

SDHFMA Planning Meeting

4/5/07 & 4/6/07

Cedar Shores, Chamberlain, SD

Tom Loff called meeting to order at 10:14 a.m.

Attendance:

Stan Knobloch, Geoff Knobloch, Mike Miller, Jim Frank, Bryce Pattison, Julie Norton, Renae Tisdall, Debbie Pullman, Tom Loff, Anne Christiansen, Tina Horner, Jeff Sandene and Mark Thompson

Tom noted that the planning meeting was scheduled prior to LTC at the direction of HFMA national.

Bylaw Review:

Reviewed Bylaw draft submitted to National, which included small modifications in Section 4.3 so that it agrees with Section 7. These changes allow elections via electronic format in addition to written vote. National has informally approved these revisions. These election language changes are necessary to meet the March 1st deadline for electing officers and board members.

An additional change will be proposed for Section 3.5 (a) that we “install” rather “elect” officers and directors. Section 5.3 (a) should also be changed to read “...and up to two non-voting members”.

Tom will check with National about formalizing Nominating Committee. Bryce will submit the suggested Bylaw changes to National and will distribute the amended Bylaws to members as stated in Section 16.2 (c). Bryce will also check with National as to when the Chapter needs to adopt these amended Bylaws.

Policy Review

The Board discussed the following policy revisions:

Change to Depository Institution (see page 3) to reflect the changes approved during the September 2006 Business Meeting, Specifically, the policy should read, “Said funds are to be invested in any institution covered by FDIC money market funds rated AAA or similar high quality ratings are also permitted. Investment transactions are to be recorded by Treasurer and reported to the Board at each meeting”.

Change Chapter Reserve policy to reflect new Chapter Balance Score Card (CBSC) to 150-day minimum cash balance from the current 6-month requirement (see page 7 of the Planning Manual).

Change to Registration Refund policy (see Planning Manual page 8) to address on-line registrations. The policy Statement should include the following statement, “Registrations made via the Chapter’s website are considered binding and the Chapter’s Treasurer will bill the member for any unpaid registrations”. An additional Procedure will be added to this policy that adds the following language to the Chapter’s on-line registration screens, “The registrant acknowledges the obligation to pay the stated registration fees and that any request for a fee waiver must follow the Chapter’s refund

policy and that to the extent practical such notification should be included in promotional material related the Chapter's Educations Meeting.

Julie Norton motioned seconded by Renee Tisdall that the noted changes to the Bylaws and Policies be approved. Motion passed.

Chapter Balanced Score Card:

Bryce reviewed the Chapter Balanced Score Card (CBSC), which is part of Davis Chapter Management System (DCMS). The CBSC is a dashboard type of report on chapter status. The elements of the CBSC include:

1. Registrant hours per member
2. Member retention
3. Financial executive metric
4. Member overall satisfaction
5. Provider percentage of officers and board
6. Seamless System of Service
7. Dash cash on hand (minimum / maximum targets)
8. DCMS compliance
9. Chapter goal achievement

Chapters will need a threshold performance 40 points to be eligible for awards. The Board will focus on strategies to achieve the CBSC goals

Strategic Plan:

Tom presented the FY07 strategic plan. As noted above the CBSC provides the Chapter's goals and the Officers and Board will focus on developing strategies to meet these goals. The vision, mission, values and SWOT analysis may be considered part of the general strategic plan, but the format of the Strategic Plan will focus on providing the various committees with objectives to accomplish the CBSC goals. See attached fiscal 2008 Strategic Plan.

Committee Reports:

The committee membership roster was presented as the committee chairs had previously been assigned to meet the new timelines. The committee chairs presented their respective goals as follows:

1. **Newsletter Committee** – Mike Miller reported that they would develop a question and answer section for the newsletter. Recurring topics may include reimbursement updates from Gilbert Johnson (SDAHO), Noridian (Medicare) and SD Medicaid updates, revenue cycle, electronic medical records, Critical Access Hospitals, lean process / cost containment, CBSC updates, quick updates from across the state and member profiles.
2. **Sponsorship Committee** - Jim Frank will continue to enhance the program and encouraged everyone to provide new sponsor ideas to the Committee.
3. **Membership Committee** – Renae Tisdall reported the Committee will focus on the CBSC's retention goals, try to provide dues relief to facilities without

members and they will utilize information on National's website on membership data from across the state.

Motion passed to recess until 8:30 a.m. Friday.

Meeting Resumed Friday, April 6, 2007

Attendance:

Officers and Board present: Bryce Pattison, Tina Horner, Renee Tisdall, Geoff Knobloch, Jeff Sandene, Mark Thompson, Anne Christiansen, Tom Loff, Maureen Cadwell, Stan Knobloch, Julie Norton, and Jim Frank

Committee Reports (continued):

4. **Public Relations / Website Committee** - Tina Horner reported on the Yerger applications she submitted for PR activities and the website development. The Committee is exploring new ideas for the coming year, which may include a dinner theater at an upcoming meeting in Sioux Falls. The Committee will also focus on involving new members. The Chapter's website will continue to improve to include options for members to provide on-line suggestions and feedback, the Financial Reports, information on past presidents and awards. Tina also provided information from National on archiving options of \$100 / year for 256 MB of space. The History & Bylaws Committee will review various options and the budget will include money to provide disaster recovery support as the chapter records become reliant upon electronic storage. The Committee may contact Dave Timpe to see if he is interested in updating the History and to provide a stipend for his efforts. Tina will also request \$700 be included in the budget to enhance the website's appearance.
5. **Program Committee** - Julie reported on last year's meetings – see evaluations in the Planning Manual under education tab. Discussed possible topics for future meetings including the following: Noridian's Provider Audit update, leadership topics, co-located long-term care / critical access hospital facilities, bond rating agencies credit evaluations, and supply chain issues.

Anne reviewed National's program planning tools. SDHFMA currently meets the silver level under the CBSC and the Program Committee's goal will be to achieve gold status. The chapter receives credit for attendance at national meetings such as ANI. The July meeting will be expanded to a 1 ½ days and web casts will be considered to meet the educational hour requirements instead of the Eide Bailly conference, which will not be held this year. Based upon the preliminary SDAHO agenda the Program Committee will consider filling two to three concurrent session slots. The Officers and Board would like to see our continued participation in the SDAHO trade show. The committee will discuss changes to the winter meeting format to address declining enrollment at this meeting. If the meeting remains as a one-day format the meeting may start with a business meeting at 8:00 a.m. Deadwood locations will be considered for the fall meeting. Motivational speakers will be considered for the 2008 spring meeting in Sioux Falls a possible speaker may be Lynn Hartzil, a two star general.

To increase attendance the member bring a non-member program will be offered again. Members attending chapter meetings will be entered into a drawing for a partial scholarship to assist members in attending a HFMA National conference such as ANI. Anne presented the proposed three-year education calendar, which will be provided to the three healthcare systems to reduce possible conflicts.

2007 / 2008 Budget:

Mark presented the proposed 2007 / 2008 (FY 2008) budget. The Officer's and Board suggested changes to provide additional funds for educational and networking events, which resulted in a budgeted loss for FY 2008 – see attached budget.

Renee Tisdall motioned and Anne Christiansen seconded a motion to approve the budget. Motion passed.

Other Business:

Tina encouraged those contemplating a Yerger submission to maintain records throughout the year. Possible ideas for a Yerger include plans to reverse declining attendance at the winter and / or spring meetings. The past president reception may also be a Yerger topic.

The chapter will celebrate its 45th anniversary this summer and the 50th in 2012.

Mark requested guidance on how to account for members that registered for the winter meeting, but did not attend. Specifically should these accounts be written off as uncollectible?

Mark Thompson motioned and Julie Norton seconded that these account totaling \$405 be written off as uncollectible. Furthermore, brochures and electronic registration forms should clearly state that member is obligated to pay for such registrations subject to the refund policy as discussed in the policy review section above. Motion passed.

Meeting Adjourned at 11:50 a.m.