Oklahoma Academy of Physician Assistants
January Board Meeting Minutes
Garden Exhibition Center – Meeting Room 1
3400 NW 36th St., OKC
January 6, 2020
6:30 – 8:30 pm

Board Members Present: Tara Watson, Gavin Christie, Joey Medina, Paula Montgomery, Sara Parr, Jennifer Dunning (via phone), Alex Garcia, Theresa Gavula (via phone) , Larry Hytche (via phone), Erin O'Donnell, Keith Plummer, Jeanine Smith (via phone), John Click, Elizabeth DiSalvatore

Others Present: Allison Garrison, Jan Loftis, Matt Latham, Martin Ramirez, John Cox, Susan Thomas, Audrey Poole, Bridget Keast, Pam Foster, Melody Yozzo, Pam Foster, Devonna A'Belle, Issac Coots, Anthony Robertson, Zachary Sanders,

I. Call to Order
- Tara Watson calls the meeting to order at 6:33 pm

II. Approval of Agenda
- **Motion to approve the Agenda by Theresa Gavula; Gavin Christie seconds. All in favor; motion passes without opposition.**

III. Consent Agenda

1. General Membership Meeting Minutes

2. November Board Meeting Minutes

3. Addendum to November Minutes

4. Student Reports

- **Motion to approve Consent Agenda made by Theresa Gavula; Alex Garcia seconds. All in favor; motion passes without opposition.**

IV. Reports

1. Legislative and Governmental – Jan Loftis and Allison Garrison
   - Two bills have been filed for OAPA:
     1. Reimbursement/PCP/supervision bill
     2. Schedule 2 bill
   - Language was filed. Worked with AAPA staff on language.
   - Allison and Jan have met with many stakeholders. Other meetings have been held, or are in the works with key legislators/committee members.
   - Per the Boards request the advocacy team has been assembled. Matt Lathum, John Cox and Martin Ramirez were in attendance and introduced to the board.
   - Discussed reaching out to other states about how spreading the load of opioid prescribing has statistically helped curb the opioid issues. Testimonials could be used to help educate.
   - The AAPA Grant was applied for. The AAPA will assist in helping with a landing page, ads, and social media. The AAPA will provide 20k to fund this initiative.

2. Governance Committee – Tara Watson
   - The committee met to review Allison Garrison and Susan Thomas employment contracts, and the OAPA General Policy Statement.
   - The duties for Allison Garrison have been updated as well as her full-time status and pay.
   - The duties that Allision Garrison is responsible for has been removed from Susan Thomas' contracted duties.
   - The annual reviews have been updated in accordance to the new job descriptions.
   - Susan Thomas' review was held in June. Allison Garrison has not had her annual review. It was agreed to keep all staff on the same schedule and do the reviews in June.

     - **Motion to approve Allison Garrison's revised employment contract was made by Keith Plummer; John Click seconds. Joey Medina and Sara Parr abstain, all others in favor. Motion passed.**

     - **Motion to approve Susan Thomas' revised employment contact was made by John Click; Paula Montgomery seconds. Motion passes without opposition.**

     - **A motion was made to approve the OAPA General Policy Statement by Keith Plummer. He retracted the motion during discussion.**

     - **A motion to table the discussion for now was made by Keith Plummer, Joey Medina seconds. Motion passed without opposition.**

- The President Tara Watson reminds Board that all committee meetings have to be announced to the Board, just in case anyone else wants to attend. All Committee Meetings in person or by email need to be cc'd to the Executive Director for tracking purposes.

3. Executive Director Report – Susan Thomas
    - The staff met with Back40 regarding the design and layout of the new website. We will be meeting with them at the end of the month to review the design that they develop. The new website is on track to go live in about three months.
    - Still working on the Speaker's Ball attendee list.

4. CME Committee – Saura Douglas
    - The CME committee talked about doing our own review course. The cost would be 20k for the course, that does not include hotel and food. After some discussion the board agreed to not go through with the review course, for it would not be cost effective. OU-OKC will still be doing their review course and all are invited to attend.

5. Finance Committee – Paula Montgomery
    - The Board received the October and November financial reports.
    - We have not had to transfer any money from the saving because we have money coming in from the 2020 due. We are on target.

6. Research Committee – Joey Medina
    - The Research Committee provided a handout and discussed the survey and the demographics of those that took the survey.
    - The Research Committee asked the Board if they could reach out to the membership and do a General Satisfaction Survey.
    - **Motion to have the Research Committee move forward with a strategic plan for a Member Satisfaction Survey this year was made by Keith Plummer, John Click seconds. Motion passes without opposition.**
    - The discussion of looking out of state for data on Schedule II drugs was discussed again. Allison Garrison stated that data would help with the legislative effort.
    - The committee asked when this information was needed and it was stated "yesterday", therefore the committee was informed ASAP.
    - **Motion for the Research Committee to be charged by the board to look for out of state data on Schedule 2 drugs was made by Joey Medina; Keith Plummer seconds; Motion passes without opposition.**

7. Social Committee – Erin O'Donnell
    - Health Care Night with the Thunder – Prices will vary on what tickets you purchase. All tickets come with a Thunder Lanyard. We will have a get-together as the Social Capital before the game and it will be for all members.

- Working on a Tulsa event at the Gathering Place.
- We will be volunteering at the OKC Memorial Marathon this year. The OAPA will have a table and pass out water along the course.

V. Old Business

- None

VI. New Business

- None

Motion to adjourn made by Keith Plummer; Gavin Christie seconds; motion passes without opposition.

Adjourn 8:27 pm