

American Academy of Pediatric Dentistry After-Action Minutes 2013 Ad Interim Board Meeting November 1, 2013

Meeting: Regular Ad Interim Meeting of the American Academy of Pediatric Dentistry Board of Trustees
Date: November 1, 2013

Place: Prince of Wales meeting Room, Hilton Riverside Hotel, New Orleans, Louisiana

Presiding Officer: Dr. Warren A. Brill, AAPD President

Minute Taker: Ms. Margaret A. Bjerklie, AAPD Executive Assistant and Office Manager

Members Present: Drs. Edward H. Moody, Jr., Robert L. Delarosa, Jade Miller, Charles Czerepak, Joel Berg, David A. Tesini, Shari C. Kohn, K. Jean Beauchamp, Paul B. Andrews, Joseph B. Castellano, Santos Cortez, Jr., Jessica Y. Lee, John A. Hendry, Catherine M. Flaitz, Jane Gillette, James J. Crall, N. Sue Seale, Heber Simmons, Jr., John S. Rutkauskas

Staff Present: Mr. C. Scott Litch, AAPD Chief Operating Officer and General Counsel; Ms. Jan Silverman, Assistant Director, AAPD Pediatric Oral Health Research and Policy Center (POHRPC); Ms. Tonya Almond, Meeting Services Senior Director; Ms. Mary Essling, Dental Benefits Manager

Guests Present for All or Part of Meeting: Dr. Joseph Creech, ABPD President; Dr. Rani S. Gereige, AAP Section on Oral Health; Dr. Oariana Lowe, WSPD Liaison; Dr. Paul Casamassimo, Ohio Dental Association President Elect; Dr. James Nickman, ADA Code Maintenance Committee

President Brill called the meeting to order at 8:01 a.m. on Friday, November 1, 2013. He reminded the board members of the AAPD Conflict of Interest and Fiduciary Duties policy, and asked that any updates to the conflict of interest forms that have been previously filed be forwarded to the headquarters office.

Actions taken by the Board at this meeting

No.	Motion	Action	Responsible Party*	Relevant Council/ Committee
1	To reaffirm the electronic votes of June and August 2013 approving: <ul style="list-style-type: none"> • the minutes of the May 2013 meetings of the Board of Trustees • Evidence Based Dentistry Committee meeting budget • revised charge for Task Force on Enhancing the Value of General Dentist Membership • composition and duties of the Committee on Interprofessional Relations. 	Carried	Bjerklie	AAPD HQ
2	To approve the consent calendar as presented.	Carried	Brill	BOT
3	To approve the 2013-2014 budget as amended.	Carried	Brill	BOT
4	To approve the 2012-2013 audit.	Carried	Rutkauskas	AAPD HQ
5	To approve the recommendations of the Policy	Carried	Litch	AAPD HQ

* Responsible party – Board member, Council chair, Staff liaison, other staff as appropriate

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	and Procedure Committee: <ul style="list-style-type: none"> • Amend Section 3.A.9 to make the Affiliate trustee nominee process timing consistent with other officers and trustees • Amend section 8.N to clarify duties of Budget and Finance Committee • Amend Section 8.O to correct/update duties of Council on Scientific Affairs • Amend Section O. (Councils/Committees) to update the council structure. 			
6	To approve the recommendation of the Policy and Procedure Committee to amend Section 9 (Process for Development of AAPD Oral Health Policies and Clinical Guidelines) to add a new section G, Evidence-Based Dentistry Guideline Process.	Carried	Litch	AAPD HQ
7	To approve the 2014 Annual Session budget <ul style="list-style-type: none"> • Projected revenue: \$2,683,385 (+\$704,785) • Projected expenses: \$2,177,600 (+\$377,600) 	Carried	Rutkauskas, Almond	AAPD HQ
8	To approve the updated list of “A” and “B” cities for future annual session sites.	Carried	Rutkauskas, Almond	AAPD HQ
9	To approve San Francisco as the site for the 2022 Annual Session. <u>Discussion points:</u> <ul style="list-style-type: none"> • 2022 will be the 75th anniversary • Plan to reach out to international members in 2022, so west coast site is ideal 	Carried	Rutkauskas, Almond	AAPD HQ
10	To approve up to \$600,000 to fund AAPD headquarters office expansion.	Carried	Rutkauskas	AAPD HQ
11	To approve the appointment of Pamela J. Sims, Pharm.D., Ph.D. , as an expert consultant to the Council on Clinical Affairs. <u>Discussion points:</u> <ul style="list-style-type: none"> • CCA requested an expert in pediatric medicine to review the “Useful Medications for Oral Conditions” document, to validate the uses and doses of pediatric medications. • Dr. Sims is Professor, Department of Pharmaceutical, Social and Administrative Sciences; McWhorter School of Pharmacy, Stamford University 	Carried	Brill, Castellano, Filstrup	CCA

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12	<p>To approve the expenditure of up to \$70,000 to institute the Education Passport program.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Onsite learning portal to consolidate all AAPD CE offerings • To engage younger members and to involve members all year instead of once or twice during the year • Offers CE for clinical topics for those who cannot attend face to face meetings • CE certificates from members' live courses will also be available in the portal • Staff will look into the possibility of getting AAPD system to communicate with ABPD's ROC-P system, so that it supports recertification 	Carried	Rutkauskas, Almond	AAPD HQ
13	<p>To support the 2015 Continuing Education Cruise in collaboration with the University of Washington.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Last cruise returned good income at minimal expense to AAPD • Any financial obligation will occur in the next fiscal year 	Carried	Rutkauskas, Almond	AAPD HQ
14	<p>To approve a letter of support for Ohio House Bill 159.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Bill would prohibit a health insurer from establishing a fee schedule for dental providers for services that are not covered by any contract or participating provider agreement between the health insurer and the dental provider • Board recommended additional language regarding barriers to access to care 	Carried	Litch	AAPD HQ
15	<p>To approve the request of the Council on Dental Benefit Programs to submit two code requests:</p> <ul style="list-style-type: none"> • Deletion of code D1206 (topical application of fluoride varnish) as duplicative of code D1208 (topical application of fluoride) 	Carried	Rutkauskas, Essling	AAPD HQ

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	<ul style="list-style-type: none"> • Addition of a CDT coded to report sealant repair or maintenance by reason that sealant maintenance or repair is a clinical procedure distinct from initial sealant placement and which should be separately coded so that the clinical record remains accurate. 			
16	To provide \$3,000 to the ADA to support the 2013 Prevention Summit.	Carried	Rutkauskas	AAPD HQ
17	<p>To approve a change in the appointment schedule so that appointments to the Pediatric Dental Resident Committee occur at the May Board meeting, and terms of the appointment will be from May to May.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Delay will help the Committee recruit pediatric dental resident members at the annual session 	Carried	Lee, Curtis	AAPD HQ
18	To charge the Policy and Procedure Committee to revise the <i>AAPD Administrative Policy and Procedure Manual</i> to reflect the change in the appointment process for the Pediatric Dental Resident Committee.	Carried	Berg, Litch	Policy and Procedure Committee
19	<p>To approve the budget request of up to \$9,000 for an April meeting of the PostDoctoral Inservice Examination Committee.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Additional meeting is for one year only • The Committee typically meets in October to prepare the examination • With the current schedule, the Committee is preparing questions for a test that is two years away • Adding the meeting to April will help build up the question bank, and make the test questions more current 	Carried	Flaitz, Studders, Wallen, Dalhouse	Inservice Examination Committee
20	<p>To approve the expenditure of up to \$3,000 for a one year subscription to Basecamp.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • The Task Force on Project Management identified Basecamp as an appropriate 	Carried	Berg, Rutkauskas, Bjerkle	AAPD HQ

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	<p>software to track project management</p> <ul style="list-style-type: none"> ○ Everything related to the project is kept online for easy sharing; program is easy to learn ● The Task Force has identified several activities to be used as pilot tests for project management. ● Prices for subscriptions range from \$20/month for a plan that can manage up to 10 projects, to \$3000/year for unlimited projects. 			
21	To approve the expense of up to \$5,000 to support a meeting of the Task Force on Global Interactions during the January Planning Session.	Carried	Berg, Moursi, Wester	Task Force on Global Interactions
22	<p>To approve inviting up to 10 international pediatric dental organization presidents to attend the 2014 AAPD Annual Session at no cost.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> ● Budget to be submitted to Board at the January meeting ● List of invitees to be submitted to the Board at the January meeting 	Carried	Berg, Moursi, Wester	Task Force on Global Interactions
23	To approve the expense of up to \$3,500 for a meeting of the sedation course faculty.	Carried	Rutkauskas, Almond	AAPD HQ
24	<p>To send an AAPD officer to the Oral Clinical Examination orientation meeting in Dallas.</p> <ul style="list-style-type: none"> ● Officer to be named ● To be an annual event 	Carried	Brill	Executive Committee
25	<p>To charge the Council on Membership and Membership Services Committee on Communications to research and make a recommendation for advertisements to run on TV, radio, print, DVD, etc., in both English and Spanish, for local media markets, in an inexpensive and easily disseminated way.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> ● Membership has expressed concerns that the money spent on the rebranding campaign is not helping them in smaller 	Carried	Beauchamp, Hughes, Hansen, Skorupskas	Committee on Communications

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	markets. <ul style="list-style-type: none"> • The advertisements would be made available to individual members to use in their local markets 			
26	To accept the Hogan Lovells proposal for expanded representation, with an additional budgetary impact in the 2013-2014 fiscal year of \$60,000. <i>Discussion points:</i> <ul style="list-style-type: none"> • Purpose of the expansion is to help implement oral health-related legislation once it has been passed. 	Carried	Litch	AAPD HQ
27	To enter into an alliance agreement with the American Cleft Palate-Craniofacial Association (ACPA).	Carried	Brill, Rutkauskas	AAPD HQ
28	To appoint Dr. Lisa Jacob as the AAPD Liaison to the ACPA. <i>Discussion points:</i> <ul style="list-style-type: none"> • Liaison serves as a member of ACPA's Organizational Alliance Committee • Liaison will also chair a subcommittee of no less than two additional ACPA/AAPD members who will share responsibilities with the Alliance Liaison and help to identify and implement inter-organizational activities for mutual benefit. 	Carried	Brill	President
29	To become an affiliate member of the Alliance for Radiation Safety in Pediatric Imaging. <i>Discussion points:</i> <ul style="list-style-type: none"> • The Alliance for Radiation Safety in Pediatric Imaging is a coalition of health care organizations dedicated to providing safe, high quality pediatric imaging nationwide. • The primary objective of the Alliance is to raise awareness in the imaging community of the need to adjust radiation dose when imaging children. The ultimate goal of the Alliance is to change practice. • Affiliates invited to join the Alliance show support by agreeing to: 	Carried	Rutkauskas, Dalhouse	AAPD HQ

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	<ul style="list-style-type: none"> ○ Endorse the primary objective of raising awareness in the imaging community of the need to adjust radiation dose when imaging children and the ultimate goal of changing practice. ○ Communicate Alliance messages through their organizations' electronic and print media on specified release dates. ○ Communicate the Alliance's goals to their members and constituents through mail, email, conferences, and meetings ○ Contribute to the body of knowledge contained on the Alliance Web site. ○ Refer questions and media queries to the designated public spokespersons from the founding member organizations. 			
30	To accept the recommendations for the positions on ADA resolutions.	Carried	Litch	AAPD HQ
31	To appoint John Hendry as liaison to Federal Services members. <u>Discussion points:</u> <ul style="list-style-type: none"> • When Districts 1 and 2 were consolidated, representation for the uniformed Federal Services members became a duty of one of the non-academic trustees at-large. 	Carried	Brill, Hendry	BOT
32	To appoint Jessica Lee as liaison to International members. <u>Discussion points:</u> <ul style="list-style-type: none"> • When Districts 1 and 2 were consolidated, representation for the International members became a duty of one of the non-academic trustees at-large. 	Carried	Brill, Lee	BOT
33	To develop a proposal to convene a state presidents' caucus with state leadership at the annual session. <u>Discussion points:</u> <ul style="list-style-type: none"> • Proposal will be returned at the next Board 	Withdrawn		

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	meeting with more specifics, for example: <ul style="list-style-type: none"> o What is the single purpose for the meeting o Who would attend the meeting o Who would organize the meeting o Who would moderate the meeting o Budgetary impact 			
34	To accept the 2013-2014 budget, as amended (see below).	Carried	Miller, Rutkauskas	AAPD HQ

Summary of adjustments to the 2013-2014 budget approved by the Board of Trustees:

Expenses, original:	\$ 10,243,805	Expenses adjustments detail:	
Adjustments (see detail):	<u>\$1,131,100</u>		
Total expenses:	\$11,374,905	\$377,600	Additional Annual Session expenses (Motion 7)
		\$600,000	Building expansion (Motion 10)
Income:	\$ 7,986,419	\$70,000	Education Passport (Motion 12)
Adjustments (see detail):	<u>\$ 705,385</u>	\$3,000	ADA Prevention Summit (Motion 16)
Total income:	\$ 8,691,804	\$9,000	Inservice Exam Committee meeting (Motion 19)
		\$3,000	Basecamp subscription (Motion 20)
Balance:	-\$ 2,683,101	\$5,000	Global Task Force meeting (Motion 21)
		\$3,500	Sedation course faculty meeting (Motion 23)
		\$60,000	Expanded lobbying (Motion 26)
		Income adjustments detail:	
		\$705,385	Additional Annual Session income (Motion 7)

Informational Items and Discussion Points

Open access for manuscripts

- AAPD received letters from UCLA and UCSF that any manuscripts created by faculty are to be put into a public access database
- Raised concerns about copyright for manuscripts published in AAPD journals, which are usually held by AAPD

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- AAPD will be changing the information to authors accordingly.

Council and Committee appointments, 2014-2015

- Dr. Moody asked the trustees to look at the service record and provide feedback.

Dental Quality Alliance (DQA)

- DQA solicited nominations.
- AAPD nomination Dr. James Crall
- Vote is in December

Joint AAPD/AGD Course

- Executive Committees of AGD and AAPD met on October 31, 2013.
- AAPD proposed presenting a joint course with AGD, along the lines of the joints courses previously presented with the American Association of Endodontists and the American Association of Orthodontists
- Possible topic: transitioning of patients to adult care.
- AGD will discuss with its board

Following a brief executive session, the meeting was adjourned at 3:57 p.m. on Friday, November 1, 2013.

Minutes approved by electronic vote December 6, 2013