

Administrative Professional Association

Minutes of Meeting
Tuesday, April 10, 2018
2:00 PM

Members Present: Sue Brandt; Carol Graysmith; Patricia Hampton; Maurice Koffman; Erik Maillard; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor-Kanyama; Todd Ring; Leo Sell; Dennis Seybert; Melanie Waltz; Laura Wise

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Agenda of April 10, 2018 Meeting

Erik Maillard moved to approve the agenda for April 10, 2018, as distributed. The motion was seconded by Nicole Proctor-Kanyama and approved.

APPROVAL OF MEETING MINUTES

Minutes of March 6, 2018 Meeting

Martin McDonough moved to approve the minutes for March 6, 2018, as distributed. The motion was seconded by Todd Ring and approved.

Official Guest(s)

Kathy Cusick, Institute for Public Policy & Social Research

Presidents Report

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and announcements including the new Autism and Prescription Drug Program.

Treasurers Report

Erica Phillipich presented the monthly treasurers report and conveyed to the board of the CPA firm attending the next board meeting to present the annual audit findings.

Committee Reports

Communications/Public Relations – Sue Brandt informed the board of the next newsletter deadline.

Community Bases Events – Dennis Seybert reported the status of the picnic preparations.

Membership – Dennis Seybert and Sue Brandt informed the board of the arrangements for the APA to participate in the “Tours in Your Own Town” as well as the challenges for scheduling the “More You Know” rooms for summer.

UniServ Report

Melanie Waltz presented the UniServ report including Grievances, Outreach/Training, Joint Health Committee Coalition (JHCC) and member issues. In addition, the board was informed of the new RA Training that will be starting and the four new business classifications the university has put in place as of March 1.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

Joint Health Committee Coalition (JHCC) Update

Discussion occurred regarding the new Autism and Prescription Drug programs as well as reviewing the Telemedicine in Michigan program.

APA Annual Membership Picnic – May 22 at Patriarche Park, East Lansing

Dennis Seybert updated the board on the preparations for the annual picnic.

ANNOUNCEMENTS

Upcoming Board Meetings:

May 22, 2018 at MEA Headquarters

May 22, 2018 Annual APA Picnic – Patriarche Park 5:30-7:00 PM

June 19, 2018 at MEA Headquarters

LCC – Collective Action Week – April 30 to May 4, 2018

Executive Session

Martin McDonough moved to executive session. The motion was seconded by Laura Wise. The board moved to executive session to discuss member concerns.

Pat Hampton moved from executive session. The motion was seconded by Carol Graysmith. The board moved out of executive session.

ADJOURNMENT

Laura Wise moved to adjourn. The motion was seconded by Nicole Proctor-Kanyama and was approved. Meeting was adjourned.

8H Coordinating Council

Meeting minutes are respectfully submitted by,

Deb Porter