



To: CCPA Purchasing Partners Board of Directors

From: Kena Norris, Executive Director

Re: Minutes of Monday, January 9, 2017 CCPAPP Board of Directors Meeting

**Members Present**

Sheri Ross, MD  
Michael Siegel, MD  
Tim Geleske, MD  
Guy Randolph, MD  
Valerie Kimball, MD  
Douglas Ashley, MD  
Mary Hall, MD  
Jonathan Necheles, MD  
Ushma Patel, MD  
Rebecca Unger, MD  
Susan Sirota, MD  
Alison Gehle, MD  
Virginia DePaul, MD

**Members Absent**

Dov Shapiro, MD

**Others Present**

Kena Norris, MJ, FACHE  
LaVonna Swilley, MBA  
Anika Walker

**1. Call to order**

**Valerie Kimball, MD**

The CCPA Purchasing Partners Board of Directors meeting was held on Monday, January 9, 2017 at McCormick and Schmick's, Skokie, IL. Dr. Valerie Kimball, President, called the meeting to order at 6:51 pm.

*A. Motion 1: To approve minutes from the 11/14/2016 CCPAPP meeting. The motion was made, seconded and unanimously approved.*

**2. Report from the Treasurer**

**Michael Siegel, MD**

The YTD financial statement was reviewed by Dr. Siegel. CCPA Purchasing Partners (CCPAPP) has about 1.5 million dollars awaiting distribution. Distribution checks will be sent in February 2017. Dr. Siegel stated new member growth has been steady, but should increase due to the restructuring of the organization.

A. *Motion 2: To approve Treasurer's Report for YTD Financial Statement as of 11/30/2016 (Attachment 2).* The motion was made, seconded and unanimously approved.

2017 CCPAPP Annual Budget (*Attachment 3*)

Dr. Siegel reviewed the CCPAPP budget for the year. Revenue increases were budgeted for Merck and Sanofi. Dr. Siegel also stated we expect to see an increase from McKesson which is the next largest vendor. Dr. Siegel stated the expenses reflect a slight increase in staff compensation, tax preparation, advertising and promotions. Travel expenses is expected to remain the same.

B. *Motion 3: To approve CCPAPP 2017 Annual Budget (Attachment 3).* The motion was made, seconded and unanimously approved.

### **3. Report from Executive Director**

**Kena Norris, MJ, FACHE**

#### A. GPO Restructuring Update

Ms. Norris stated that, as of December 6, 2016, CCPAPP is officially an LLC. Previously, as an LP, Children's Community Physicians Association (CCPA) received 45% of the distribution and would have to spend down the excess revenue before the end of the fiscal year. Now due to the restructure, CCPA can receive a lower percentage to mainly cover its expenses and the bulk of the income will be distributed to CCPAPP members.

Ms. Norris also stated the restructuring was important because it will allow CCPAPP to become more competitive and further gain membership beyond the six states we were previously registered in. Ms. Norris stated the next CCPAPP board meeting will be more GPO focused and will include the CCPAPP staff to discuss the 2017 strategic business plan.

#### B. Distribution Timeframe

Ms. Norris stated today was the deadline to report issues concerning the vendor sales report distributed to member practices. If an error has been found, it will be credited in next year's distribution. Dr. DePaul brought up a potential issue she had with her practice's vendor sales report. Ms. Norris assured her she will work with Priya Stemler and McKesson to find a resolution.

#### C. Time for a Checkup

Ms. Norris thanked Dr. DePaul for co-moderating the Time for a Check-up seminar. Ms. Norris reviewed the results from the event survey, which were very positive. The survey also included a question on the location for future events, but the majority of the respondents stated they liked Café la Cave.

#### D. CCPAPP Staff Update

Ms. Norris made an announcement that our CCPAPP Member Relations Specialist, Armetris Forman has resigned. Ms. Forman was also teaching part-time at Moraine Valley Community College. As a result, she was offered a full-time position as the Associate Director in Clinical

Education. Ms. Norris expressed her happiness that Ms. Forman will be able to follow her passion and utilize her master's degree in education.

Ms. Norris stated that she was recently approached by Katrina Ilagan, former CCPAPP Member Relations Specialist, regarding a position within CCPAPP. Unfortunately, Ms. Ilagan was looking for a management position, but CCPAPP did not have an opening at this time. Ms. Norris also mentioned CCPAPP will begin the process of recruiting for the Member Relations Specialist position after the annual distribution is completed.

The next meeting is scheduled for Monday, March 13, 2017 at 6:30 pm at McCormick & Schmick's.

**Adjournment** - Meeting was adjourned at 7:22 pm by Dr. Kimball.