

Northeast Indiana Area Health Education Center



Advisory Board Meeting Minutes

Thursday, October 18, 2018

9:30am

Manchester University College of Pharmacy, Fort Wayne

In attendance: Justin Tobyas, Valeri Caldwell, Terri Roberts, Katharine Cunningham

In attendance via telephone: Tony Mahon, Jennifer Henderson, Megan Slagel

- Meeting was called to order by Tony Mahon at 9:35am
- Welcome and introductions conducted by Tony Mahon
- Updates from Advisory Board members
 - Terri Roberts from USF: summer camp sponsored by NEI-AHEC is being planned, looking forward to good turnout. Had 88 students attend last year
 - Jennifer Henderson from Meridian: no updates
- Updates from NEI-AHEC
 - Center Director Search update given by Tony Mahon. The NEI-AHEC Center Director interviews are scheduled for next week and we hope to extend an offer shortly after that. The search committee includes Ruby Cain from BSU, Jim Ballard from IN-AHEC, and others. Interview itinerary is all day on BSU campus with meetings with different search committee members, the dean, Sponsored Projects at BSU, and others. Campus tour will also be included.
 - Tony Mahon asked the committee to think of how NEI-AHEC can expand its footprint to the northern counties in the region. Any contacts or ideas please send to Tony Mahon in the coming year.
 - Valeri Caldwell updated on Bridging the Gap and AHEC Scholars. Bridging the Gap Medical Interpreter training will begin this weekend and continue next weekend. There are 19 registered participants. Ivy Tech Warsaw will host the location for the training. Ivy Tech also helped with advertising the course. Adam Ballart, BSU faculty, is leading the course. There will be one more training offered in spring 2019. NEI-AHEC Scholars began in September. NEI has 23 Scholars that are completing online learning modules through Canvas and beginning community experience hours. Recruitment for next fall will begin some this semester and next semester.
 - Justin Tobyas gave the update on Goals A and B. Goal A outreach is in Blackford HS, Wabash and South Wood HS, D26 Anderson Career Center, and Muncie Central HS. Megan and Valeri assist in high school outreach. Goal B is focused on clerkship and student outreach. We have collaborated with Ivy Tech to evaluate their students on equipment purchased by NEI. We are also offering SBIRT, YMHFA, MHFA, BLS, and CPR training to students and Scholars. Justin asked the board to think of contacts and/or ideas to help with the goal outreach. Terri Roberts asked about the SANE training that SW-AHEC is offering. Terri is interested in getting more information and attending with students.

- Tony Mahon echoed Justin's ask for ideas as the IN-AHEC office has adjusted the goals and board members can help reach those targets.
- Changes to by-laws
 - The NEI-AHEC Operating Guidelines were sent to the board members for review. Changed could not be made because there was not a quorum present. There were a few changes made by Tony Mahon that will be reviewed when a quorum is present. Those changes included NEI-AHEC going to College of Health, reporting person to be Tony Mahon as PI, two-year terms beginning in August and ending in May. These items will be voted on at the next meeting.
Terri Roberts asked that the voting section be discussed to allow voting remotely as accepted.
- Advisory Board Membership
 - Tony Mahon introduced Katharine Cunningham as sitting in on the meeting to see if she wants to join the advisory board. Membership needs a push to be engaging and to function properly as an advisory board. There are seven current members; goal is 9-15 members. If the current members have recommendations, please send to Tony. At the next meeting, we need to elect a president and vice president and possibly expand into the northern counties in the NEI region.
 - Terri Roberts asked if representation from potential board members could include underserved, underrepresented populations like professionals from Matthew 25 and school corporations.
Tony Mahon supported this idea and encouraged outreach to these individuals for possible partnership and board service.
- Tony Mahon asked if there were any questions before the meeting adjourned
- Tony Mahon adjourned the meeting at 10:10am