

Arkansas Board of Health Education

April 17, 2013

Minutes

Present:

Kim Miller
Carrie Poston
Alison Rose
Sabra Miller
Rosemary Alcon
Amanda Harvey

Resigned:

Antonio Abad

- I. Chairperson Kim Miller welcomed everyone to the meeting.
 - a. Kim informed the Arkansas Board of Health Education that Antonio had arrived prior to the meeting to let Kim know he would not be able to attend and will be submitting his letter of resignation from the Board.
 - b. With a quorum present, the business of the meeting commenced.
- II. Meetings from the previous ARBHE meeting were reviewed.
 - a. Alison Rose motioned for approval of the minutes.
 - b. Rosemary Alcon seconded the motion.
 - c. The meeting minutes were approved.
- III. Carrie Poston, Treasurer, presented the Board's most recent financial statement.
 - a. Balance of \$4600.09 at the end of March 2013.
 - b. Carrie also noted that she has attended the required training on minority business relations.
 - c. She will assume responsibility for entering any Board updates quarterly.
- IV. Old Business:
 - a. The ARBHE display board and pamphlet availability were discussed. Each Board member is encouraged to make use of these informational tools at meetings and conferences where CHES/MCHES may be in attendance.
 - b. Kim reported that the ARBHE quarterly meeting dates have been posted on the Public Calendar:
<http://portal.arkansas.gov/government/pages/governmentpublicmeetingcalendar.aspx>
 - c. Discussion of provisional certifications took place. A provisional certificate may be awarded for one 18-month period and may be renewed by the applicant once during the initial 18-month period.

- d. Alison Rose volunteered to work on a write-up of any necessary changes to be made to the ARBHE Rules and Regulations.
 - i. The administrative process is as follows- Public notice will be made followed by 30 days for the public to respond. Notification will then be sent to people in the field. The Board will then vote on changes and notify the Arkansas Legislative Council, which will send the changes to the Rules Committee. Finally, changes must be filed with the Secretary of State and the Library.
- e. Any updating of legislation must begin with the Bureau of Legislative Research.
 - i. Any legislative process to alter the Act must begin with a mark-through of the current language. After this, a sponsor must be found to present the changes to the Arkansas Legislature.
- V. Discussion took place regarding the proper protocol to remove and/or replace Board members.
- VI. Board Member Rotation
 - a. Carrie Poston and Alison Rose have volunteered to continue to serve on the ARBHE for another term.
- VII. The next meeting date was voted upon and approved:
 - a. July 17, 2013
- VIII. The meeting was adjourned by Kim Miller.