

Hawaii Dental Association

1345 S. Beretania Street, Honolulu, HI 96814

Meeting of the Board of Trustees

Oahu Country Club, Thursday, July 14, 2016

Members present: Drs. Steve Wilhite, Lynn Fujimoto, Ed Cassella, Patsy Fujimoto, Curtis Tom, Sean Holliday, Michael Lutwin, Shelly Kawamoto, Robert Baysa, Jaclyn Lum, Alan Fujimoto, Dayton Lum, Wayne Leong.

Members excused: Drs. Chris Lee, Scott Kanamori, Gerald Kim.

HDA staff present: Loren David Liebling, Executive Director; Irish Edsman, Director of Operations

Guests present: Dr. Curt Shimizu, Mr. Chris Yeh, Ms. Melissa Pavlicek, Ms. Sherri Tomishima.

1. Call to Order by Dr. Steve Wilhite, President

- A. Establish Quorum and call to order at 8:30 AM.
- B. The introduction of guests - Dr. Curt Shimizu, Mr. Chris Yeh, Ms. Sherri Tomishima, Ms. Melissa Pavlicek.
- C. Conflict of Interest and Anti-trust policies reviewed and sign in sheet made available. **MOTION to go into closed session. Seconded. Carried.**
- D. Minutes of May 12, 2016, board meeting. **MOTION: To accept the minutes. Seconded. Carried.**

2. Closed Session

- A. **MOTION to leave closed session and begin open session. Seconded. Carried.** Open session called to order at 10:00 AM.

3. Priority Items

- A. Legislative report: Ms. Pavlicek reported on the 2016 Legislature. The bills that will affect us are the bill allowing discipline of professionals who have disciplinary issues in other states, a telehealth bill which allows remote treatment via teledentistry, a latex prohibition bill with a modification that doctors can use latex gloves if they can take an allergy history of the patient. She discussed the makeup of the legislature for 2017 and how many legislators will return and how many may not. The legislators will be traveling to Chicago for the National Conference of State Legislatures where they have the opportunity to learn about what other states are doing and what model legislation is being proposed around the nation. This time of the year is a good time to be talking to legislators as they are not in session and under pressure. The HDA legislators breakfast was successful and will continue this year on January 11 or 12. The final date, time and location to be determined.

52 B. HDA Financials: Dr. D. Lum – The financial program continues to work to
53 tighten up on detail in our financial reporting. The explanatory comments on
54 the financials are a good improvement. He wants to alert the board that there
55 will likely be an increase in expense in the fiscal management area this year.
56 The financial policies and procedures are coming along and still have some
57 work to complete but expect to present that to the Board at the meeting in
58 October. **MOTION: To accept financials reconciled through May 2016.**
59 **Seconded. Carried.**
60

61 4. Reports

- 62
- 63 A. President: Dr. Wilhite stated that the UH Questionnaire has been completed
64 and we will receive a report from them when the research is completed. He
65 attended the Kauai county meeting last month with the ED and had a very
66 good time with our members on Kauai. Had the opportunity to answer
67 questions and get a feeling for their concerns. They were interested in
68 legislative issues and KCDS has an excellent relationship with their
69 legislators. Dr Jane Grover from ADA management will be coming to Hawaii
70 to participate in a Health Summit in September and she will also meet with
71 leadership while she is in town. The Western States President Conference is
72 fully subscribed with 40 leaders from 13 western states attending the meeting
73 that HDA will host at the Moana Surf rider. We will have 66 folks at the
74 reception so many guests are bringing their family members to enjoy Hawaii.
75 The HCDS is setting up the annual beach cleanup and this year it will be a
76 full-day family event.
- 77 B. President-Elect: No report
- 78 C. Executive Director: Mr. Liebling reports that in accordance with the boards
79 wishes our website is now being hosted by the ADA on their server. Our site
80 now looks and feels like many other state and county sites who also agreed to
81 allow their site to be redesigned so that many dental association and society
82 sites look similar with co-branding of the ADA as well. This is part of the
83 ADA effort to present a unified face to the public regarding dentistry. All of
84 our legacy material is there but in a different format. We have moved our site
85 from its Officite server to join the ADA but we will incur monthly hosting fees
86 with the ADA that we didn't pay to Officite. Also, we will have to move our
87 email as Officite will not host email if a website is moved. This was a free
88 service and now we will have to pay for email hosting. Our IT challenges and
89 redesign have been put on hold until next year but we have engaged a
90 company called M-Powered who will take care of our systems on an hourly
91 basis. This company is very good and known to our President Elect. They are
92 giving us a very good pricing for all services and products they offer. The
93 increase in cost and therefore the impact on our finances is approximate
94 \$50/month for website hosting, \$40/ month for email hosting (with M-
95 Powered) and as needed IT services at \$85/hour. Because these were not
96 expensed items in the past we do not have a budget line for this. We do have a
97 budget line this year for "Software leases and purchases" and that is not being
98 used as the software lease amount (\$3000) for the member's database for 2016
99 was prepaid and was taken care of in 2015. Therefore it is possible to put
100 these new and unexpected 2016 costs into that line item and then budget for
101 these items in 2017 or we can handle these expenses in deficit spending.

MOTION to place all charges for the web, email and IT into the Software leases and purchase category # 67185. Seconded. Carried.

- 102
103
104 D. Component Society Presidents: No reports.
105 E. HDA Funds: No report.
106 F. HDPAC: No report.
107 G. Nominating/Awards committee: Dr. P. Fujimoto listed the proposed slate of
108 officers at this time as Dr. Chris Lee for President, Dr. Dayton Lum for
109 Treasurer, Dr. Wayne Leong for Secretary, Dr. Patsy Fujimoto for Speaker of
110 the House. President-elect, Vice President and 3 Oahu Board seats are still
111 not filled. The Kauai seat will be filled by KCDS. **MOTION to accept the**
112 **proposed slate of nominees. Seconded. Carried.** The 2016 HDA Awards
113 will be: for Lifetime Achievement - Dr. Gary Yonemoto; for Distinguished
114 Service - Dr. Lynn Fujimoto; for Award of Honor - Ms. Sherri Tomishima;
115 for Legislator of the Year - Senator Jill Tokuda. The President will select who
116 he wishes for his award(s) and the Young Dentist Group will select an
117 awardee. **MOTION to accept the proposed slate of awardees. Seconded.**
118 **Carried.**
119 H. Action for Dental Health Committee: Dr. Holliday: No report. Dr. L.
120 Fujimoto will meet with Jane Grover and Maui College when Dr. Grover is in
121 Hawaii in September to continue the CDHC planning.
122 I. ADA SPA task force: Ms. Pavlicek reported that the ADA has extended our
123 SPA grant for the months of August - December 2016 at the rate of \$5000 per
124 month. Has received positive feedback from the ADA on our efforts and on
125 the 2015 GKAS event on Oahu. It was very successful, got good media
126 coverage and had increased patient participation over last year. Kauai, Maui,
127 and Big Island are planning to do GKAS this year. She is working with local
128 media outlets to see if we can get some coverage for the work being done by
129 dentists in Hawaii. Maybe presenting an advertising proposal to the HDA
130 leadership in the future.
131 J. Senior Delegate of the ADA delegation: Dr. Cassella reports that the 14th
132 District caucus will be held in Scottsdale AZ this year and the ADA Annual
133 session and House of Delegates in Denver CO.

134 **5. Areas of responsibility reports**

- 135 A. Administration: Dr. Wilhite - No report.
136 B. Education: Dr. L. Fujimoto
137 - Dental Education program – Dr. J. Lum – We are set to go for 2017 and
138 look good for 2018. The ADA Annual session will be here in 2018. Still
139 working on the ethics class that will be offered the Thursday evening of the
140 2017 HDA Convention as a member benefit. TDIC will sponsor the class.
141 C. Fiscal Management: No further report
142 D. Government Relations: Dr. Lee
143 - Legislative Program: No further report.
144 - Board of Dental Examiners: Mr. Liebling reports that the Dental Practice
145 Act rules changes have still not been signed by the Governor. Not sure when
146 that will happen. This will affect the rules on anesthesia, CPR, and CE.
147 There is a new revised set of rules being developed to address a glitch in the
148 statute that does not include dentists in the category of health care providers as
149 it relates to the management of dental records, also they will be adjusting the
150 CE category some to allow for extended credit for Health Care Provider CPR

151 which is a longer course than simple BLS which we have been taking for
152 many years.

153 E. Membership: Dr. Leong

154 - Young Dentists Group: The YDG won the ADA Golden Apple award for
155 best New Dentist Committee in the nation and as chair Dr. Morita cannot
156 attend the ADA annual session to pick up the award he is planning to create
157 an acceptance video that can be projected at the meeting while Dr. Wilhite
158 will actually be there to accept on his behalf.

159 - GKAS: No further report.

160 - Auxiliary membership task force - Dr. Kawamoto provided a written report.
161 She discussed the way that various states handle auxiliary membership.

162 **MOTION to establish a dental hygienist category in HDA membership.**

163 **Seconded. Discussion. Carried.** Dr. Kawamoto's task force to present the
164 details of implementation of the establishment of this new category at the next
165 BOT meeting. This category can only be established by the action of the
166 House of Delegates so the Board, if it approves the implementation plan, will
167 develop a resolution to that effect.

168 F. HDA Building - Mr. Liebling reports that for the first time in the history of the
169 HDA building it is delivering a profit. It is bringing in more revenue than it is
170 costing in expenses. The challenges facing the building right now are in
171 controlling the public parking space on the ground floor. There are 7 spaces
172 and it may not be enough to serve the needs of the tenants if outside parkers
173 take up spaces. We have a three stage plan to address this problem beginning
174 with new signage in the garage, moving on to monitored parking and possible
175 towing and then to having an attendant in the garage during business hours.
176 These costs will be passed along to CAM and all tenants have been told about
177 this plan and agree that something like this must be done. In addition, the two
178 rooftop air conditioners placed in 1995 are reaching the end of their useful
179 lives. We are having bids on replacement of these units and the cost could be
180 \$50,000 or more depending on the vendor and the equipment. This can be
181 passed to CAM or taken as a capital expense by the HDA. A further report on
182 the HVAC challenge will be made at the next Board meeting.

183
184 **6. Old Business**

185 A. Member survey results Mr. Liebling reports that the member survey had
186 fewer replies than expected. It does seem that some members are feeling a
187 downturn in their revenues but maybe not as many as we had expected. He
188 will report the results to the membership.

189 B. HDA Foundation Mr. Liebling for Chair Dr. Gary Yonemoto reported that
190 two more HDA members have joined the initial foundation board; Drs. Jeff
191 Sonson and Scott Morita. The vendor to establish the Foundation has been
192 contacted and is proceeding. There are two ways to approach securing a
193 charitable designation from the IRS based on expected revenue. If under
194 \$50,000 per year there is a simple "EZ" form and expedited filing by the IRS
195 and the whole process can be done within 30-60 days. If over \$50,000 you
196 must use the "long form" and the process can take 4-6 months. The
197 foundation board will decide which way to go when advised on this by the
198 vendor. The board will decide in time for GKAS fundraising to accept tax
199 deductible donations which were the motivator for creating the Foundation.

200 C. HOD structure committee - No report.

- 201 D. HCDS admin fee – Dr. Wilhite reports that the executive council of the HCDS
202 still has not decided on its approach to negotiating the fee with HDA. They
203 will continue to discuss it and give the Board feedback before the end of the
204 year.
205 E. UH oral health interview - No further report.
206

207 **7. New Business**

- 208
209 A. Resignation from the board of Dr. G. Kim **MOTION to accept the**
210 **resignation of Dr. Gerald Kim from the HDA Board of Trustees.**
211 **Seconded. Carried.**
212 B. Dental Lifeline Network - To ratify the decision of the Executive Council to
213 maintain our position with respect to the DLN and with the state regarding the
214 “DDS” program. **MOTION to ratify. Seconded. Carried.**
215 C. Lobbyist contract 2017 - **MOTION to submit an RFP to secure a new HDA**
216 **lobbyist for 2017. Seconded. Carried.**
217 D. Revised travel polices - Revised HDA travel polices were presented as
218 follows:

219
220 [DRAFT of revision of travel policies. 6/28/16. Approved by BOT 7/14/16]

221
222 **XIX. TRAVEL**

223
224 **This travel policy shall apply to all HDA employees, volunteers, and other members**
225 **performing business for the HDA.**

- 226
227 A. **Approved Reimbursable Travel Expenses – (7/2016)**
228 Economy airfare, approved block rate hotel accommodations - including up to one
229 additional night’s stay if needed due to flight schedules, car rental/taxi fare to and
230 from the destination/airport, parking expenses incurred from the Hawaii airport point
231 of departure. Persons traveling in their official capacities shall make every effort to
232 keep travel costs reasonable.
233
234 B. **ADA Events Approved for Travel Reimbursement by Appropriate HDA**
235 **Representatives - (7/2016)**
236 ADA President-Elects’ Conference (President-Elect)
237 ADA Management Conference (ED)
238 ADA Washington Leadership Conference (ATLs, ED, and ATL coordinator)
239 ADA Conference on the New Dentist (New Dentist Program representative)
240 Western States Presidents Conference (President, President-elect, and ED)
241 ADA Fourteenth District Caucus (ADA delegates, alternates, ED, delegation secretary)
242 ADA House of Delegates (ADA delegates, alternates, ED, delegation secretary)
243 And any additional events approved by the HDA Board of Trustees.
244
245 C. **HDA Events Approved for Travel Reimbursement by Appropriate HDA**
246 **Representatives - (7/2016)**
247 HDA Neighbor Island trustees for travel to the HDA BOT, HOD meetings and
248 Welcome Legislators Breakfast.
249 HDA President and ED for travel to meetings with component societies
250 Members of the Executive Council who are from the Neighbor Islands for travel to
251 meetings when they are acting in their official capacity
252 Two representatives per Neighbor Island to attend the Legislative Breakfast
253 And any additional events approved by the HDA Board of Trustees.
254
255 D. **Per Diem – (7/2016)**

256 Meals and Incidentals (M&I) per diem shall be provided to travelers attending each
257 event and will be calculated by following the IRS approved, published, federal GSA
258 M&I per diem amount by the city to be visited. Receipts will not be required to
259 support the per diem reimbursements.
260

261 E. Submitting for Reimbursement – (7/2016)

262 After travel has occurred, the traveler shall submit the HDA Expense Report with a
263 copy of all receipts for all incurred expenses attached. The HDA Expense Report and
264 copies of receipts shall be submitted within sixty days of travel in accordance with
265 the Internal Revenue Service accountable plan rules.
266

267 E. Agenda items for WSPC - Suggestions were: Section 1557 rules on Medicaid
268 patients particularly the translation requirement, the new anesthesia rules from
269 the ADA and GEHA.

270 F. 2016 Hawaii Health Workforce Summit - Materials for this summit in the
271 packet. President Wilhite and others in leadership cannot make the meeting as
272 they will be out of town so if anyone on the board is interested please attend.
273

274 **8. Announcements and Adjournment**

- 275 A. Announcements.
276 B. Next Executive Council meeting: September 27, 2016.
277 C. Next Board of Trustees: October 6, 2016.
278 D. Next House of Delegates: Saturday, November 19, 2016
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281
282 Respectfully submitted,
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286 Wayne Leong, DDS, Secretary