



JUNE 26, 2013 EXECUTIVE COMMITTEE MEETING MINUTES

PARTICIPANTS:

Joan Combellick, CNM, MS, MPH,
Kris McVea, MD, MPH

Absent

Hugo López-Gatell Ramirez, MD, MS, PhD
Rosemary Sokas, MD, MOH

STAFF PRESENT:

Karen Mountain, MBA, MSN, RN
Deliana Garcia, MA
Charlotte McMann

MINUTES

- I. REVIEW AND APPROVE MAY 22, 2013, EXECUTIVE COMMITTEE MEETING MINUTES**
- II. DISCUSS AND APPROVE APRIL FINANCIAL STATEMENTS**
- III. REVIEW REVISED ADVOCACY AGENDA**
- IV. RETREAT PLANNING**

DISCUSS AND APPROVE APRIL FINANCIAL STATEMENTS

Ms. Mountain opened the meeting. Dr. McVea suggested beginning with the financial statements. Ms. Combellick informed the group that Ms. Penn would not be on the call but she sent preliminaries for April and May. It was not the full report, and the committee will have to wait because Ms. Penn is doing some double checking due to change of staff last month. Ms. Combellick informed the group that it would not change the outcome of the final report that the board received. Dr. McVea expressed concern for the liabilities and some of the percentages that were off possibly due to formatting. Ms. Mountain informed the board that Ms. Penn and her assistant will take a look at it and fix the concerns that were mentioned. In conclusion the board decided that they will wait until the next meeting to approve the financial statements.

**REVIEW AND APPROVE MAY 22, 2013, EXECUTIVE COMMITTEE
MEETING MINUTES**

Ms. Mountain began the discussion to review and approve the minutes for the May 22 meeting. She noted that HRSA now recommends that MCN have something in their bylaws that the board must approve the HRSA grant and budget. In between our last call and this one, MCN did receive the award and is moving forward with a work plan. It has been reviewed and initiated by affiliates in Washington.

REVIEW REVISED ADVOCACY AGENDA

Ms. Mountain opened a discussion about a review of the status of items from the May 13 board meeting, beginning with the advocacy agenda. Ms. Garcia thanked the board for their several comments, which were helpful. Staff collected all the input, including some additional language that Dr. Zavala-Suarez provided. The new piece was formatted using the letterhead and logos so that it could be sent out. Ms. Garcia informed everyone that the agenda is now available on the board forum so that it can be downloaded and she will be sending it out to some of MCN's partners so that they will know that MCN would be a good partner to them on these particular issues of immigration reform and healthcare reform. Ms. Garcia said that if the board felt the document should be modified, we could certainly incorporate those modifications. Ms. Combellick asked if there needed to a vote on this, and Ms. Mountain stated that as long as the board agreed with the information presented then no vote was needed. Ms. Mountain reiterated that staff did take the board's comments into consideration as it was reviewed and staff incorporated those changes to the document. Ms. Combellick said she thought the document looked good. Ms. Garcia expressed appreciation and said that MCN would send it out to organizations such as Farmworker Justice, APHA and other of our colleague organizations. Ms. Combellick asked whether another vote was needed to approve it. Ms. Garcia asked if the board would like to approve. Ms. Combellick suggested waiting until more board members were available to vote on the agenda or a poll could be created online again to get the board approval. Ms. Garcia gave the option of sending it out as an attachment to an email identifying it as the final version of the Advocacy Agenda, noting that it is up on the board Forum for the board's use; and to please let staff know if there are any changes to it. Ms. Combellick agreed that would be a way for the board to have final closure on the document.

ADDITONAL DISCUSSION

Ms. Mountain updated the board about the children's book, and stated that Dr. McLaurin found a publisher that works with special populations and literature for children. Dr. McLaurin has put together some additional information for the publisher and submitted it for their approval. Ms. Mountain noted that MCN is pushing forward with the children's book but we have not heard anything back as of yet.

Ms. Garcia addressed two of the three remaining action items from the May meeting. She reviewed MCNs' progress on putting together a flash drive with content about Health Network and other services that MCN provides. Mr. Moore test-drove the Health

Network slides for us, gave some comments and agreed that the content selected was good but perhaps what MCN needs is a more abbreviated presentation on Health Network. Work on that is in progress. When that is complete the slides will be placed on thumb drives and sent to all the board members with the next piece, which is the overview slides for MCN. Jillian is preparing those. Ms. Garcia said that this is another piece we will ask the board to review, even potentially use, and make sure that in discussion, it serves you to be able to describe MCN and the work that we're doing. It describes our mission, the purpose of our work, how our services, how it is that we are aligned with our compass points and structure, and then gives an example of programs and services, resources and materials, education and updates, using those three points to be able to speak about MCN quickly and succinctly. That will also be on the thumb drive in a separate folder. This will help the board when they are discussing MCN with healthcare providers and doing presentations about MCN. Ms. Mountain noted that another piece being finalized is the 2012 Year in Review, a nice piece that can be printed on slick legal-sized paper and folded and makes a lovely brochure, highlighting all the different areas of activity for the year 2012. That will also go on the thumb drive. We hope to have all those pieces ready within the next few weeks.

RETREAT PLANNING

Ms. Mountain provided an update on where we are on planning for the retreat for 2014, which will take place at the Hyatt. It will take place January 10, 11 and 12. The board will be coming in on a Friday as we have done for the last several years and meeting for dinner Friday night, then Saturday there will be an all day meeting, and then Sunday morning, concluding by noon. Ms. Mountain noted that we are working on when to bring the staff in. We want them to be available so the board can see and talk with them, but knowing that the context for your meeting is board-related and not the work that the staff is doing at the retreat. At this time MCN is still working out the logistics of dates, and times, staff schedules, and costs. We were able to book the Hyatt at roughly the same cost as last year. We are planning a dinner Saturday night, much like we did last year.

A brief discussion followed about whether to change meeting the schedule for the summer. July 24 and August 28 are the next two scheduled calls. Ms. Combellick was not certain she would be available on August 28.

The meeting adjourned.