

**ARKANSAS PUBLIC HEALTH ASSOCIATION'S  
HEALTH ADMINISTRATION SECTION**

**Meeting**

**May 11, 2018**

07:00 Breakfast for HAS members

Speaker Ann Purvis

**Call to Order**

The annual meeting of the Arkansas Public Health Association's (APHA) Health Administration Section (HAS) was held Thursday, May 11, 2018 at the Crowne Plaza Hotel in Little Rock, AR. Chair- Jennifer Medley called the meeting to order and welcomed everyone to the meeting.

**Election of Officers**

Chair-Ron Stark accepted the position of Chair.

Vice Chair-Jo Thompson was nominated from the floor and Dena Poteat made the motion to accept by acclamation- approved and accepted.

Secretary-Dena Poteat was nominated by Maria Jones, Seconded by Ann Purvis. Dena accepted the nomination and the motion passed.

Treasurer-Jennifer Medley was nominated by Maria Jones and seconded by Dena. Jennifer accepted the nomination and the motion passed.

Parliamentarian-Dena Nominated Karen Brown, Maria seconded and Karen accepted the nomination and motion passed.

### **Treasurer's Report**

\$1432.44 Balance in bank

\$130.00 in dues collected today

Maria reported no expense to date. Payment for breakfast will come from the balance reported. Dena made a motion to accept the treasurer's report and Ron Stark seconded. Motion carried.

### **Minutes**

Emailed to all members and read to members present. Ron moved that we accept the minutes and seconded by Maria, minutes approved as read.

### **Proposed Amendments**

No changes proposed, no discussion

### **Training survey results**

Jennifer Medley presented the findings of the training survey report. This can be found Arkansas APHA link survey.

### **7 recommendations**

ADH should increase high quality training opportunities for staff on the following topics: Professional development, managing others, leadership, communications, technology, policy and procedure and supervision.

ADH should establish a protocol that will allow employees to set aside a certain amount of time per week/month to complete skills-based and/or professional development training.

ADH should focus on improving online training; including a review of current A-Train modules to ensure the material is up-to-date and accurate.

ADH should establish and train on succession planning processes.

ADH should institute a leadership training program and identify ways to recognize employees who complete the program.

ADH should convene Regional Directors, District Managers, and LHU Administrators to identify and prioritize training needs for education around programs. Programs could be tasked with developing a webinar or other training to cover programmatic details and educate the field staff.

ADH should support the development of program-specific trainings (based on actual job duties and expectations) to enhance new employee orientation training.

### **Next Steps 2018-2019**

What should we focus on:

Communication training based on the new Performance, Goals and Compensation System

*Listening, interpersonal skills, organization and clarity, follows directions, presentation skills*

Streamlined communication processes across the agency

Improved communication from the Main Office to the field

The above came from the survey.

**Other Ideas discussed today:**

Ann Purvis- a memo on what is coming down for Administration

Advocated not to do communication this year on evaluations until communication training is done.

SAS process

EASE

Policy and Procedures need to be more easily readable

Entry level get stuck-Make training available to take on more complicated roles

Common Customer and Greenway will be looking at the capital investment aspect.

Program interfacing

Streamline processes example signature.

CLIA-Scanning and bar code with log book/inventory link

Communication

STAR12

Target matter training

Post survey on website

Staff meeting use this time

You tube

Facebook

Video instead of email

**Target areas for 2018-19:**

Communication

STAR 12

Will meet to discuss this more as the agency moves forward with

STAR 12.

Post survey on website

Door Prizes were drawn and motion made and seconded to adjourn.