**Immunize Kansas Coalition Meeting Minutes**

# **Friday, August 4th, 2017**

**Kansas Medical Society, Topeka**

| **Agenda Item** | **Summary or Approved Items**  |
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| 1. **Strategic Team Meetings**
 | * IKC Strategic Teams met during the first hour of the meeting:
	+ Education and Awareness Team
	+ Improved Systems Performance Team
	+ Grants and Funding Team
	+ Policy Team
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| 1. **Welcome and Introductions**
 | * Hope Krebill welcomed the group, gave a review of the year and thanked everyone for their work.
* 39 members, guests, and staff were in attendance either in person or by phone for all or a portion of the meeting.
	+ In-Person: Hope Krebill (outgoing Chair), Laura Connolly (incoming Chair), Allison Alejos, Dean Benton, Cindy Bervert, Teri Caudle, Jodi Define, Carrie Delfs, John Eplee, Carolyn Gaughan, Phil Griffin, Katie Heggemeier, Sue Hensley, Gretchen Homan, Carlie Houchen, Charlie Hunt, Sarah Irsik-Good, Denise Lantz, Dan Leong, Monica Mayer, Melanie McCarty, Deana McCoy, Cindy Olson-Burgess, Danielle Peereboom, Gianfranco Pezzino, Becky Prall, Chelsea Raybern, Teal Sander, Connie Satzler, Robin Simmons, Sheri Tubach, Barbara VanCortlandt, Jennifer VandeVelde, Debbie Ward, Susan Wood, Craig Barnes
	+ Phone: Jill Ariagno, Abbi Collins, Angee McDaniel
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| 1. **Approval of 4/7/17 Minutes**
 | * Carolyn Gaughan moved to approve the 4/7/17 minutes. Laura Connolly seconded. Minutes were approved as written.
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| 1. **Installation of News Officers**
 | * Hope Krebill welcomed and congratulated newly elected and re-elected officers and board members: Dan Leong as Education and Awareness Team Lead, Charlie Hunt as Policy Team Lead, and Dr. Gretchen Homan as Chair Elect. Hope welcome Laura Connolly, elected last year as Chair Elect, to the Chair position.
* Laura Connolly thanked Dr. Gianfranco Pezzino as outgoing Policy Team Lead and Dr. John Eplee as outgoing Immediate Past Chair. Laura gave special thanks to Hope Krebill for her busy year of service as Chair.
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| 1. **New Member**
 | * The Kansas Academy of Physician Assistants (KAPA), represented by Teal Sanders, was presented as a potential new member. They are a professional organization of physician assistants with about 200 in membership. Dr. Eplee moved and Hope seconded the motion for membership; KAPA was approved as a new member.
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| 1. **501(c)(3) Update and Bylaws Discussion**
 | * The Board and staff worked with Washburn Law Clinic to finalize draft bylaws and policies.
* Highlights and decisions from the bylaws discussion:
	+ Partnership: Charlie Hunt moved and Carolyn Gaughan seconded to strike the term “partnership” from the bylaws. Motion passed
	+ Discussion on financial gain and institutional members. IKC desires to ensure there is no opportunity for even the perception by others that pharmaceutical companies are unduly influencing IKC decisions. Consider limiting liaison members to pharmaceutical companies (vaccine producers) to address this concern directly. The Board will work on this portion of the bylaws with the Washburn Law Clinic and resend.
	+ Discussion on designating voting members for Institutions.
	+ Discussion on lobbying: “substantial part” versus not at all.
	+ Bylaws will be reworked, resent to the membership, and presented again at the next meeting.
* Related to the membership discussion, the classification of Dillon’s Pharmacy as a Liaison Member was revisited. Their status is similar to for-profit clinics or hospitals who provide vaccines. Hope Krebill moved and Denise Lantz seconded to change Dillon’s membership from a Liaison Member to an Institutional Member. Motion passed.
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| 1. **Status of Funds Updates**
 | * Denise Lantz provided the status of funds update. IKC began January 1, 2016 with a beginning balance of $37,224.73, and ended 18 months later with a balance of $20,525.91. This included grant income from the KDHE grant totaling $75,000.00 over that time period, $400 income for meal donation from the AAP, and expenses of $92,098.82. The new contract with KDHE has been finalized, and we are expecting to receive $100,000 in FY17.
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| 1. **Kansas Immunization Program Report**
 | * Phil Griffin provided an update on the Kansas Immunization Program (KIP). Highlights include
	+ Allison Alejos was introduced as the new VFC Manager, and Becky Prall is now the AFIX Coordinator and Vaccine Education Nurse.
	+ There were about 330 participants in the annual conference June 12-14; it received great reviews.
	+ August 25th is the release date for NIS teen data; hopefully anticipating good news!
	+ Nominations for HPV Champion due September 15th.
	+ Flu vaccine recommendations for this year have not changed; distribution is expected to go smoothly.
	+ Other highlights included programmatic change in merging public/private back together again, cocooning project with customized outreach at the local level, and 2018 conference dates.
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| 1. **“Someone You Love” Report**
 | * Linda Ochs, Carrie Delfs, and Craig Barnes from Shawnee County Health Department presented the results of showing “Someone You Love” in a school setting.
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| 1. **Special Presentation**
 | * Debbie Ward gave a presentation on the Pfizer Reminder Recall program. This is an unbranded free program. Contact Debbie with additional questions.
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| 1. **Improved Systems Performance Team**
 | Sarah Good presented highlights of the Improved Systems Performance Team meeting.* Tdap Toolkit: The Tdap toolkit has been drafted and final edits are underway. It will include language on vaccine bundling. Bundling or announcement training language will be included, as appropriate, within all three adolescent immunization toolkits: Tdap, meningococcal, and HPV.
* HPV Vaccine Toolkit: HPV vaccine goals will be updated after the MMWR data comes out and in conjunction with other partners so everyone is working towards the same goals.
* Meningococcal Toolkit: There was a change suggested to the Call to Change document. Include a recommendation to have the conversation about Men B. Others concurred this is consistent with ACIP recommendations, and there were no objections to this update.
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| 1. **Education and Awareness Strategic Team**
 | Dan Leong provided highlights of the Education and Awareness Strategic Team meeting, including discussions on the following:* Lessons learned from conferences
* Review of upcoming conferences
* Planned participation in the Pharmacist Association conference
* Legislative event, tentatively set for January 24th
* Ongoing promotion of toolkits
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| 1. **Policy Strategic Team**
 | Charlie Hunt presented highlights of the Policy Strategic Team meeting discussions:* Changes to Pharmacy law: would like to monitor impact on evaluation rates and follow-up with state registry participation
* College and university meningococcal vaccine model policy: need to follow-up with universities and colleges
* Possibility of IKC providing research on requiring meningococcal vaccine

Member comments included a suggestion to reach out to community colleges and a question on the implementation of the model exclusion policy in schools. The policy committee will work to follow-up on the model school exclusion policy.  |
| 1. **Grants and Funding Strategic Team**
 | Carlie Houchen presented highlights of the Grants and Funding Team meeting.* Round 1 award recipients participated in a panel presentation at the Kansas Immunization Conference.
* For Round 2 of the awards cycle
	+ Named “Innovation Grant” going forward
	+ Timeline: registration by November 30th 2017, baseline by January 2018, final/submission by October/November 2018, award in January 2019
	+ Four categories: private practice, residency, safety net clinics, local health departments
	+ Will wait on a pharmacist award category; do not have enough information to implement this year; consider implementing next year or putting a call out for best practices in July 2018
	+ For the measure, the team is recommending age-appropriate completion of all adolescent vaccines
	+ Highlight best practice stories on website
* Member comments included making sure potential applicants have information on how to conduct the data collection (possibly hold a webinar explaining in detail) and having a targeted communication effort around this grant application.
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| 1. **Meeting Adjourned**
 | * Next meeting is October 27th.
* Laura Connolly adjourned the meeting.
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