

**CCLHDN Board Call Agenda**  
**Thursday, December 22, 2016**  
9:30 – 11:00 am

<https://global.gotomeeting.com/join/877277437>

Conference Line: (571) 317-3122 Access Code: 877-277-437

**2016-17 Voting Board Members**

Steve Baldwin, President  
Maridet Castro Ibanez, President-Elect  
April Jurisich, Treasurer  
Jaime Flores, Membership Secretary  
Elaine Emery, Past President

**Committee Chairs**

Conference – Nayan Patel  
Communications – Nori Grossmann  
Policy – Niaomi Hrepich

**State Staff**

Jake Hanson

Time	Agenda Item	Discussion Lead	Notes/ Action Steps
9:00	Roll Call/Agenda Review	Steve	<ul style="list-style-type: none"> <li>Steve, Maridet, Elaine, Jake, April, Nayan, and Jaime.</li> </ul>
9:10	<b>Committee Reports:</b>		
	❖ Conference	Nayan/ Steve	<ul style="list-style-type: none"> <li>Conference theme- policy</li> <li>Have 3 planning committee members</li> <li>Trying to recruit local speakers               <ul style="list-style-type: none"> <li>Potentially Sue Forrester, Diane, Dr. Handler</li> </ul> </li> <li>Conference insurance               <ul style="list-style-type: none"> <li>Researching necessity of insurance through the Nonprofit Insurance Alliance since we are a voluntary (and unpaid) board</li> <li>Directors and officers insurance costs \$600/year</li> <li>April thinks conference attendees are double covered by California</li> </ul> </li> </ul>

			<p>Endowment's insurance and each county's health department's insurance</p> <ul style="list-style-type: none"> <li>○ Board voted to purchase D&amp;O insurance and will discuss liability insurance once we get the quote</li> <li>○ Elaine will ask lawyer "How important is it to have general liability and D&amp;O insurance if we are an unpaid board?"</li> </ul> <ul style="list-style-type: none"> <li>● CSUS MOU needs to be signed by Steve so Nayan can work with them on the conference <ul style="list-style-type: none"> <li>○ CSUS addressed all questions the board had and board feels comfortable signing off on MOU</li> </ul> </li> </ul>
	❖ Communications	Nori	<ul style="list-style-type: none"> <li>● Newsletter went out to 130 people and was opened by 70 people</li> <li>● Timeline for next newsletter- will ask Nori next month</li> <li>● Communications committee plans on sending out a follow-up email to members about the opportunity to share and connect with other PHN's</li> </ul>
	❖ Policy	Niaomi	<ul style="list-style-type: none"> <li>● Committee update next month</li> </ul>
	❖ Bylaws	Elaine	<ul style="list-style-type: none"> <li>● Bylaws update: <ul style="list-style-type: none"> <li>○ We need to address lawyer's comments before Elaine re-connects with her</li> <li>○ Will move forward with bylaws and identify ourselves as CCLHDN Inc. anywhere it currently has CCLHDN</li> <li>○ Need to add to bylaws that board members can be primary or associate members</li> <li>○ Will table all comments related to membership for now and discuss</li> </ul> </li> </ul>

			<ul style="list-style-type: none"><li>○ at a later date and after Maridet talks to Leah</li><li>○ Pg. 4- Are board members also employees? The answer is “If any, employees are under contract.”</li><li>○ Pg. 5- Under President-Elect, do we have a policies and procedures manual? In the past the President-Elect has updated the job duties statements. Will change language in the bylaws to “Develop, maintain, and update CCLHDN position descriptions and other documents as requested by the board.”</li><li>○ Pg. 6- Change the language under Salaries to “The Board of Directors positions are unpaid.”</li><li>○ Elaine will ask lawyer about the comment “when the non-profit Board positions are unpaid, there is immunity from liability” and how does C below relate to this change?</li><li>○ Pg. 8- Change to “For the purpose of transacting membership business,”</li><li>○ Will discuss the quorum for transaction of business next month</li><li>○ Need to re-visit the comment about a Public Health Nutritionist having to be an RD after we survey the members and potentially amend bylaws next cycle</li><li>○ Ask the membership at the member meeting during the</li></ul>
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			<p>conference to complete a short survey “Do you think we should open our membership to other entities?”- Maridet will create survey</p> <ul style="list-style-type: none"> <li>○ Maridet will call Leah and ask if the workforce is changing for other affiliates</li> </ul>
	❖ Nominating	Elaine	<ul style="list-style-type: none"> <li>• Update on how recruitment is going <ul style="list-style-type: none"> <li>○ Will discuss next month</li> </ul> </li> </ul>
9:30	<b>Officer Reports:</b>		
	❖ President	Steve	<ul style="list-style-type: none"> <li>•</li> </ul>
	❖ President-Elect	Maridet	<ul style="list-style-type: none"> <li>• Chronic Disease Prevention Management leadership project led by CCLHO- potential connection for CCLHDN members with this project (Steve participated on call 12/12/16) <ul style="list-style-type: none"> <li>○ Will discuss next month</li> </ul> </li> </ul>
	❖ Treasurer	April	<ul style="list-style-type: none"> <li>• Membership dues received <ul style="list-style-type: none"> <li>○ Will discuss next month</li> </ul> </li> <li>• Need to see Lacey’s contract since she’s invoicing CCLHDN for managing the website- Jake will ask Lacey for it <ul style="list-style-type: none"> <li>○ Lacey was paid \$450 on 9/26/16 for work on the website from January through mid-September 2016</li> </ul> </li> </ul>
	❖ Membership	Jaime	<ul style="list-style-type: none"> <li>• Discuss script and strategy for reaching out to counties <ul style="list-style-type: none"> <li>○ Will email county directors list to the board so everyone can sign up for the counties they want to contact</li> </ul> </li> </ul>

	❖ Past President	Elaine	
9:55	<b>CDPH staff report</b>	Jake	<ul style="list-style-type: none"><li>• Listserv update<ul style="list-style-type: none"><li>○ Will discuss next month</li></ul></li><li>• Membership survey update<ul style="list-style-type: none"><li>○ Will discuss next month</li></ul></li></ul>
10:00	<b>January monthly call</b>	Steve	<ul style="list-style-type: none"><li>• January 19<sup>th</sup> from 9:30-11:00 am</li></ul>