**Oklahoma Academy of Physician Assistants**
**June Board Meeting Minutes**
**June 4, 2018**
**6:30 – 8:30 pm**

**Board Members Present:** Alex Garcia, Hussein Torbati, Bridget Keast, Gavin Christie, Tara Watson, Melissa Loftis, Don Flinn, Pam Foster, Theresa Gavula, Diana Wiley
**Board Member Absent:** Ken Stein, Larry Hytche, Bobby Bosse
**Others Present:** Lindsey Gillispie, Saura Shanaki, Phil Burke, Chelsea Fordon, Steve Shirley, Jennifer Dunning, Jose Medina, Sara Parr, Melody Yozzo, Lauren Donaldson, John Click, Paula Montgomery, Audrey Poole, Susan Thomas

## I. Call to Order

a. 6:33 pm

## II. Approval of Agenda

a. **Motion** to approve the agenda made by Hussein Torbati; Bridget Keast seconds; no discussion; motion carries without opposition.

## III. Consent Agenda

a. **Motion** to approve consent agenda made by Don Flinn; Alex Garcia seconds; no discussion; motion carries without opposition.

## IV. Committee Reports

1. OU OKC Student Report – Diana Wiley
    a. On behalf of OU-OKC, we wanted to say thanks for the trip to AAPA. We had nine students attend, three were 2nd years, five were 1st years, and two students went on their own. Three students sat on the student HOD. We had three members elected to be student committee officers.

2. MAC Committee – Don Flinn
    a. The MAC Committee is involved with the people who treat the less able people of Oklahoma. They are going to increase Medicaid reimbursement by 3%.
3. Executive Director's Report – Susan Thomas
    a. The DO conference went well that we exhibited at.
    b. The AAPA conference was another good conference, and I was able to get updated on several items. The NCCPA lecture was very informative, and to date they have 11,000 PAs signed up for alternative testing.
    c. OAPA conference – Discussion involved the luncheon for Friday. It was decided that we would have a Q&A with the board on Friday. The board meeting will be held on Wednesday evening.
    d. The programming solution to offer the discounted membership rate to those registered for the conference would be a coupon code.
    e. Need for a new website was discussed due continued programming issues, administrative user capabilities, and a more user-friendly interface.

        **i. Motion:** Hussein Torbati made a motion to make a one-time sum of 35k available for a new website that will come from savings; seconded by Bridget Keast. The motion passed without opposition.

    f. New Logo - We have the new logo, and we will reveal it at the conference. We need to buy banners and table clothes, the huge banner that goes behind the speaker, table clothes, and the pull-up banners. It may cost about $1500-$2000.

        The board discussed and decided upon three small banners for podiums in each room at the conference instead of the large banner.

        The board discussed having t-shirts with the new logo on them and donate them to PAPAC. It was decided to check prices and order t-shirts. The t-shirts would be used as a giveaway with a $100.00 donation.

4. CME Committee – Alex Garcia, Susan Thomas
    a. I thought we would have all our speakers scheduled, but there are a few that are lacking, but the dual track lectures are all scheduled.
    b. The conference is going well and the Social Committee is working on the details for the reception.
    c. The CME Committee would like to know what the specialty is of PA's attending the conference. Therefore, we are going to check and see if the programmers can add a specialty field to the website registration form.

d. We are also going to have drawings for a free conference registration for next year or 3 nights at the hotel for those who complete the evaluation.

5. Finance Committee – Gavin Christie
    a. The financial report was emailed out for your review. We had a meeting for the budget for next year, and we are talking about how to save money.
    b. The budget has been cut in some areas except for salaries, and we have come up with 30K. We will talk with the PR committee and see how we can save additional money.
    c. Discussion included the hiring of a PA to work part-time for the OAPA. The PA administrator would represent the OAPA at the Capital, committees, hospitals and other areas. The PA would be available to answer questions, help with legislative and PR initiatives, including social media. We want to budget 50k a year with an average of 20 hours a week. This was discussed by the board in detail.
    d. Once the position is approved, we will post it and hold interviews. We have talked about this for several years and need a consistent PA face for the OAPA.
    e. **Motion:** Motion made by Hussein Torbati and seconded to hire a part-time PA for $50,000.00. The motion passed without opposition.

6. Governance Committee – Hussein Torbati
    a. The Governance Committee has developed a plan of what we would like to accomplish in the next four years.
    b. An outline was discussed, and further discussions would take place before a legislative plan is developed and presented to the board for a vote.
    c. Everyone has a copy of the committee members. I will add Amanda Lewis, Trae Beasler, and Saura Shanaki.
    d. It was discussed that students can have a seat on committees but will have no voting rights per the Bylaws.
    e. An email will be sent out with updated committee members for a final vote.

## IV. Old Business

Nothing discussed.

## V. New Business

1. HOD Report – Lindsey Gillispie, Saura Shanaki, Theresa Gavula, Phil Burke
    a) Lindsey Gillispie – There was great info in the House this year that will help with the OTP plan. AAPA is helping us accomplish this. The Oklahoma delegation was the first to contribute 100% to PAPAC and got an award for it. Theresa received an award as well. There was a slideshow on what the AAPA is doing to move to OTP. They talked about

how AAPA growth has increased. There has been a 35% growth in 5 years.

The PA Direct Payment Act – to receive direct payment from Medicare.

The VA has adopted the collaboration language already.

The amount that our national PAPAC has raised is really sad. We raised 111k in one year. Other organizations are doubling that. We need to come up with more ways to raise money state and nationally.

Gender equality was discussed.

They talked about interprofessional team care.

AAPA is going to hire a PR marketing firm. They asked; Do we need to change our name in order to move towards OPT?

Reference Committee C – was focused on students and increasing loan limits for students. We want to be compared to other health care profession.

Also, Res 2018-C-13 was adopted and reads that AAPA supports initiatives for increased funding for development and operation of PA programs at Historically Black Colleges and Universities, predominantly black institutions, Hispanic-serving institutions, and rural serving institutions.

They will send out the summary of actions in the next few months.

2. Theresa Gavula – Regarding the HOD, I have been encouraged to run for Second Vice Chair, but I am not eligible because I am not a HOD delegate or extra delegate. I have talked to several people on the national level, and they have recommended a special election so that I can be eligible to run.
    a. Discussion centered around the OAPA elections process, the election process for a special election and the benefits of having a delegate in this position.
    b. The board agreed that additional information was needed and that an email vote would need to take place ASAP due to the deadlines of adding an extra delegate for 2019.

Adjourn – 8:25 – **Motion** by Melissa Loftis; second by Don Flinn.

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Minutes taken by Audrey Poole, Administrative Assistant

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Minutes reviewed by Susan Thomas, Executive Director

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Don Flinn, PA-C, Secretary

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Pam Foster, PA, President

Date approved by the OAPA Board of Directors: _____

## Addendum to June 4, 2018 OAPA Board Meeting Minutes

## I. Board members emailed regarding special election to the AAPA HOD

On 6/8/18; 10:45 am Pam Foster emailed board members:

Hello OAPA Board,

We will begin with this issues since this is most time sensitive.

Theresa Gavula PA-C has requested the OAPA to hold an election for her to become an extra HOD delegate. She just found out at the recent AAPA annual conference that she has the opportunity to run for Second Vice Speaker. The only way she can run for this position is if she is an elected extra delegate.

As you know in March, the Governance Committee brought us a recommendation for our 2018-2019 Board and HOD ballot to present for a vote by the membership. This ballot was the reflection of our long-range plan outlined and agreed upon during our strategic planning meeting two years ago. We were given the mission to encourage broader member involvement with new board seats and the more experienced members to step back and mentor board members and HOD delegates.

Before the vote to approve the whole board was provided the letter of reconsideration Theresa wrote requesting that she be added to the ballot for HOD delegate. There was no indication of an opportunity or plan of her running for an AAPA HOD officer position at that time. The board voted to approve the ballot as presented with one vote abstaining. The ballot was voted on by the OAPA membership in May.

New information was presented by Theresa at the June 4th OAPA Board meeting that due to changes that transpired at the AAPA annual conference - she would have the opportunity to run for Second Vice Speaker but only if she was an extra elected delegate of OAPA.

The topic of our election process was brought up that AAPA reviewed our bylaws and thought that we might not have done the above process properly. We have been in contact with Ann Davis who is the Vice President of Constituent Organization Outreach and Advocacy for the AAPA who states that we did do everything correctly, that Robert's Rules do not overrule our bylaws. I will have Susan forward you the email with all the correspondence. She further stated that we could have a special election with just Theresa's name on the ballot as an extra delegate.

I know this is a long email. However, it is important to me, as I know it is for the board, that we are very transparent and that we do everything correctly and according to the long-range goals of the OAPA. I know that change is difficult, but we must all work together as a whole based on the majorities decisions. I will open the floor up for further discussion after we have a motion and a second.
Thank you in advance for your consideration Pam

i. Motion made by Bridget Keast: I move that we have a “special election” for the purpose of considering Theresa Gavula, PA-C as an additional alternate delegate to AAPA HOD for OAPA CO. This is with the understanding that reimbursement for travel cannot be awarded as there is no additional funding available in the budget.

Motion amended and seconded by Don Flinn: I would like to offer a friendly amendment to Bridget's motion. There are no longer delegates and alternate delegates to the HOD. There are only delegates, elected by the membership of OAPA. I will second the motion if agreed upon to state she will be an additional delegate to the HOD from Okla.

Final Motion restated by Pam Foster and approved by Bridget Keast and Don Flinn: I move that we have a "special election" for the purpose of considering Theresa Gavula, PA-C as an extra (not additional alternate) delegate to AAPA HOD from OAPA CO. This is with the understanding that reimbursement for travel cannot be awarded as there is no additional funding available in the budget.

ii. Discussion opened on 6/8/18 at 1:49 pm with vote being opened on 6/11/18.

The directors discussed the new information that was presented at the board meeting from Theresa Gavula. It was discussed that there was not an open position available for Theresa to run on a national level until after the AAPA elections.

There was discussion regarding our election process, bylaws and policies and a concern about complying with AAPAs recommendations. AAPA was contacted and AAPA reviewed the OAPA's policies and bylaws and concluded, "OAPA followed its election process correctly based upon OAPA's bylaws and policy. AAPA does not have an issue with the OAPA election process. Roberts Rules of Order suggest a mechanism for candidates to self-declare, but that does not overrule the OAPA bylaws and election policy." AAPA also stated that we could allow for a special election if the board agreed to hold a special election.

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ii. Voting opened on 8/6/18 @ 3:54 pm. Motion carries.

Pam Foster – No
Diana Wiley – Yes
Bobby Bosse – No
Hussein Torbati – No
Don Flinn – Yes
Ken Stein – No
Larry Hytche – No
Gavin Christie – Yes
Bridget Keast – Yes
Melissa Loftis – Yes
Alex Garcia - Yes

## II. Board members emailed to approve final revisions to 2018/19 committee assignments.

On 6/12/18 at 5:17 pm, Pam Foster emailed board members:

OAPA Board - moving on to the next issue

Discussion and vote on the final revised 2018-2019 Committees. The updated list with additional changes that were not all discussed at the board meeting was attached to my email of June 6th

We have a motion from the Governance Committee to approve the final revised 2018-2019 Committees. Since the motion is coming from the committee it does not need a second so I'm opening it up for discussion for the next 24 hours. Ending 5:30 pm on June 13th.

Thank you for your consideration. Pam

i. Motion made from the Governance Committee to approve the final revised 2018-2019 Committees.

ii. Discussion: Discussion ended on 6/13/18 at 5:30 pm with no comments.

iii. Voting opened on 6/13/18 @ 5:34 pm. Motion carries without opposition.

Don Flinn – Approve
Alex Garcia – Approve
Larry Hytche – Approve
Tara Watson – Approve
Theresa Gavula – Approve
Melissa Loftis – Approve
Gavin Christie – Approve
Pam Foster – Approve

## III. Board members emailed regarding PA Advisory Committee nominees.

On 6/15/18 at 3:33 pm, Pam Foster emailed board members:

Hello OAPA Board,

This is the next item we need to address.

As you were made aware from Susan's email a couple of days ago we need to submit a letter to the Oklahoma Medical Board a list of qualified PAs to serve on the PA Advisory Committee. I have only heard from Hussein Torbati who stated that he would be willing to add his name to the list but prefers that Don Flinn be reappointed. This matter needs to be taken care of as soon as possible since the Medical Board meets next week.

Therefore, we need a motion and a second that recommends that the OAPA submit the names of Don Flinn and Hussein Torbati as nominees to the PA Advisory Committee, but recommends that Don Flinn be reappointed I can open this matter up for discussion and then vote.

Thank you, Pam

i. Motion made by Bobby Bosse and seconded by Tara Watson: I motion that the OAPA recommends Don Flinn and Hussein Torbati as nominees to the PA Advisory Committee but recommends Don Flinn to be reappointed to this position.

ii. Discussion: Discussion opened on 6/16/18 @ 5:07 pm and ended on 6/17/18 at 5:30 pm with no discussion.

iii. Voting opened on 6/16/18 @ 5:38 pm. Motion carries.

Don Flinn – Abstain
Alex Garcia – Yes
Gavin Christie – Yes
Hussein Torbati – Abstain
Theresa Gavula – Yes
Larry Hytche – Yes
Bobby Bosse – Yes
Pam Foster – Yes

Bridget Keast – Yes

iv. Vote submitted after ballot closed.

Melissa Loftis - Yes

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Minutes taken by Susan Thomas, Executive Director

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Don Flinn, PA-C, Secretary

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Pam Foster, PA -C, President

Date approved by the OAPA Board of Directors: _____

## Addendum to June 4, 2018 OAPA Board Meeting Minutes

## July 2018 Electronic Ballot

## I. Board members emailed regarding job search committee.

On 7/21/18; 3:15 pam Hussein Torbati emailed board members:

> Hi folks,
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> We had a great retreat and thanks to all those who attended and participated.
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> I am making a motion to the board to approve a Job Search Committee with the following members; John Click, Trae Beasler, and Jeanine Smith.
>
> The committee will interview/re-interview suitable candidates for this position and present their recommendation to the board.
>
> Thanks,
>
> Hussein

i. Motion made by Hussein Torbati and seconded by Pam Foster: I am making a motion to the board to approve a Job Search Committee with the following members; John Click, Trae Beasler, and Jeanine Smith.

ii. Discussion opened on 7/21/18 at 8:38 pm and ended on 7/23/18 @ 12:38 pm

The directors discussed the concern that the committee was composed of three board members and that they should abstain from the formal board vote. The OAPA By-laws and Robert's Rules were discussed.

The director's discussed Bobby Bosse being on the committee.

ii. Voting opened on 7/23/18 @ 12:38 pm. Motion is lost.

Pam Foster – Yes
Sara Parr – No
Bobby Bosse - No
Trae Beasler – Yes
Joey Medina – No
Tara Watson – Yes
Theresa Gavula – No
Gavin Christie – Abstain
Jeanine Smith – Yes
Larry Hytche – No
Hussein Torbati – Yes

Alex Garcia – Abstain

ii. Votes cast outside of policy procedure.
Student Committee Chair – No
John Click - Yes
Don Flinn – Abstain

iii. The OAPA President did not want to exercise their right to cast a second vote to break the tie. The search committee will be an agenda item at the next board meeting.

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Minutes taken by Susan Thomas, Executive Director

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Sara Parr, PA-C, Secretary

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Hussein Torbati, PA-C, President

Date approved by the OAPA Board of Directors: _____