

**American Academy of Pediatric Dentistry
After-Action Minutes
2017 Ad Interim Meeting
October 13-14, 2017**

Meeting: Regular Ad Interim Meeting of the American Academy of Pediatric Dentistry Board of Trustees

Date: Friday, October 13, 2017

Place: Lincoln Room, The Conrad Hotel, Chicago, Illinois

Presiding Officer: Dr. James D. Nickman, AAPD President

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

Members Present: Drs. Joseph B. Castellano, Kevin J. Donly, Jessica Y. Lee, Mario Ramos, Jade Miller, Deven V. Shroff, J.C. Shirley, Jessica A. Meeske, Bruce H. Weiner, John L. Gibbons, Amr M. Moursi, Paula L. Coates, Tegwyn H. Brickhouse, Kerry Maguire, N. Sue Seale-Coll, Heber Simmons Jr., John S. Rutkauskas

Staff Present for All or Part of Meeting: Mr. C. Scott Litch, AAPD Chief Operating Officer and General Counsel; Dr. Paul A. Casamassimo, Chief Policy Officer, AAPD Pediatric Oral Health Research and Policy Center; Tonya Almond, Vice President for Meetings and Continuing Education; Thomas Jurczak, Director of Business Services; Robin Wright, Director, AAPD Pediatric Oral Health Research and Policy Center; Scott Dalhouse, Educational Affairs Manager; Cindy Hansen, Senior Publications Director; Mary Essling, Dental Benefits Director; Laurel Graham, Senior Evidence-Based Dentistry Manager; Leola Royston, Policy Analyst, AAPD Pediatric Oral Health Research and Policy Center; Kristi Casale, Meeting Services Director; Lily Snyder, Web and Social Media Coordinator; Colleen Bingle, Meetings and Exhibits Coordinator.

Guests Present for All or Part of Meeting: Drs. Jeffrey C. Mabry, ABPD President; Brittaney Hill, Policy Center intern; Wayne Stevens, AAPD Harris Fellow; Charles Czerepak; John Liu; Paul Reggiardo; Anupama Tate

Presenters: Dr. David Watts and Mr. Tom Terranova, American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF)

Ms. Therese (Tess) Poland and Ms. Cheryl Pistone, Accreditation Association for Ambulatory Health Care, Inc. (AAAHC)

Mr. Alex Valvassori and Ms. Wendy Perez, American Eagle

Mr. Jake Toohey, Mr. Derrick Bauer, Ms. Caitlin Grogan, Mr. Joe Post, and Mr. Roy Chomko, Adage

Drs. Charles Coté and Paul Pomerantz, American Society of Anesthesiologists

President Nickman called the meeting to order at 8:39 a.m. on Friday, October 13, 2017.

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Actions taken by the Board at this meeting

No.	Motion	Action	Responsible Party*	Relevant Council/ Committee
1	<p>To reaffirm the electronic votes:</p> <ul style="list-style-type: none"> a. June 2017, approving the after-action minutes of the May Board Meetings, finalizing 2017-18 committee appointments, and approving Background & Intent statements for the Council on Clinical Affairs' assigned new documents. b. August 2017, approving documents for the Reference Manual ("Chairside Resource: Use of Silver Diamine Fluoride for Pediatric Dental Patients" and "American Academy of Pediatric Dentistry Research Agenda"). 	Carried	Bjerklic	AAPD HQ
2	<p>To approve the agenda as modified.</p> <ul style="list-style-type: none"> • The following items were added to the agenda: <ul style="list-style-type: none"> New Business: <ul style="list-style-type: none"> ○ Canadian Academy of Pediatric Dentistry update ○ IAPD update (Informational) ○ Additional appointment ○ AOS post-meeting meeting update (Informational) ○ AAO joint meeting update (Informational) ○ Washington State Dental Therapist Resolution (Informational) ○ Executive Session - Personnel matter 	Carried	Bjerklic	AAPD HQ
3.	<p>To approve the consent calendar as modified.</p> <ul style="list-style-type: none"> • The report of the Committee on Dental Benefit Programs was removed from the consent calendar and moved as an Action Item. 	Carried	Bjerklic	AAPD HQ

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

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4.	To accept the draft audit report. Discussion points: <ul style="list-style-type: none"> • Successful financial year, ending with a positive balance. 	Carried	Lee, Rutkauskas, Jurczak	AAPD HQ
5.	To accept the proposal of the Constitution and Bylaws Committee to amend the Bylaws to create international chapters. Discussion points: <ul style="list-style-type: none"> • Question arose when the Directors and Officers insurance policy was distributed. • Proposal allows for creation of international chapters similar to the existing Canadian, Mexican, and Korean chapters. 	Carried	Donly, Litch	Constitution and Bylaws Committee
6.	To accept the proposal of the Constitution and Bylaws Committee to amend the Bylaws to clarify the proceedings of the Credentials and Ethics Committee. Discussion points: <ul style="list-style-type: none"> • Currently, the Bylaws procedure is to hold a hearing, but since the state boards would have already held a hearing, there is no need to duplicate the effort. • Bylaws must also be amended to state that members must maintain an active license. 	Carried	Donly, Litch	Constitution and Bylaws Committee
7.	To accept the proposal of the Constitution and Bylaws Committee to amend the Bylaws to make a technical correction concerning trustee membership requirements. Discussion points: <ul style="list-style-type: none"> • Trustees must be members in good standing. 	Carried	Donly, Litch	Constitution and Bylaws Committee

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8.	To amend Section 3.A.10 of the <i>AAPD Administration Policy and Procedure Manual</i> , to clarify district trustee reporting requirements.	Carried	Litch	Policy and Procedure Committee
9.	To amend Sections 9.C, 7.H, and 6.A of the <i>AAPD Administration Policy and Procedure Manual</i> as proposed: <ul style="list-style-type: none"> • Section 9.C: Clarify development of background and intent statements for Best Practices. • Section 7.H: Refunds for continuing education courses (technical clean-up, so that <i>Manual</i> reflects actual practice). • Section 6.A: Refunds for annual session (technical clean-up, so that <i>Manual</i> reflects actual practice). 	Carried	Litch	Policy and Procedure Committee
10.	To approve up to \$15,000 for international research presentations at AAPD 2018. Discussion points: <ul style="list-style-type: none"> • International attendees often need to make a presentation in order to get permission to attend a meeting. • Posters would not be peer-reviewed like the resident posters. 	Carried	Donly, Rutkauskas, Almond	AAPD HQ
11.	To approve the proposed budget for AAPD 2018. Discussion points: <ul style="list-style-type: none"> • Placeholders were in the original budget approved in May. • Revenue: 3,001,800 <ul style="list-style-type: none"> ○ Original budget: 2,500,000 • Expenses: 3,145,995 <ul style="list-style-type: none"> ○ Original budget: 2,384,634.71 	Carried	Donly, Rutkauskas, Almond	AAPD HQ
12.	To approve the recommendation of the Committee on Special Health Care Needs for	Carried	Maguire, Dalhouse	AAPD HQ

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	<p>the implementation of Interprofessional Education (IPE) to fulfill CODA standard 2-24.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • CODA has a set standard addressing pre-doctoral experience with persons with special health care needs. IPE is gaining support as an effective pedagogical method. • Because many patients with special health care needs have complex medical and other non-dental conditions, IPE is an effective way to learn to manage health care as a team. 			
13.	<p>To create a work group to establish a course curriculum for the Qualifying Exam (QE) review course, with funding of up to \$26,000 for a face-to face meeting to build the curriculum.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Based on the number of members who are diplomates maintaining their certification, it is important to provide the tools they need to study for the QE exam and maintain their diplomate status. • Suggested members: <ul style="list-style-type: none"> ○ Janice Townsend ○ Matthew Geneser ○ Clarice Law ○ Juan Yepes ○ Rebecca Slayton ○ Paul Casamassimo ○ Jenny Ison Stigers • Work group members may also become course faculty. 	Carried	Nickman, Almond, Casale	President, Council on Continuing Education

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14.	<p>To approve the requests of the Council on Membership and Membership Services, Pediatric Dental Resident Committee.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Freshman consultants to be appointed: <ul style="list-style-type: none"> ○ Gurjote Dhaliwal (Lutheran Medical Center, Maryland, 2019) ○ Sofia Kennel (Lutheran Medical Center, Arizona, 2019) ○ Alina O'Brien (New York Presbyterian-Columbia, 2019) ○ Katelyn Olenich (University of Nebraska Medical Center, 2019) ○ Benjamin Werner (Texas A&M-Baylor, 2019) ○ Brian Lee (University of Southern California, 2019) • Residents Recognition Award to be given annually to up to four residents (instead of bi-annually) 	Carried	Shroff, Taneja, Wester	Pediatric Dental Resident Committee
15.	<p>To direct staff to enter into discussion with the Academy for Academic Leadership for development of an academic leadership program focused on residents and junior faculty.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • The course proposed by the Committee, while directed toward residents, is not specific to pediatric dentistry. • The Master Clinician program is for more experienced clinicians and faculty. • Working with the AAL, adjustments could be made to one or both programs to better serve the needs of pediatric dental residents and junior faculty. 	Carried	Shroff, Dalhouse	AAPD HQ

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16.	<p>To approve modification of the AAPD dues structure for pre-doctoral students members transitioning to Affiliate status.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Similar to the dues structure for post-graduates transitioning to Active status, a tiered dues structure promotes continued membership in the AAPD. • Both the Councils on Membership and Membership Services and Pre-Doctoral Education support incentives for increasing Affiliate membership, especially of new dentists. 	Carried	Donly, Litch	Policy and Procedure Committee
17.	To accept the proposal of Adage Technologies for redesign of the AAPD website.	Carried	Hansen, Snyder	AAPD HQ
18.	To approve funding of up to \$350,000 for redesign of the AAPD website.	Carried	Hansen, Snyder	AAPD HQ
19.	To approve funding of up to \$10,000 for a face-to-face meeting of the Safety Committee.	Carried	Miller, Rutkauskas	Safety Committee
20.	<p>To approve the initial content of the Shared Interest Groups (SIGs) and direct staff to move forward with implementation.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Proposed Initial SIGs <ul style="list-style-type: none"> ○ Caries risk assessment ○ Behavior guidance ○ Fluoride therapy (including SDF) ○ Restorative techniques ○ Sedation/anesthesia ○ Children with special health care needs ○ Oral Pathology ○ Practice management <ul style="list-style-type: none"> ▪ Coding ▪ Finances ▪ Marketing 	Carried	Litch	AAPD HQ, Policy and Procedure Committee

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	<ul style="list-style-type: none"> ▪ Patient and family dynamics ▪ Associates and partnerships 			
21.	<p>To approve the expanded list of qualifying activities for AAPD Fellow status.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • The program has not had a close reading by membership over the 5 years since it was announced. • The list is a living document; items may be added at any time. • The board suggested adding an “other” category so that members can propose their activities that are not on the list. 	Carried	Wester	AAPD HQ
22.	<p>To approve funding of up to \$45,000 to fund 2 hotel rooms for 3 nights for each program for the 2018 Advocacy Conference.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • The board discussed the need to support the residency programs without going into bankruptcy. • Three districts and two states (Western, Southwestern, and Southeastern district; Washington and North Carolina) now have grant programs to help with residents’ costs for the Advocacy Conference. 	Carried	Litch, Bjerklie	AAPD HQ
23.	<p>To approve the recommendation of the CDBP to propose to the ADA Code Maintenance Committee a single CDT prophylaxis code.</p>	Carried	Reggiardo, Essling	AAPD HQ
24.	<p>To approve the new position of Advertising Sales and Administrative Coordinator, and approve an additional budget item of up to \$45,000 for salary and benefits for a receptionist position.</p>	Carried	Rutkauskas	AAPD HQ

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25.	To start planning the 2019 Joint Symposium with the Canadian Academy of Pediatric Dentistry, with the topic being oral and systemic health.	Carried	Mast, Weiner, Almond, Casale	Council on Continuing Education
26.	<p>To approve the appointment of Scott Smith to the Council on Continuing Education as the member from the Southwestern District.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Current Southwestern District member, Mark Kogut, requested to be allowed to step down. 	Carried	Nickman	President
27.	<p>To direct CCA to review the content of the manuscript presented by Drs. Sônia Groisman and Dóris Rocha Ruiz and report back to the board in January.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • The manuscript is for a book “to promote mother-and-child oral-health. We aim to target primarily general dentists and physicians, particularly in developing countries where resources are limited, and provide free access to the e-book version.” • They are seeking funding from other sources for a print version. • They are requesting that it be published on the AAPD website; copyright would be AAPD’s. • The Council would be asked to determine whether the manuscript aligns with AAPD policies and clinical recommendations. • The board had questions about some of the business aspects of this publication, and will look for someone with diplomatic skills and fluency in Brazilian Portuguese to talk to Drs. 	Carried	Gibbons, Rick, Graham, Essling	Council on Clinical Affairs

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	Groisman and Rocha Ruiz about those matters.			
28.	<p>To charge Drs. Charles Coté and Stephen Wilson to move forward with drafting an addendum to the AAP/AAPD Guideline on Sedation for board review.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • Dr. Coté’s presentation to the board highlighted the misunderstanding of the requirement for deep sedation that there should be an independent observer whose only responsibility is to continuously monitor the patient, and that this observed must be trained in PALS. • Another area of misunderstanding which could be made clearer is the recommendations for monitoring. • AAP does not want to re-write the guideline at this time, but would be open to an addendum. Drs. Coté and Wilson are ready and willing to write it. • The goal of the recommendations is to provide a safe environment for children to make sure adverse events do not happen. 	Carried	Liu, Weiner, Dalhouse	Committee on Sedation and Anesthesia
29.	To approve the budget as revised (see below).	Carried	Lee, Rutkauskas, Jurczak	Secretary-Treasurer

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Summary of adjustments to the 2017-2018 budget approved by the Board of Trustees:

Expenses, Original:	9,659,730.63		
Adjustments (see detail):	<u>\$902,360.29</u>	Adjustments Detail:	
Total expenses:	\$ 10,562,090.92	\$15,000	International program at AAPD 2018 (Motion 10)
		\$761,360.29	Additional AAPD 2018 expense (Motion 11)
		\$26,000	QE Course preparation meeting and honoraria (Motion 14)
		\$10,000	Safety Committee meeting (Motion 19)
		\$45,000	Resident program lodging for Advocacy Conference 2018 (Motion 22)
		\$45,000	Salary and benefits, receptionist (Motion 24)
Revenue, Original:	\$ 9,226,139.00		
Adjustments (see detail):	<u>\$501,800.00</u>	Adjustments Detail:	
Total revenue:	\$ 9,727,939.00	\$501,800.00	Additional AAPD 2018 revenue (Motion 11)
Balance:	\$-834,151.92		
Capital Improvements	\$350,000		Website redesign (Motion 18)

Informational Items and Discussion Points

Accreditation of Pediatric Dental Offices

Informational

- While the Safety Committee continues its discussions, there was also concern that state boards might move faster than AAPD in forcing the issue of patient safety by requiring site visits of any office that does general anesthesia.
- AAOMS requires its members to participate in office accreditation program.
- In addition, site visits, and the documentation required to keep up accreditation, will give the AAPD data that it needs to advocate for our issues.
- The intent of the presentations by the American Association for Accreditation of Ambulatory Surgery Facilities, Inc. (AAAASF) and the Accreditation Association for Ambulatory Health Care, Inc. (AAAHHC) was to begin a mindset as to what kinds of things we should be considering for patient safety.

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Workforce Study Update

Informational

- Preliminary data is available from the survey, which was returned by 39% of the recipients.
- The committee will be holding a face-to-face meeting in November to examine the data more closely.
- A draft of the report is expected by December, and the Policy Center will report to the board at the Winter Planning meeting in January.

Editor-in-Chief Search

Informational

- Search committee will meet by conference call on October 24th to discuss the 9 candidates. They will have a recommendation/short list for the board by January.
- Dr. Seale's term expires December 2018. The earlier a successor is identified, the more time they will have to shadow Dr. Seale in the role.

Brochure Development

Informational

- The Evidence-Based Dentistry Committee developed drafts of 3 patient brochures based on the guidelines for silver diamine fluoride and pulp therapy.
- The Council on Clinical Affairs will be asked to review and make recommendations.

Washington State Dental Therapist Resolution

Informational

- Resolution going forward in the Washington chapter of the American Academy of Pediatrics to direct their members to support midlevel providers in their state.
- Dr. Gibbons is in discussions with the chapter and there will be an AAPD/WSPD response.
- Update: The resolution was defeated.
- Shows that we need to get our talking points out to all the states, because the dental therapist issue will continue to come up.

The meeting was adjourned at 8:51 a.m. on Saturday, October 14, 2017.

Minutes approved by electronic vote November 7, 2017.