pickard	X			
Jason Prevelige	X			
Dave Mittman *	--	--	--	--

**The chair of the board only votes in the event of a tie.*

ACTION 4: Further motion, that the BOD affirms that in regard to this tenet of OTP:

- The legislation may include transition to practice provisions (three years or less), in order to have achieved this tenet of OTP.

Motion carried.

- Tillie Fowler, Senior Vice President, Advocacy & Government Relations, along with state advocacy directors, provided an overview of impending 2020 legislation at the state level.
- Daniel Pace, Chief Strategy Officer/Vice President, Education and Research discussed how AAPA is incorporating the concepts of OTP in educational offerings.

VIII. Speaker's Report

- Bill Reynolds, Vice President and Speaker of the House provided a report on House of Delegates activities including the status of five-year policy review, House volunteer committees and charges, and initial stages of HOD scheduling.

IX. Membership Report

- Ms. Nogay provided a report on current membership numbers, and recruitment and retention activities. Opportunities and challenges surrounding student membership and student-to-fellow transition were also discussed.
- Ms. Gables introduced and facilitated discussion on the possibility of engaging contract support to help evaluate AAPA systems, structures, impact and member value to identify new and emerging pathways to further growth and continued relevancy in a changing environment.

ACTION 5: The BOD authorizes the expense of hiring a consulting firm to support re-envisioning the AAPA member value proposition and strategic planning, not to exceed \$600,000, to be expended by December 2020. Motion carried.

X. Nominating Work Group (NWG) Report

- NWG Chair Gail Curtis reported on the work group's efforts to better define the structure surrounding election endorsements and their development of recommended competencies and skill sets per BA-Policy 2400.4.7.
- Following discussion, the BOD determined to not to review the drafted competencies and skill sets in order to ensure any BOD member running for office didn't have advanced insight into the endorsement process which may create an actual or perceived advantage over other candidates.

ACTION 6: Motion that Board members have a timeline of one week to email the NWG chair any criteria they feel is important for the NWG to consider. Motion carried.

- As part of the NWG's work, PA Curtis also recommended the sunseting of multiple BA policies, which were currently out of alignment and/or redundant with AAPA Bylaws.

ACTION 7: Motion that the AAPA Board of Directors sunsets:

BA-2400.4.7

Nominating Work Group (of the Governance Commission):

1. Evaluate and endorse the candidates for the Board of Directors that best meet the anticipated needs of the BOD, as identified by the BOD annually.
2. Proactively educate AAPA membership on the endorsement process

BA-2700.00 Nominating Work Group

BA-2700.1.0

Responsibilities

- a. Receive applications from potential candidates
- b. Prepare a single or multiple slate of candidates for the following elected positions:
 - President-elect,
 - Secretary-treasurer (in even numbered years),
 - Directors at large (2 in even numbered years and 3 in odd numbered years).
- c. Provide a list of endorsed candidates to the Governance Commission

Motion carried.

XI. Student Academy Report

- Cooper Couch, Student Director provided a report on the work of the Student Academy including addressing social media usage, committee structure and charges, leadership development opportunities and student engagement in the Leadership and Advocacy Summit and advocacy efforts, generally.

XII. Internal Affairs Committee

- Todd Pickard, IAC Chair, reported on the progress of the volunteer disclosure process and the intent to further improve awareness of the process.
- Ms. Gables informed the BOD that Reamer Bushardt, editor of JAAPA, had provided a verbal notice of resignation effective December 3; transition planning will begin once written notice is received.
- PA Mittman requested that staff impart the BOD's thanks to PA Bushardt for his many years of service.

XIII. Commission Reports

- Board Representatives to the AAPA Commissions provided verbal reports characterizing the ongoing work of their respective commissions.
- PA Mittman reported that the ad hoc committees he established – telehealth, family practice, and psychiatry and mental health – have begun their work.
- A report was provided on the status of the Joint Governance Commission Task Force and the Task Force on the Current and Future State of PA Surgical and Procedural Practice.

XIV. Constituent Organization Business

Constituent Relations Work Group

ACTION 8: Motion that the AAPA Board of Directors approves the Constituent Relations Work Group recommendation to formally affiliate with the Special Interest Group known as PAs in Wilderness Medicine. Motion carried.

ACTION 9: Motion that the AAPA Board of Directors grants a new Affiliation Agreement with the Lesbian, Bisexual, Gay, and Transgender PA Caucus”, or “LBGT PA Caucus” (formerly the Lesbian, Bisexual, Gay, and Transgender Caucus of AAPA). Motion carried.

State Chapter Membership

- Jason Prevelige, Director-at-Large led and facilitated a discussion on potential strategies that can be employed to help Chapters boost membership. Discussion included resource and expertise provided by AAPA, as well as how to connect chapters to share lessons learned.

XV. PA/NP Federal Pay Parity Discussion

- Tate Hauer, Vice President, Federal Advocacy and Mr. Pace, provided a report on the history of PA/NP pay disparities between in the federal/military workforce, an analysis of current data on public vs. private sector PAs, and AAPA’s ongoing efforts to address the lack of parity.
- LTC Sharon Rosser, President-elect of the Society of Army PAs and Col. Amy Jackson participated in discussion.

XVI. Center for Healthcare Leadership and Management

- Ms. Gables reported and led discussion on the re-envisioning of AAPA’s employer engagement programs. With the consensus support of the board, staff will continue toward a redevelopment of employer-based services and programs.

XVII. International Liaison

- PA Mittman introduced a proposal to establish a new volunteer position to support greater AAPA participation and leadership in the international PA Community.

ACTION 10: Whereas the international PA community is expanding and whereas AAPA participation has been lacking compared to other organizations, motion that the AAPA creates an ad hoc group of AAPA Ambassadors and charge them with advising AAPA on the international scene. Following a successful motion to call the question, the motion carried by a hand vote of 10 in favor and 3 opposed (no abstentions).

- Board members were invited to submit names of PAs who are engaged internationally who may be interested in supporting AAPA’s growing international involvement.

XVIII. NCCPA Public Education

- PA Mittman shared outcomes from a conversation with NCCPA leadership regarding NCCPAs and AAPA Public Education efforts and led a discussion on the need and desire for greater collaboration between the two organizations.

XIX. Level-Setting Priorities, Expectations & Capital (Human/Financial) Capacity

- Ms. Gable and the CSO team shared opportunities and challenges on the rapidly growing body of AAPA work and its impact on AAPA resources, including staff.

XX. CEO Search Committee Report

Jonathan Sobel recused himself and left the room during discussions involving the CEO Search.

- PA Smolko, in her capacity as Chair of the CEO Search Committee, provided a status report to the Board of Directors.
- David Martin of Sterling Martin Associates joined the BOD to offer his perspectives on the process.

XXI. Old Business

Competencies for the PA Profession

- Lisa Gables reported on the process to finalize the Competencies for the PA Profession, including AAPA's successful request for a public comment period, projected timeline for review, and Cross-Org collaboration.

BOD Manual Disciplinary Section Follow-up

ACTION 11: Motion to amend mend Section V. BOD Roles And Responsibilities - Subsection C. as follows:

“5. Violations of the duties and responsibilities of office (or Bylaws, policies or procedures related to those duties) may be adjudicated by the Board of Directors if the charges are administrative in nature or do not cause material harm to the AAPA, including the reputation or mission of the AAPA. All other complaints/observations and all second/subsequent complaints or observations with the exception of HR and staff-related issues ~~—which are addressed in accordance with the staff policy handbook—~~ must be referred to the JAC.

ANY FORMAL COMPLAINT BROUGHT TO THE BOD BY AN EMPLOYEE WILL BE INVESTIGATED IN ACCORDANCE WITH AAPA HUMAN RESOURCES POLICY IN THE AAPA STAFF POLICY MANUAL. THE CHAIR OF THE BOARD (OR ANOTHER MEMBER OF THE BOARD NOT INVOLVED IN THE COMPLAINT, IF THE CHAIR OF THE BOARD IS INVOLVED OR PERCEIVED TO BE BIASED) WILL BE ENGAGED THROUGHOUT THE PROCESS.”

Motion carried.

Proposed Attestation to Uphold BOD Commitment to Ethical Governance

- Ms. Morgan and Ann Davison, Senior Director, Board of Directors and Governance, reported and led discussion on the outcome of a BOD request to explore an ethics attestation for elected officials.

ACTION 12: Motion to table definitely until the next meeting. Motion carried.

BA-Policy Update

- The Board considered BA policy that required updating based on 2019 Bylaws amendments surrounding election procedures.

ACTION 13: Motion that the AAPA Board of Directors sunset BA-2600.1.6.

~~“At the first Board of Directors meeting of the leadership year, the Board of Directors will determine the election process schedule, which will be posted on AAPA’s website within two weeks”~~

ACTION 14: Motion that the AAPA Board of Directors amend by deletion BA-2600.1.2.

~~“Self-declaration of candidacy for elected office on the Board of Directors of AAPA, excluding the House Officers, must concur by a date determined by the Board of Directors and the date must be publicized to the general membership.”~~

Financial Impact Analyses

- Ms. Gable and Ms. Morgan presented a requested financial impact statement relating to a proposed cap allocation increase to the BOD’s compensation for lost wages and a proposed organization-wide increase to travel meal per diem.

Action 15: Motion that the BOD not increase Board [compensation for lost wages] reimbursement, at this time. Motion carried.

ACTION 16: Motion that the Board of Directors approves a rate increase of \$76 per diem for travel to the DC metropolitan area, to be adjusted annually to reflect current GSA rate and \$55 per diem for all other locations, effective immediately, understanding that there will be a potential \$10,000 to \$15,000 variance to the previously approved Board budget. Motion carried.

Continuity of Operations Plan (COOP)

- Ms. Gable and Ms. Morgan presented the updated Continuity of Operations Plan.

XXII. New Business

Gavin Grim v. Gloucester County School Board

- PA Bruessow reported on AAPA history with the national court case of Gavin Grim v. Gloucester County School Board, and current status of the case and the request for AAPA to sign onto an amicus brief to the current court.
- Information was provided on review of the document by legal counsel and currently ongoing review by the Commission of the Health of the Public.

ACTION 17: Whereas the Secretary-Treasurer has assured the Board that the content of the brief is the same, whereas the BOD had previously supported it, whereas other healthcare organizations have signed on, motion that the AAPA Board of Directors approve the brief, as presented, provided the HOTP has no opposition. Motion carried.

Looking Ahead to the Five-Year Strategic Planning Process

- Ms. Gables provided initial insight into the five-year strategic planning process.

Advisory Committee on Immunization Practice (ACIP)

ACTION 18: Motion that the AAPA to sign on as an 'approved by' entity for ACIP's 2020 Recommended Adult Immunization Schedule and Recommended Child and Adolescent Immunization Schedule. Motion carried.

National Academies – Committee on High Quality Primary Care

- Ms. Morgan reported that LCDR Ben Olmedo has been named to the National Academies of Sciences, Engineering, and Medicine's Committee on High Quality Primary Care. She thanked the BOD for their support in identifying PA nominees for this opportunity.

XXIII. Approval of Previous Meeting/Action Records

ACTION 19: Motion to approve the updated March 2019 and May 2019 Board meeting minutes, the July 2019 Board meeting minutes, and the August 2019 UWC Action record. Motion carried (one abstention).

ACTION 20: Motion to adjourn at 1:11 pm (EDT) on Sunday, November 17, 2019. Motion carried.



Diane Bruessow, Secretary-Treasurer

March 8, 2020

Board of Directors Members in Attendance

Dave Mittman, President and Chair of the Board
Jonathan Sobel, Immediate Past President
Beth Smolko, President-elect
Bill Reynolds, Vice President and Speaker of the House of Delegates
Diane Bruessow, Secretary-Treasurer
Billy Collins, Director-at-Large
Cooper Couch, Student-Director and Student Academy President
Lauren Dobbs, Director-at-Large (via conference call, partial meeting)
Stephen Lewia, Director-at-Large
Leslie Milteer, Director and Second Vice Speaker of the House of Delegates
Jennifer Orozco, Director-at-Large
Todd Pickard, Director and First Vice Speaker of the House of Delegates
Jason Prevelige, Director-at-Large
Lisa Gables, Interim CEO / Chief Financial Officer & Chief Development Officer

Guests

L. Gail Curtis, Nominating Work Group Chair (via conference call, partial meeting)
Sharon Rosser, President-elect, Society of Army PAs (partial meeting)
Amy Jackson, AAPA Member (partial meeting)
David Martin, Sterling Martin Associates (partial meeting)

Staff Members in Attendance

Ann Davison, Senior Director, Board of Directors and Governance

Karen Morgan, Senior Vice President, Governance and Leadership

Staff Members in Attendance (Partial Meeting)

Dennis Alexander, VP, State Advocacy & Outreach

Patricia Beeson, Vice President, Human Resources

Tillie Fowler, Senior Vice President, Advocacy & Government Relations

Erika Miller, Director, State Advocacy and Outreach

Shannon Morey, Director, State Advocacy and Outreach

Carrie Munk, Vice President, Communications & Media Relations

Donna Nogay, Vice President, Marketing & Creative Services & Digital Operations

Daniel Pace, Vice President, Education and Research & Chief Strategy Officer

Stephanie Radix, Senior Director, State Advocacy and Outreach

Lynette Sappe-Watkins, Executive Director, PA Foundation

Carson Walker, Director, State Advocacy and Outreach