



2018-2019 Committees

The Minnesota Pharmacists Association organizational structure includes three types of committees:

MPHA Standing Committees

MPHA standing committees are those specified and charged in the bylaws of the association. Standing Committees include:

1. Executive/Finance Committee
2. Leadership Development (Nominations) Committee

MPHA Policy Committees

MPHA Policy Committees are established in the MPhA Bylaws with a specific role in policy development. Charges and membership are determined annually by the President and the Speaker. Policy Committees include:

1. Professional & Organizational Affairs
 - a. Member Engagement Subcommittee
 - b. Policy Manual Review Subcommittee
2. Public Affairs

MPHA Special Committees

The MPhA President is given the authority to appoint Special Committees. These committees are not specified nor charged specifically in the MPhA bylaws. Their duties are as assigned by the President and MPhA Board. In 2018-2019, MPhA Special Committees will include:

1. Editorial Advisory Committee
2. Education & Events Advisory Committee
3. Student & New Practitioner Relations Committee
4. Awards Committee

Participation in MPhA committees provides an opportunity for you to play a key role in shaping the direction of our association — and it's an excellent opportunity to expand your personal and professional network, potentially learn new skills and advance your career. We recognize that our members have varying levels of time to devote as volunteers, so our committee structure is designed to provide opportunities with a range of time commitments.

2018-2019 Executive/Finance Committee

(Standing Committee)

Co-chairs

President: Jason Varin

Secretary/Treasurer: Tim Affeldt

Members:

Past President: Michelle Aytay

President Elect: Craig Else

Speaker of the House: Tony Olson

Special Appointees: Reid Smith, Alison Knutson

*Quorum is 3/5 officers.

Charge as stated in the MPhA Bylaws (Article IV, Section V):

Responsibilities of the Executive/Finance Committee include the transaction of Minnesota Pharmacists Association business in the interim between meetings of the board; making recommendations to the Board relative to property, funds and finances of the Minnesota Pharmacists Association; conducting performance evaluations and employment contract negotiations for the appointed Executive Vice President.

Charge from the 2018-2019 President & Board of Directors:

Review and make plans for Executive Director/EVP, staffing and management model.

Month to month activities and review of requests made.

Conduct annual performance review of Executive Director/EVP.

Leadership Development (Nominating) Committee

(Standing Committee)

Co-Chairs:

Molly Ekstrand *(Past President)*

Michelle Aytay *(Immediate Past President)*

Board Liaison:

Speaker of the House: Tony Olson olso2001@umn.edu

2018-2020 Appointee: Jeff Lindoo jefflindoo2@gmail.com

2018-2019 Appointee: Cole Davidson CDavidson@hy-vee.com

2018-2020 Appointee: Laura Schwartzwald laura@guidepointpharmacy.com

2018-2020 Appointee: Ernie Ruiz ruizel2009@gmail.com, ERuiz3@express-scripts.com

2018-2020 Appointee: Paul Iverson Paul@iversoncornerdrug.com

Will need to reach out:

2016-2018 Appointee: Christel Svingen christel.svingen@ihs.gov

2016-2018 Appointee: Lowell Anderson ander245@umn.edu

2017-2019 Appointee: Scott Setzepfandt scottas@gene.com or setzepfandt.scott@genecom

2017-2019 Appointee: Jill Strykowski jill.strykowski@allina.com

Staff: Marsha Millonig marshak59@yahoo.com

Bryan Mowry bryanm@mpha.org

*Appointees cannot be board members.

Bylaws:

The Nominating Committee shall consist of a minimum of five (5) active members who shall not be Directors, each of whom shall serve a two year term. These individuals shall be selected by the Chair of the Committee from individuals that have responded to a solicitation for committee service made available to all active members. The two year term may be adjusted by the Chair, only as needed to ensure a balance and overlap of incoming and current members on the Committee. The balance of the committee members shall include the Immediate Past-President who will serve a three (3) year term as a member of the committee. The Chair of the committee shall be the Immediate Past-President during the initial year of their 3 year term serving on the committee.

Charge as stated in the MPhA Bylaws (Article IV, Section I):

The Leadership Development Committee ... The Nominating committee shall select at least two active members as candidates for President-Elect, Secretary-Treasurer, Speaker and Vice-Speaker of the House of Delegates. The committee shall support the Association's intent of representation of pharmacists from a variety of practice settings and geographic locations in preparing a slate of candidates. The report of

the committee shall be reported not less than annually to the Association at a state wide meeting of the general membership.

Charge from the 2018-2019 President & Board of Directors (continuing):

- The Leadership Development Committee shall develop an Emerging Leaders Program that provides a process for identifying future leaders and providing development opportunities that would prepare them to serve in association leadership positions within MPhA.
- The Bylaws need to be addressed through the Professional and Organizational Affairs Committee to reflect co-chairmanship with the Immediate Past President and Past President once removed. (eg, Michelle Aytay is starting a 3 year term as immediate past president and will co-chair with Molly Ekstrand, past president once removed.)
- Annual Report to the House of Delegates - May 3, 2019

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Professional & Organizational Affairs Committee

(Policy Committee)

Co-Chairs:

Anita Sharma Aderinkomi, PharmD., BCACP
VBI Apprentice, Value Based Improvement
HealthEast Grand Ave Clinic

Lee Mork, MBA, MS, RPh
Director of Pharmacy
Allina Health Group – Primary Care and CSL
Allina Commons

Board Liaison(s):

Sarah Westberg

2018-2019 Charge from MPhA President & Speaker of the House:

- Monitor & support the charges & work of the Member Engagement Subcommittee
- Monitor state agency activities pertaining to health reform to stay abreast of opportunities for pharmacists to provide input into policy decisions, and to identify new opportunities for pharmacists to advance patient care including but not limited to:
 - Pandemic Preparedness plan review and comments
 - Opioid Risk Mitigation, and Naloxone implementation provide input on potential grant to close gaps
- Identify professional issues that should be high priorities for MPhA in the short and long term and act to advance those priorities including but not limited to:
 - Medication repositories/recycling: advise on implementation strategy in the event legislation passes in 2019 session
 - Providing care to immigrant/refugee populations: review new MPhA policy and host discussion with author Megan Olander, Vu Ha and other student pharmacists and practitioners on potential implementation strategies
- Identify and recruit qualified candidates for appointments to vacancies on state agencies or regulatory bodies.
- Work to improve inter-professional communication and act on opportunities to participate/collaborate with other health care organizations to advance professional affairs.
 - Hold discussion on current MPhA initiatives and recommend potential new ones
- Review MPhA Policy Manual (at a minimum of every 3 years) for policies that should be archived. Last review was completed in June, 2017.
- Review recommendations from the Policy Manual Review Committee for updating and proposing new MPhA policies.
- Provide ideas to the Educational and Events Advisory Committee on topics to be included in MPhA educational conferences.

Deliverables/Timeline:

- Committee co-chairs, please report to the incoming President in May as to whether you are willing to continue serving as co-chair and/or suggestions for co-chairs from your committee for the following year.
- Annual Report to the House of Delegates - May 3, 2019

Expectations for Committee Members:

The Professional & Organizational Affairs Committee will meet as needed, approximately 5 times for approximately 90 minutes between the months of September and April. Members of the committee will be provided with meeting materials one week in advance of regularly scheduled meetings and will be asked to review the materials and come to the meetings prepared for discussions. Members of the committee may participate in-person or via conference call.

Member Engagement Subcommittee

(reports to the Professional & Organizational Affairs Committee)

Co-Chairs:

Brittany Symonds
Kaylan Wilson

Board Liaison:

Tony Olson

2018-2019 Member Engagement Subcommittee charge

- Review the current process for dues renewals, and correspondence to members related to their membership benefits on an annual basis each July.
- Work with staff to develop membership recruitment and retention plan, especially related to lapsing members on a monthly basis.
- Monitor membership reports and trends, and make recommendations to the MPhA board of directors on actions to increase membership.
- Recommend individuals for Honorary Membership.
- Develop onboarding program to welcome new members and encourage involvement, provide opportunities to become engaged and involved.
- Develop and implement a strategy to expand Organizational Memberships including discussing “touch points” and a set of regular communications each year to these groups.
- Annual Report to the House of Delegates - May 3, 2019

Public Affairs Committee

(Policy Committee)

Co-Chairs:

Jeff Lindoo

Tony Post

Board Liaison:

Michelle Aytay

2018-2019 Charge from MPhA President & Speaker of the House:

- Monitor regulatory activities to identify issues likely to come before the Legislature including but not limited to:
 - Revision of Medicaid reimbursement structure as mandated by CMS Outpatient Covered Drug Rule
 - Opioid Risk Mitigation
- Review bills introduced and provide guidance to staff consistent with MPhA policies.
- Make recommendations to the Board of Directors on issues for which policy positions have not yet been developed, or for modifications to existing policy positions.
- Provide input into the development of strategies and grassroots initiatives to advance legislative and regulatory initiatives identified as association priorities.
- Participate in the coordination of efforts to modernize the Minnesota Pharmacy Practice Act to ensure pharmacists are able to practice to the top of their license and participate fully in new total cost of care models, advanced payment models, including accountable care organizations.
- Continue active involvement in Minnesota Pharmacy Alliance initiatives.
- Review of proposed Board Policies pertaining to Public Affairs.
- Provide guidance to the Educational and Events Advisory Committee on topics to be included in MPhA educational conferences.
- Review recommendations from the Policy Manual Review Committee for updating and proposing new MPhA policies.
- Provide recommendation on creation of candidate endorsement policy.
- Determine MPhA's process for input to the Board of Pharmacy's planned rules revision.

Deliverables/Timeline:

- Reports to MPhA Board – Monthly During Session
- Reports to Membership – Weekly Briefings During Session
- Final Report to House of Delegates - May 3, 2019
- Committee co-chairs, please report to the incoming President in May as to whether you are willing to continue serving as co-chair and/or suggestions for co-chairs from your committee for the following year.

Expectations of Members:

The Public Affairs Committee will meet approximately 9 times for 2 hours between the months of September and May. Members of the committee will be provided with meeting materials one week in advance of regularly scheduled meetings and will be asked to review the materials and come to the meetings prepared for discussions. Members of the committee may participate in-person or via conference call.

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Education and Events Advisory Committee

Co-chairs:

Michelle Johnson
Rebecca Pickler

Board Liaison:

Bill Larson

2018-2019 Charge from MPhA President & Speaker of the House:

- Development of educational content for MPhA events including the MPhA Annual Learning Network Conference, Leadership Summit, Minnesota Pharmacy Legislative Day, Town Hall events and webinars.
 - Provide input and seek guidance from the Alliance, Professional & Organizational and Public Affairs, Student and New Practitioner committees on speaker topics.
 - Provide assistance in the development of the schedule, selection and confirmation of presenters.
- Review and provide recommendations for improvements to the processes for securing educational sponsorship and exhibitors for conferences.
- Review strategic changes made to MPhA events and make recommendations to the MPhA board on future directions for MPhA events
- Advise on promotions for the Midwest Pharmacy Expo and all MPhA events

Deliverables/Timeline:

- See MPhA Operational Plan for education and events timeline
- Final report to the MPhA House of Delegates – May 3, 2019
- Report to the MPhA Board of Directors – Bi-monthly (September, November, January, March, May, July)
- Committee co-chairs, please report to the incoming President in May as to whether you are willing to continue serving as co-chair and/or suggestions for co-chairs from your committee for the following year.

Expectations of Members:

The Education and Events Advisory Committee will meet monthly for up to 60 minutes. Members of the committee will be provided with meeting materials one week in advance of regularly scheduled meetings and will be asked to review the materials and come to the meetings prepared for discussions. Members of the committee may participate in-person or via conference call.

Editorial Advisory Committee

(Special Committee)

Co-chairs:

David Hoang

Reid Horning

Board Liaison:

TBD

2018-2019 Charge from MPhA President & Speaker of the House:

- The Editorial Advisory Committee shall publish a professional Journal to be used as a resource to the MPhA membership and the pharmacy community at large in regards to all topics related to Minnesota pharmacists and issues. The journal shall include articles which provide: industry updates, education, best practices and ideologies, legislative updates, and proposals which have an effect on the practice of pharmacists and pharmacies.
- Monitor and consider strategic changes to increase visibility and utility of MPhA communications
- Forwarding suggestions and leads to staff on website advertisers, Journal advertisers.
- Provide input and review of weekly Small Doses e-newsletter.
- Advise and participate in the development of content for the MPhA website.
- Identify ways to promote pharmacy practice or MPhA to outward facing publications.
- Investigate and recommend a policy for the association in light of recent high-profile data breaches of corporate websites and data collection on social media sites with a lack of transparency to users to guide us for consistency in collecting member information and to help our members be aware of good data security.

Deliverables/Timeline:

- See MPhA operational plans for communications & publications schedules.
- Submit two articles to outward facing publications
- Final Report to the House of Delegates – May 3, 2019
- Committee co-chairs, please report to the incoming President in May as to whether you are willing to continue serving as co-chair and/or suggestions for co-chairs from your committee for the following year.

Expectations of Members:

The Editorial Advisory Committee will meet approximately 6 times throughout the year for 90 minutes. Members of the committee will be provided with meeting materials one week in advance of regularly scheduled meetings and will be asked to review the materials and come to the meetings prepared for discussions. Members of the committee may participate in-person or via conference call. Co-chairs will make efforts to attend the annual House of Delegates meeting or identify a committee member who is able to address questions or comments about the report at the annual meeting.

Student & New Practitioner Committee

(Special Committee)

Co-Chairs:

Jorgen Kvaal
Michaela Wermers

Board Liaison:

Alison Knutson

2018-2019 Charge from MPhA President & Speaker of the House:

- Evaluate MPhA's current approach to student, resident and new practitioner relations and make recommendations to the board of directors for refinements to better meet the needs of students, residents and new practitioners.
- Develop recommendations that address how MPhA can better integrate the work of MPhA into the college of pharmacy, and how MPhA can improve networking opportunities for students, residents and new practitioners at MPhA continuing education events.
- Identify a unique model for a residency or post-graduate training opportunity to highlight in MPhA publications via the Editorial Advisory Committee.
- Identify education gaps for students and new practitioners for inclusion into one or more MPhA events via recommendations to the Education and Events Advisory Committee.
- Engage MPhA in the student led activities at the College of Pharmacy including fund raising activities, social events, and speaking engagements as appropriate.
- Communicate and serve as liaisons between MPhA and MPSA to publicize MPhA events and programs and encourage student, resident and new practitioner participation.
- Support ongoing communication between MPhA and students, residents and new practitioners during career transition periods.
- Increase recruitment and involvement of new practitioners and residents on committees and in MPhA.
- Identify residents or new practitioners to be involved in Duluth to increase participation.

Deliverables/Timeline:

- Plan and execute one networking event per semester for students
- Identify three student or resident events for MPhA Leadership to engage students and residents to provide information on the value of MPhA
- Collect and provide MPhA with alternate email addresses for P3 and P4 students each Spring for purposes of updating the MPhA database to continue communication after graduation.
- Ensure the MPSA communications vice president has information about MPhA events and programs for the weekly MPSA email newsletter
- Final report to the House of Delegates – May 3, 2019
- Committee co-chairs, please report to the incoming President in May as to whether you are willing to continue serving as co-chair and/or suggestions for co-chairs from your committee for the following year.

Expectations of Members:

The Student and Resident Relations Committee will meet approximately 5 times for 60 minutes between the months of September and April. Members of the committee will be provided with meeting materials one week in advance of regularly scheduled meetings and will be asked to review the materials and come to the meetings prepared for discussions. Members of the committee may participate in-person or via conference call.

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Awards Committee *(Special Committee)*

Co-Chairs:

Allyson Schlichte
Kati Dvorak

Board Liaison:

TBD for 2019

2018-2019 Charges from MPhA President and Speaker of the House:

- Work with MPhA staff director to issue calls for Award Nominations throughout March-May.
- Determine recipients for annual MPhA Awards:
 - Bowl of Hygeia
 - Harold R Popp
 - New Practitioner Award
 - Innovation for Success
 - Pharmacy Technician Award
 - Cardinal Health Generation Rx

Deliverables/Timeline:

- Work with MPhA staff director to issue calls for Award Nominations throughout March-May.
- Have committee members outreach individually to build awareness and increase the number of award nominations.
- Review the criteria for each award and the scoring rubric for any necessary updates.
- Have each committee member review each award nomination and rate applicant's nominations using the award criteria scoring rubric.
- Reach out when needed to nominators for more information on award nominations.
- Work with MPhA staff director to let nominators know of successful award recipients and work with them to ensure recipient's family/friends are aware and able to join at the Awards Reception.

Expectations of Members:

The Awards Committee will meet approximately two times for 60 minutes between the months of June and August. Members of the committee will be provided with meeting materials one week in advance of regularly scheduled meetings and will be asked to review the materials and come to the meetings prepared for discussions. Members of the committee may participate in-person or via conference call.