home care association of washington
REPRESENTING HOME HEALTH, HOSPICE, & HOME CARE AGENCIES

# BOARD OF DIRECTORS MEETING PACKET

April 19, 2019
10:00 am - 1:00 pm
via GoToMeeting

# HCAW April 2019 Board Meeting Agenda

*Our Vision: We are inspired to position homecare services as a leader in healthcare in Washington State.*

*Our Mission: To promote the long-term growth and sustainability of in-home services in Washington State. HCAW provides leadership for consumers by unifying in-home services providers through public outreach, education, legislative advocacy and supporting practice standards.*

| **Date:** 4/19/19 | | **Time:** 10:00 a.m. – 1:00 p.m. | **Location:** https://global.gotomeeting.com/join/652907533<br>(224) 501-3412 / 652-907-533 | |
|---|---|---|---|---|
| **TIME** | **TOPIC** | **DISCUSSION** | **PLAN OF ACTION** | **RESPONSIBLE** |
| 10:00 a.m. | Call to Order | Welcome/Updates | Review | Marilou |
| 10:10 a.m. | Approval of Minutes | • March 2019 | Approval | All |
| 10:15 a.m. | Financial Report | • Review and approval of March 2019 financials<br>• 2019-2020 Budget Considerations | Review/Approval<br>Discussion | Marilou/all<br>All |
| 10:25 a.m. | Executive Director Report | • Board & Staff Surveys<br>• New PDGM Marketing Agreement<br>• Nominations Update | Review<br>Review/Approval<br>Review | All<br>All<br>Christine |
| 10:55 a.m. | Committee Reports | • Annual Meeting/Education Committee<br>  ○ Conference Updates<br>  ○ Business Meeting Topic<br>  ○ 2020 Meeting Location | Discussion/Approval | Gretchen/Marilou/all |
| 11:25 a.m. | Legislative Report | • NAHC March on Washington Report<br>• Legislative Report | Review<br>Review | Greg & Kyle<br>Leslie |
| 12:00 p.m. | Adjournment | • Review of key deliverables/action items/decisions | | Marilou |
| 1:00 p.m. | Strategic Planning | Break into groups | | |
| | Next Meeting | May 17, 2019 at 10:00am | | |

**Board Meeting Minutes**
Friday, March 15, 2019
Teleconference
10:00AM – 12:00PM

*Our Vision: We are inspired to position homecare services as a leader in healthcare in Washington State.*

*Our Mission: To promote the long-term growth and sustainability of in-home services in Washington State. HCAW provides leadership for consumers by unifying in-home services providers through public outreach, education, legislative advocacy and supporting practice standards.*

## ATTENDANCE

**Board:** Marilou Church, President; Rachel Manchester, President-Elect; Rob Krause, Past President; Directors Gretchen Anderson, Kyle Long, Sam Miller, Greg Pang; Brent Korte, Ex-Officio;
**Staff:** Donna Goodwin, Clinical Director; Leslie Emerick, Public Policy Director; Christine Opiela, Executive Director
**Guest:** Alisa Van Sickle, Community Home Health & Hospice
**Not in Attendance:** Larissa Jording, Secretary/Treasurer; Directors Amber Hahn-Keenan, Melinda Moore

## CALL TO ORDER

Marilou welcomed everyone and called the meeting to order at 10:05AM. She introduced HCAW's guest, Alisa Van Sickle with Community Home Health & Hospice. Alisa is interested in serving on the Board and was given the opportunity to sit in on a meeting to get an idea of the expected workload and the Board dynamic.

Marilou reminded everyone we would be breaking into groups after the Board meeting to work on the strategic plan.

**It was moved and seconded to approve the minutes from the February 15, 2019 Board meeting. Motion carried.**

## I. FINANCIAL REPORT

Marilou reviewed the February 2019 financials:

- Continuing to collect dues but are below projections.
- Last year had higher workshop income due to the Integrated Care Management (ICM) Competencies Trainer Course.
- There is $6,300 that will be transferred to the HCAW PAC account.
- Continue to be under budgeted expenses, keeping HCAW in a positive financial position.

**It was moved and seconded to place the February 2019 financials on file. Motion carried.**

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Christine updated the Board on HCAW's World Pay account. Columbia Bank was able to get our cancellation fee waived and $30 off the yearly fee paid in December 2018. Paperwork was filed to cancel the account.

In working with Columbia Bank, she was able to find the "bank card" fees on the monthly statement are from First American, another payment processor. This account was created in 2013 for a 3-year contract and has automatically renewed each year. Christine believes this was the payment processor used when MemberClicks was HCAW's AMS. When HCAW moved to Wild Apricot, the First American account was not cancelled. The account is set to renew January 22, 2020 and there is a non-negotiable $495 early cancellation fee. Christine recommends keeping the account open until HCAW can close it – the monthly fee ($21.50/m) and annual PCI renewal fee ($124.75) will be less than the cancellation fee.

**It was moved and seconded to keep the First American account open and file paperwork to close the account on its January 22, 2020 renewal date. Motion carried.**

## II. EXECUTIVE DIRECTOR'S REPORT

Christine reviewed highlights from her report:

- More renewals are coming in and the Membership Committee is following up with those who have not yet renewed.
- She reminded the Board the deadline to submit Board nominations is March 22nd and the deadline to submit Annual Awards nominations is March 29th.
- In April, HCAW will begin working on the 2019-2020 budget. Christine will reach out to the Board and committees to ask if anyone would like special considerations for projects.
- Blueprint for OASIS workshop will be held June 3rd-4th with the exam on June 5th. Prices will be announced soon.

## III. COMMITTEE REPORTS

Gretchen and Rachel reviewed the Annual Meeting/Education Committee report:

- Annual Conference
    - A speaker has been found to present on implicit bias in the workplace but the Committee has decided she will be a better fit at the 2020 Annual Conference.
    - Zaneta Billyzone has agreed to act as liaison on the Awards Committee.
    - They asked Board members to consider bringing coffee, chocolate, beer items when considering their baskets. Rachel can get baskets for anyone not able to bring one to the conference.
    - Instead of "Dinner with a Board Member," HCAW will have a table in the exhibit hall to be staffed by Board members in shifts. This is to make the Board more accessible to members and listen to any concerns they have. This is also a great way to promote all the work HCAW has accomplished.
    - Rachel will reach out to Doris and Christine to contact Larissa to confirm entertainment for the Silent Auction.
    - Greg and Alisa will join Brent's presentation at the Annual Conference to discuss the work CHHH is doing with Kaiser Permanente in Oregon.

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- The Committee is considering lowering the Blueprint for OASIS workshop early bird member rates to $475. This is lower than other published rates and will hopefully encourage more people to register.
- 2020 Annual Conference
    - The Committee will begin working on a date and location for the 2020 Annual Conference. It is important to begin promotion the 2020 conference during this year's conference so attendees can plan earlier.
    - PDGM will have an effect on agency's budgets so it was recommended to hold the 2020 conference near SeaTac to help keep attendees' costs down.
    - It was recommended the Committee consider securing a keynote speaker to announce with the date and location to peak attendees' interest.

Rob reviewed the Membership Committee report:

- The Committee is focusing on membership renewals and will begin working on prospective members and a calendar of events.
- The Committee has reached out to nursing programs in Washington State to expand the conversation and increase visibility for the in-home services industry. They asked the Board to let them know of any personal nursing program contacts they have.
- Want to drive more attention to HCAW's Career Center as a membership benefit.
- Children's Hospital may be interested in initially joining as an Affiliate member before joining as a Provider member. They do more than care in the home so it may be difficult for them to identify which part of their organization qualifies for Provider membership.

## IV. LEGISLATIVE REPORT

Brent reviewed his Region X report:

- NAHC has chosen to support the minimum wage bill with the consideration that Medicaid rates are increased to make the budget impact more sustainable for agencies. They support decisions benefiting all aspects of our industry as long as the impact is minimal for all parties.

Leslie reviewed her public policy report:

- SB 5828
    - The bill passed the Senate unanimously and is currently with the Appropriations Committee. HCA is put together the fiscal information and it is currently with the OFM for review. While the bill will not be a fiscal "wash" as originally proposed by Sandy Sith, it has a lot of bipartisan support. Leslie will be meeting with the Appropriations Committee members soon.
    - Greg and Brent will join Leslie again to testify in support of the bill. They are great representatives of a small, rural hospital and a larger, urban hospital. Leslie will reach out to another hospital to speak on the number of children waiting to be placed in care in their homes and Ian with UW.
    - Another legislative alert will be sent to members and non-members to update them on the bill's status and who they can contact to support the bill at this stage.
- Telemedicine
    - There is a problem in home health with readmissions. Part of this is due to the culture of patients calling 911 when in between home health visits. Patients can

call their agency for any issues, but they get nervous and call emergency services instead. Telemedicine is a popular service as it allows caregivers and nurses to check on their patients in between or in lieu of visits.
    - CHHH and Kaiser Permanente in Oregon are working together on telemedicine and have significantly reduced Kaiser's readmission rates.
    - Pat Justice is working on palliative care by telemedicine education offerings. Leslie has informed Pat that HCAW is interested in providing this education to our members.
    - Leslie would like to ask HCAW members, including CHHH, about their telemedicine programs – how they are structured, what is the model of care, would they consider telemedicine if they were reimbursed, etc. This information would be shared with Gail Krieger with HCA.
- Private Duty nursing rates are most likely going to be included in this year's budget. MaryAnne Lindeblad with HCA is streamlining their program to do a better job of organizing medically intensive information.
- Palliative Care Roadmap has sponsors and there may be room in the budget this year for consideration.
- HCAW recently opposed the opiod bill that would increase the costs of opiods. HCAW was joined by hospitals, insurance companies, etc.
- End of Life was expanded to include other family members like children, which HCAW supported. However, if someone does not have family, the hospice agency is legally unable to make a decision for the patient without a caregiver. It can take 2 weeks for a patient to receive a caregiver, which may be too late. In Oregon, a physician may make end of life decisions on behalf of a patient when there is no family to contact. WSHPCO is considering introducing a bill next year to address this issue.

## V. OTHER BUSINESS

The OIG posted Advisory Opinion No. 10-03, which permits hospitals to provide free, in-home follow up care to discharged patients. There is not much information available including how this will be paid for. This is an opportunity for HCAW to speak with hospitals who don't currently have a home health program. HCAW will continue to monitor this issue.

There being no other business, the meeting was adjourned at 11:57am.

## SUMMARY OF ACTION ITEMS

- Christine to keep the First American account open but begin closing procedures by October 22, 2019 so the account is closed on January 22, 2020.
- Board members to bring baskets for the Annual Conference Silent Auction.
- Rachel to reach out to Doris and Christine to reach out to Larissa to confirm entertainment during the Silent Auction.
- Greg and Alisa will join Brent for his presentation on telehealth at the Annual Conference.
- Annual Meeting/Education Committee to finalize preferred dates for the 2020 Annual Conference. Once determined, Christine will contact HelmsBriscoe to send out a RFP to hotels near the Seattle area.

- Annual Meeting/Education Committee to consider keynote presenters for the 2020 Annual Conference.
- Membership Committee to continue reaching out to members who have not yet renewed.
- Board members to send Membership Committee any contacts they have with WA State nursing school programs.
- Brent to follow up with Children's Hospital to see if they would be interested in an Affiliate membership before joining as a Provider member.
- Leslie to ask Ian to testify with Greg and Brent.
- Leslie and Christine to send another legislative alert to members.
- Leslie to contact HCAW members about their telehealth programs.

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# Home Care Association of Washington
## Actual vs. Budget Performance
### For the Month and Nine Months Ended March 2019

| | Mar 19 | Budget | $ Over Budget | Jul '18 - Mar 19 | YTD Budget | $ Over Budget | Annual Budget |
|---|---|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | | | |
| **Income** | | | | | | | |
| **4000 · Provider Dues** | 14,833.52 | 17,916.66 | -3,083.14 | 150,207.57 | 161,250.02 | -11,042.45 | 215,000.00 |
| **4010 · Affiliate Dues** | 210.80 | 333.34 | -122.54 | 2,304.04 | 2,999.98 | -695.94 | 4,000.00 |
| **4100 · Annual Meeting/Conv - Spring** | 0.00 | 0.00 | 0.00 | 2,020.00 | 0.00 | 2,020.00 | 48,000.00 |
| **4110 · Conf Trade Show Booth** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,000.00 |
| **4200 · Workshops/Seminars** | 0.00 | 3,750.00 | -3,750.00 | 21,717.70 | 33,750.00 | -12,032.30 | 45,000.00 |
| **4240 · Job Target/Career Board** | 0.00 | 125.00 | -125.00 | 289.31 | 1,125.00 | -835.69 | 1,500.00 |
| **4250 · Newsletter Ads/Subscriptions** | 0.00 | 54.16 | -54.16 | 0.00 | 487.52 | -487.52 | 650.00 |
| **4280 · Sponsorships/Endorsements/Rebat** | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | 500.00 | 2,500.00 |
| **4285 · Affiliate Sponsor** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,500.00 |
| **4310 · OCS OASIS Partnership** | 0.00 | 125.00 | -125.00 | 0.00 | 1,125.00 | -1,125.00 | 1,500.00 |
| **4385 · Website Advertising** | 0.00 | 83.34 | -83.34 | 75.00 | 749.98 | -674.98 | 1,000.00 |
| **5000 · Interest & Dividends** | 21.27 | 0.00 | 21.27 | 192.46 | 0.00 | 192.46 | 0.00 |
| **Total Income** | 15,065.59 | 22,387.50 | -7,321.91 | 177,306.08 | 201,487.50 | -24,181.42 | 351,650.00 |
| **Expense** | | | | | | | |
| **7000 · Management/Facilities/Staff/Equ** | 12,083.33 | 12,083.34 | -0.01 | 110,449.97 | 108,749.98 | 1,699.99 | 145,000.00 |
| **7010 · Service Charge Expense** | 571.96 | 416.66 | 155.30 | 2,387.76 | 3,750.02 | -1,362.26 | 5,000.00 |
| **7020 · Staff Travel** | 258.87 | 416.66 | -157.79 | 726.03 | 3,750.02 | -3,023.99 | 5,000.00 |
| **7130 · Lobbyist/Legislative Consultant** | 3,700.00 | 3,700.00 | 0.00 | 30,800.00 | 30,800.00 | 0.00 | 41,900.00 |
| **7150 · Lobbyist Expenses** | 47.86 | 125.00 | -77.14 | 1,057.37 | 1,125.00 | -67.63 | 1,500.00 |
| **7180 · Clinical Director** | 585.00 | 4,166.66 | -3,581.66 | 7,346.25 | 37,500.02 | -30,153.77 | 50,000.00 |
| **7190 · Clinical Director Expenses** | 0.00 | 250.00 | -250.00 | 0.00 | 2,250.00 | -2,250.00 | 3,000.00 |
| **7195 · Policy & Advocacy** | 125.00 | 208.34 | -83.34 | 375.00 | 1,874.98 | -1,499.98 | 2,500.00 |
| **7230 · Insurance** | 108.33 | 166.66 | -58.33 | 959.72 | 1,500.02 | -540.30 | 2,000.00 |
| **7240 · Office Supplies/Equipment** | 0.00 | 41.66 | -41.66 | 587.21 | 375.02 | 212.19 | 500.00 |
| **7250 · Printing/Stationery** | 1.30 | 125.00 | -123.70 | 269.75 | 1,125.00 | -855.25 | 1,500.00 |
| **7260 · Photocopies** | 0.00 | 83.34 | -83.34 | 8.90 | 749.98 | -741.08 | 1,000.00 |
| **7270 · Telephone** | 60.00 | | | 480.00 | | | |
| **7290 · Tech. Dev/Maint/Website** | 210.61 | 222.50 | -11.89 | 1,776.47 | 2,002.50 | -226.03 | 2,670.00 |
| **7310 · Postage** | 39.20 | 54.16 | -14.96 | 615.72 | 487.52 | 128.20 | 650.00 |
| **7370 · NAHC Dues/Other Memberships** | 0.00 | 125.00 | -125.00 | 1,250.00 | 1,125.00 | 125.00 | 1,500.00 |
| **7400 · Membership Certificates** | 0.00 | 20.84 | -20.84 | 0.00 | 187.48 | -187.48 | 250.00 |
| **7520 · Board Meetings Expense** | 0.00 | 208.34 | -208.34 | 36.46 | 1,874.98 | -1,838.52 | 2,500.00 |
| **7530 · President's Travel Expense** | 0.00 | 166.66 | -166.66 | 0.00 | 1,500.02 | -1,500.02 | 2,000.00 |
| **7540 · Strategic Planning** | 0.00 | 125.00 | -125.00 | 1,380.35 | 1,125.00 | 255.35 | 1,500.00 |
| **7560 · Taxes** | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | -100.00 | 100.00 |
| **7580 · Miscellaneous** | 0.00 | 0.00 | 0.00 | 53.51 | 0.00 | 53.51 | 0.00 |
| **7600 · Unallocated Contingency** | 0.00 | 41.66 | -41.66 | 0.00 | 375.02 | -375.02 | 500.00 |
| **7700 · Annual Mtg/Convention Spring** | | | | | | | |
| **7710 · Speaker** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,000.00 |
| **7715 · Food and Beverage** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35,000.00 |
| **7720 · Technology** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,500.00 |
| **7725 · Hand Outs** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| **7730 · Lodging** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,700.00 |
| **7740 · Travel** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| **Total 7700 · Annual Mtg/Convention Spring** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 52,700.00 |
| **7900 · Workshops/Seminar Expense** | | | | | | | |
| **7910 · Speaker** | 0.00 | 1,250.00 | -1,250.00 | 5,937.23 | 11,250.00 | -5,312.77 | 15,000.00 |
| **7915 · Food and Beverage** | 0.00 | 366.66 | -366.66 | 1,129.70 | 3,300.02 | -2,170.32 | 4,400.00 |
| **7920 · Technology** | 360.00 | 250.00 | 110.00 | 3,240.00 | 2,250.00 | 990.00 | 3,000.00 |
| **7925 · Hand Outs** | 0.00 | 208.34 | -208.34 | 1,922.06 | 1,874.98 | 47.08 | 2,500.00 |
| **7930 · Lodging & Transportation** | 0.00 | 0.00 | 0.00 | 816.43 | 0.00 | 816.43 | 0.00 |
| **7900 · Workshops/Seminar Expense - Other** | 0.00 | 125.00 | -125.00 | 3,149.00 | 1,125.00 | 2,024.00 | 1,500.00 |
| **Total 7900 · Workshops/Seminar Expense** | 360.00 | 2,200.00 | -1,840.00 | 16,194.42 | 19,800.00 | -3,605.58 | 26,400.00 |
| **Total Expense** | 18,151.46 | 24,947.48 | -6,796.02 | 176,754.89 | 222,127.56 | -45,372.67 | 349,670.00 |
| **Net Ordinary Income** | -3,085.87 | -2,559.98 | -525.89 | 551.19 | -20,640.06 | 21,191.25 | 1,980.00 |
| **Other Income/Expense** | | | | | | | |
| **Other Income** | | | | | | | |
| **9000 · Baird Change in Market Value** | -1,647.20 | | | -1,986.80 | | | |
| **9100 · Baird Income and Distributions** | 407.51 | | | 3,185.42 | | | |
| **Total Other Income** | -1,239.69 | | | 1,198.62 | | | |
| **Net Other Income** | -1,239.69 | | | 1,198.62 | | | |
| **Net Income** | **-4,325.56** | **-2,559.98** | **-1,765.58** | **1,749.81** | **-20,640.06** | **22,389.87** | **1,980.00** |

# Home Care Association of Washington
## Statement of Activities
### For the Month Ended March 31, 2019 and 2018

| | Mar 19 | Mar 18 |
|---|---|---|
| **Ordinary Income/Expense** | | |
| **Income** | | |
| **4000 · Provider Dues** | 14,833.52 | 12,307.26 |
| **4010 · Affiliate Dues** | 210.80 | 120.43 |
| **4200 · Workshops/Seminars** | 0.00 | 1,250.00 |
| **4240 · Job Target/Career Board** | 0.00 | 200.00 |
| **5000 · Interest & Dividends** | 21.27 | 5.32 |
| **Total Income** | 15,065.59 | 13,883.01 |
| **Expense** | | |
| **7000 · Management/Facilities/Staff** | 12,083.33 | 8,750.00 |
| **7010 · Service Charge Expense** | 571.96 | 445.54 |
| **7020 · Staff Travel** | 258.87 | 3,080.32 |
| **7100 · Executive Director** | 0.00 | 6,400.00 |
| **7110 · Executive Director Expenses** | 0.00 | 1,021.08 |
| **7130 · Lobbyist/Legislative Consultant** | 3,700.00 | 3,200.00 |
| **7150 · Lobbyist Expenses** | 47.86 | 0.00 |
| **7180 · Clinical Director** | 585.00 | 0.00 |
| **7195 · Policy & Advocacy** | 125.00 | 0.00 |
| **7230 · Insurance** | 108.33 | 103.14 |
| **7240 · Office Supplies/Equipment** | 0.00 | 436.60 |
| **7250 · Printing/Stationery** | 1.30 | 0.00 |
| **7270 · Telephone** | 60.00 | 0.00 |
| **7290 · Tech. Dev/Maint/Website** | 210.61 | 0.00 |
| **7310 · Postage** | 39.20 | 0.00 |
| **7900 · Workshops/Seminar Expense** | | |
| **7920 · Technology** | 360.00 | 117.00 |
| **7900 · Workshops/Seminar Expense - Other** | 0.00 | 13,680.00 |
| **Total 7900 · Workshops/Seminar Expense** | 360.00 | 13,797.00 |
| **Total Expense** | 18,151.46 | 37,233.68 |
| **Net Ordinary Income** | -3,085.87 | -23,350.67 |
| **Other Income/Expense** | | |
| **Other Income** | | |
| **9000 · Baird Change in Market Value** | -1,647.20 | -1,056.47 |
| **9100 · Baird Income and Distributions** | 407.51 | 262.90 |
| **Total Other Income** | -1,239.69 | -793.57 |
| **Net Other Income** | -1,239.69 | -793.57 |
| **Net Income** | **-4,325.56** | **-24,144.24** |

# Home Care Association of Washington
## Statement of Financial Position
### As of March 31, 2019 and March 31, 2018

| | Mar 31, 19 | Mar 31, 18 |
|---|---|---|
| **ASSETS** | | |
| **Current Assets** | | |
| **Checking/Savings** | | |
| **1000 · PCB Checking 0944** | 102,282.78 | 41,687.91 |
| **1010 · PCB Money Mkt** | 95,518.77 | 139,261.93 |
| **1020 · Baird Cash and Equivalents** | 29,523.22 | 37,743.91 |
| **1030 · Bairds Investment Assets** | 100,794.27 | 90,170.38 |
| **1050 · Paypal** | 21,727.53 | 11,729.84 |
| **Total Checking/Savings** | 349,846.57 | 320,593.97 |
| **Accounts Receivable** | | |
| **1200 · Accounts Receivable** | 657.00 | 0.00 |
| **Total Accounts Receivable** | 657.00 | 0.00 |
| **Other Current Assets** | | |
| **1300 · Prepaid Expenses** | 16,908.33 | 351.00 |
| **1310 · Prepaid Insurance** | 650.02 | 619.16 |
| **1350 · Prepaid Annual Meeting Expenses** | | |
| **1355 · Prepaid Annual Mtg Speaker** | 7,500.00 | 0.00 |
| **1350 · Prepaid Annual Meeting Expenses - Other** | 1,835.00 | 8,881.93 |
| **Total 1350 · Prepaid Annual Meeting Expenses** | 9,335.00 | 8,881.93 |
| **1375 · Prepaid Workshop Expenses** | | |
| **1380 · Prepaid Workshop Speaker Fee** | 0.00 | 5,000.00 |
| **1375 · Prepaid Workshop Expenses - Other** | 2,880.00 | 2,880.00 |
| **Total 1375 · Prepaid Workshop Expenses** | 2,880.00 | 7,880.00 |
| **1499 · Undeposited Funds** | 0.00 | 5,121.00 |
| **Total Other Current Assets** | 29,773.35 | 22,853.09 |
| **Total Current Assets** | 380,276.92 | 343,447.06 |
| **TOTAL ASSETS** | **380,276.92** | **343,447.06** |
| **LIABILITIES & NET ASSETS** | | |
| **Liabilities** | | |
| **Current Liabilities** | | |
| **Accounts Payable** | | |
| **2000 · Accounts Payable** | 585.00 | 0.00 |
| **Total Accounts Payable** | 585.00 | 0.00 |
| **Other Current Liabilities** | | |
| **2110 · Deferred Dues** | | |
| **2115 · Provider Dues** | 133,501.70 | 110,765.38 |
| **2120 · Affiliate Dues** | 1,897.15 | 1,083.91 |
| **Total 2110 · Deferred Dues** | 135,398.85 | 111,849.29 |
| **2200 · Deferred Annual Meeting/Conf** | 17,070.00 | 14,807.00 |
| **2210 · Deferred Conf Trade Show Booth** | 7,275.00 | 17,470.00 |
| **2360 · Payable to HCAW PAC** | 100.00 | 0.00 |
| **Total Other Current Liabilities** | 159,843.85 | 144,126.29 |
| **Total Current Liabilities** | 160,428.85 | 144,126.29 |
| **Total Liabilities** | 160,428.85 | 144,126.29 |
| **Net Assets** | | |
| **3000 · Unrestricted Net Assets** | 202,129.25 | 202,129.25 |
| **32000 · Retained Earnings** | 15,969.01 | 22,805.77 |
| **Net Income** | 1,749.81 | -25,614.25 |
| **Total Net Assets** | 219,848.07 | 199,320.77 |
| **TOTAL LIABILITIES & NET ASSETS** | **380,276.92** | **343,447.06** |

# Executive Director Report
# April 2019

## Office Updates

**Renewals**

Members who have not renewed have been dropped. They will be receiving a letter notifying them of the lapse in their membership as well as an exit survey. There are several members who are still in the process of renewing for a variety of reasons. They are highlighted on the membership list and have not yet been dropped.

Due to the loss in membership renewals, HCAW will need to identify likely prospective members to bring on in 2019. If you know of any in-home services industries who may be interested, please let me or the Membership Committee know.

**Board Nominations**

The 2019 Slate of Nominees includes:

- Amber Hahn-Keenan – Secretary/Treasurer
- Geoff Meinken, CareForce – Director
- Tammi Reeser, Kindred at Home – Director
- Alisa Van Sickle, Community Home Health & Hospice – Director

The following will be ending their terms this year:

- Larissa Jording, Providence – Secretary/Treasurer
- Sam Miller, CareForce – Director
- Greg Pang, Community Home Health & Hospice – Director

The slate will be approved by the membership at the Annual Conference.

## Legislative

**NAHC March on Washington**

Greg, Kyle, and I attended this year's NAHC March on Washington in Washington, D.C. See the report in this packet for more information (and photos!). Click the links below to read the handouts we left with our legislators:

- **PDGM** – Stop Patient-Driven Groupings Model-related rate cuts
- **NPP** – Allow non-physician practitioners the authority to order home health under Medicare
- **Rural Add-on** – Ensure safeguards for rural patients and providers
- **Hospice MA Carve-in** – Education around a proposal coming from the Center for Medicare and Medicaid Innovation (CMMI) that would test the inclusion of hospice in Medicare Advantage

## Education

**2019 Annual Conference –** *April 30-May 2, 2019 | Bellevue, WA*
Early Bird registration rates end Monday, March 11th and we currently have 17 attendees! Make sure you get you and your team's registration information in soon.

We are also accepting auction donations for our PAC auction. If you know of a local business or if you have a colleague who is interested in donating, please let me know and I'll reach out to them. The money raised this year will be used to further HCAW's advocacy efforts like SB 5828.

Awards nominations deadline is March 29th. Please distribute the following nominations form and consider any staff you think would be a great representation of our award categories. HCAW does not typically receive very many nominations and often there will be no nominations for several award categories. This is a great opportunity to really highlight a hardworking employee or volunteer.

**2020 Annual Conference –** ***approval needed***
The Annual Meeting/Education Committee has reviewed locations and dates for next year's conference. The goal is to announce next year's date and location at the end of this year's conference. Please consider which city you'd like to see the 2020 conference as we will be discussing during the Board meeting.

**Blueprint for OASIS Workshop –** *June 3-5, 2019 | Tukwila, WA*
Mark your calendars! This year's OASIS workshop will be June 3-4 (exam on June 5) at Providence Home Services King County in Tukwila, WA. The Annual Meeting/Education Committee is finalizing the rates and we will begin promoting shortly.

**2019 NAHC Conference** – *October 13-15, 2019 | Seattle, WA*
NAHC sent a call for proposals due April 15th and I sent their RFP to a few members to submit. Since this year's meeting is in our backyard, I have reached out to NAHC to see how we can assist with their meeting. I'll keep you updated with more information as it becomes available.

# 2019 MEMBERSHIP RENEWALS

*(as of 4/14/2019)*

| Agency | Agency Contact | 2018 Date Paid | 2018 Amount Paid | 2019 Date Paid | 2019 Amount Paid | Notes |
|---|---|---|---|---|---|---|
| **PROVIDER** | | | | | | |
| A Helping Hand | Jensen Jones | 4/30/2018 | $ 3,760.00 | | | Dropped |
| Alliance Nursing | Heather Navarre | 1/16/2018 | $ 6,925.50 | 12/10/2018 | $ 6,925.50 | |
| Assured Home Health - *Main Provider* | Lindsay Staggs | 1/10/2018 | $ 5,339.00 | 3/1/2019 | $ 21,237.00 | |
| Avail Home Health, Inc. | Ann Clasey | 2/21/2018 | $ 1,135.00 | 1/4/2019 | $ 1,078.25 | Received 5% discount for 2019 renewals |
| Beam for Seniors | Ann Casterlin | 3/5/2018 | $ 605.00 | | | Dropped |
| Care Indeed | Divine Grace Grubbs | 8/20/2018 | $ 302.50 | | | Dropped |
| Careage Home Health | Hamidah Virani | 7/30/2018 | $ 8,117.75 | 4/5/2019 | $ 8,135.00 | |
| CareForce | Sam Miller | 1/22/2018 | $ 1,752.75 | 1/28/2019 | $ 969.00 | Received 5% discount for 2019 renewals |
| Central Washington Hospital Homecare Services/Confluence | Rebecca Davenport | 12/27/2017 | $ 8,455.00 | 1/11/2019 | $ 8,117.75 | Received 5% discount for 2019 renewals |
| CHI Franciscan | Judy Keyt | 3/5/2018 | $ 969.00 | | | *Renewal in process* |
| Community Home Health & Hospice | Greg Pang | 12/7/2017 | $ 9,357.50 | 12/28/2018 | $ 9,357.50 | Received 5% discount for 2019 renewals |
| EvergreenHealth Homecare Services | Brent Korte | 3/5/2018 | $ 9,850.00 | 12/21/2018 | $ 9,357.50 | Received 5% discount for 2019 renewals |
| Frontier Home Health & Hospice | Gloria Lay | 3/19/2018 | $ 4,240.00 | 2/13/2019 | $ 4,240.00 | |
| Highline Health Connections | Carolyn Bonner | 1/15/2018 | $ 969.00 | 1/4/2019 | $ 845.50 | Received 5% discount for 2019 renewals |
| HonorCare | Kevin Dueck | 3/31/2018 | $ 605.00 | 12/21/2018 | $ 574.75 | Received 5% discount for 2019 renewals |
| HopeBridge (Focused Nursing) | Jonathan Eggleston | 3/31/2018 | $ 890.00 | 3/9/2019 | $ 890.00 | |
| Jefferson Healthcare Home Health & Hospice | Deborah Kaldahl | 3/19/2018 | $ 4,725.00 | 2/15/2019 | $ 4,488.75 | Received 5% discount for 2019 renewals |
| Kaiser Permanente of Washington | Linda Raymer | 12/7/2017 | $ 9,091.50 | 2/15/2019 | $ 9,091.50 | |
| Kindred at Home - Bremerton | Margaret Posey | 3/5/2018 | $ 2,325.00 | | | Dropped |
| Kindred at Home - Kent/Bellevue/Seattle | Tammi Reeser | 3/5/2018 | $ 9,625.00 | | | Dropped |
| Kindred at Home - Puyallup | Denise Pascal | 3/19/2018 | $ 2,090.00 | | | Dropped |
| Kindred at Home - Tacoma | Melissa Nickel | 7/27/2018 | $ 3,290.00 | 2/13/2019 | $ 2,500.00 | |
| Klickitat Valley Health Home Health & Hospice | Bryan Wilson | 2/8/2018 | $ 1,020.00 | 2/8/2019 | $ 1,020.00 | |
| KVH Home Health & Hospice (Kittitas) | Aggie Sprague | 1/10/2018 | $ 2,325.00 | 4/5/2019 | $ 2,325.00 | |
| Martha & Mary Home & Community Services | Diane Wasson | 12/27/2017 | $ 2,208.00 | 2/13/2019 | $ 1,985.50 | |
| Memorial Home Care Services | Amber Hahn-Keenan | 12/7/2017 | $ 8,744.75 | 12/28/2018 | $ 8,863.50 | Received 5% discount for 2019 renewals |
| Mountainview Home Health | Elizabeth Pesek | 1/8/2018 | $ 3,125.50 | 2/15/2019 | $ 3,125.50 | Received 5% discount for 2019 renewals |
| MultiCare Good Samaritan Home Health | Deb Baumann | 2/8/2018 | $ 9,090.00 | 1/30/2019 | $ 8,535.50 | Received 5% discount for 2019 renewals |
| Olympic Medical Home Health | Stephanie McDonald-Schneider | 11/27/2017 | $ 4,488.75 | | | Not renewing for 2019 |
| Pacmed Staffing Inc. & Pacmed Home Care | Bubacarr Jallow | 4/15/2018 | $ 605.00 | | | Dropped |
| PeaceHealth SW Washington Medical Center | Lisa Willts | 2/21/2018 | $ 6,040.00 | 1/4/2019 | $ 6,040.00 | |
| Providence Home Health (OR) | Deborah Kelly | 1/9/2018 | $ 547.75 | 12/11/2019 | $ 547.75 | Received 5% discount for 2019 renewals |
| Providence Health Services of King County | Gira Shah | 4/30/2018 | $ 9,205.00 | 1/30/2019 | $ 9,445.00 | |
| Providence Hospice & Home Care of Snohomish County | Mirna Musun | 4/30/2018 | $ 9,385.00 | 1/30/2019 | $ 9,570.00 | |
| Providence SoundHomeCare and Hospice | Jill Moynihan | 4/30/2018 | $ 9,090.00 | 1/30/2019 | $ 9,150.00 | |
| Providence St. Mary Home Health | Dawn Adams | 4/30/2018 | $ 3,760.00 | | | *Renewal in process* |
| Providence VNA Home Health | Neil Wahlstrom | 4/30/2018 | $ 9,205.00 | 1/30/2019 | $ 9,330.00 | |
| PSA Health Care | Kyle Long | 7/27/2018 | $ 605.00 | 3/7/2019 | $ 2,664.75 | Received 5% discount for 2019 renewals |
| Sunshine Home Health Care, LLC | Gretchen Anderson | 1/10/2018 | $ 3,572.00 | 3/7/2019 | $ 4,583.75 | Received 5% discount for 2019 renewals & donated $100 to PAC |
| Wesley Homes at Home, LLC | Melinda Moore | 3/5/2018 | $ 2,805.00 | 3/1/2019 | $ 3,760.00 | |
| | | | | | | |
| **AFFILIATE ORGANIZATION** | | | | | | |
| Ashley House Kids | Mike Pugsley | 7/31/2018 | $ 350.00 | 3/28/2019 | $ 350.00 | |
| Kenyon HomeCare Consulting | Ginny Kenyon | 7/18/2018 | $ 350.00 | 3/12/2019 | $ 350.00 | |
| Professional Registry of Nursing | | 5/30/2018 | $ 350.00 | | | Dropped |
| Qualis Health | Jeff Sobotka | 1/10/2018 | $ 350.00 | | | *Renewal in process* |
| | | | | | | |
| **AFFILIATE SPONSOR** | | | | | | |
| McKesson | Ryan Jackson; Barbara Werner | 2/5/2018 | $ 2,500.00 | | | *Renewal in process* |
| Shield Healthcare | Karl Boser; Loraine Meneses | 11/20/2017 | $ 2,500.00 | | | *Renewal in process* |
| | | | | | | |
| **ASSOCIATION/INSTITUTIONAL AFFILIATE** | | | | | | |
| Coloplast | Vince Faiola | | | 12/3/2018 | $ 150.00 | Joined July 2017 - no $ received for 2018 dues |
| Honest and Reliable Care, LLC | Terral Wilson | 7/5/2018 | $ 150.00 | 2/15/2019 | $ 150.00 | |
| | | | | | | |

# 2019 MEMBERSHIP RENEWALS

*(as of 4/14/2019)*

| Agency | Agency Contact | 2018 Date Paid | 2018 Amount Paid | 2019 Date Paid | 2019 Amount Paid | Notes |
|---|---|---|---|---|---|---|
| **INDIVIDUAL** | | | | | | |
| Fran Sisson | | 1/22/2018 | $ 100.00 | | | Dropped |
| | | | | | | |
| **INDIVIDUAL AFFILIATE** | | | | | | |
| Breakthrough Resources, Inc. | Nancy James | 1/22/2018 | $ 175.00 | 12/4/2018 | $ 175.00 | |
| Companion And Senior Care Services | Ranjana Devi | 8/6/2018 | $ 175.00 | | | Dropped |
| Complia Health | Norm Bothwell | 1/18/2018 | $ 175.00 | | | Dropped |
| Donna Goodwin Consulting | Donna Goodwin | 1/22/2018 | $ 175.00 | 12/6/2018 | $ 175.00 | also donated $100 to PAC |
| Margaret Shepherd Associates | Margaret Shepherd | 3/12/2018 | $ 175.00 | 12/21/2018 | $ 175.00 | also donated $200 to PAC |
| The National Association of Caregivers Giving Care | Loudon Moton | 1/9/2018 | $ 150.00 | | | Dropped |
| The Siganture Care | Marilou Fuentes | 11/25/2017 | $ 175.00 | | | Dropped |
| Wallin Enterprises | Terri Wallin | 1/22/2018 | $ 175.00 | | | Dropped |
| | | | | | | |
| | | **Total:** | **$ 204,164.50** | **Total:** | **$ 170,279.25** | |

**Total Remaining: $ 33,885.25**

# HCAW Scorecard

| | Metric | YE 6/30/17 | YE 6/30/18 | YTD 03/31/19 | 2017-18 Budget | Notes |
|---|---|---|---|---|---|---|
| **Financial** | Total Assets | $ 309,997.97 | $ 318,647.47 | $ 177,306.08 | $ 328,500.00 | |
| | Total Expenses | $ 305,723.24 | $ 328,399.59 | $ 176,754.89 | $ 328,450.00 | |
| | | | | | | |
| **Website/Social Media** | Total Sessions | N/A | N/A | 6,575 | | |
| | Total Unique Visitors | N/A | N/A | 5,003 | | |
| | Total Returning Visitors | | | 692 | | |
| | Website Pageviews | N/A | N/A | 13,018 | | |
| | Avg. Time on Site (minutes) | N/A | N/A | 1:21 | | |
| | Pages per Session | | | 1.98 | | |
| | # of Likes on Facebook Page | 62* | 90 | 107 | | *date range 7/15/16 - 6/30/17 |
| | # of Members on Twitter Page | N/A | 15 | 32 | | |
| | # of Members on LinkedIn Group | N/A | 30 | 30 | | |
| | Newsletter Open Rate % | 19.50% | 14.94% | 20.05% | | *tracking not turned on until 1/1/17 |
| | Eblast Open Rate % | 23.25% | 16% | 22.37% | | *does not include sponsored emails |
| | # of Unsubscribed | N/A | N/A | 35 | | |
| | Bounced Rate % | 3% | 2% | 13.56% | | |
| | | | | | | |
| **Membership** | Total Members | N/A | 62 | 52 | | *includes pending |
| | Affiliate Organization | N/A | 3 | 3 | | |
| | Affiliate Sponsor | N/A | 2 | 2 | | |
| | Association/Institutional Affiliate | N/A | 1 | 2 | | |
| | Individual | N/A | 1 | 1 | | |
| | Individual Affiliate | N/A | 7 | 3 | | |
| | Provider* | N/A | 48 | 41 | | *includes branches |
| | | | | | | |
| **Meetings** | Annual Conference Attendance* | 153 | 159 | 66 | | *Includes complimentary registrations |
| | Annual Conference Registration Income* | $ 44,158.00 | $ 45,582.00 | $ 21,345.00 | $ 45,000.00 | *COA 4100 |
| | Total Sponsorship Income* | $ 12,300.00 | $ 19,160.00 | $ 6,665.00 | $ 16,500.00 | *COA 4110 (exhibitors) |
| | Blueprint for OASIS Workshop Attendance | 36 | 45 | | | |
| | Blueprint for OASIS Workshop Income | $ 12,727.50 | $ 21,875.00 | | | |
| | Fall Program Attendance | 46 | 44 | 53 | | |
| | Fall Program Income | $ 6,125.00 | $ 10,650.00 | $ 8,965.00 | | |
| | # of Webinars Offered | 19 | 21 | 60 | | |

# Provider Member Detail

| | Metric | YE 12/31/17 | YE 12/31/18 | YE 12/31/19 | Notes |
|---|---|---|---|---|---|
| Counties Served | Adams | 2 | 1 | 1 | |
| | Asotin | 1 | 0 | 0 | |
| | Benton | 2 | 0 | 0 | |
| | Chelan | 3 | 1 | 1 | |
| | Clallam | 4 | 3 | 2 | |
| | Clark | 7 | 4 | 4 | |
| | Columbia | 3 | 1 | 1 | |
| | Cowlitz | 3 | 2 | 2 | |
| | Douglas | 4 | 2 | 2 | |
| | Ferry | 2 | 1 | 1 | |
| | Franklin | 2 | 0 | 0 | |
| | Garfield | 1 | 0 | 0 | |
| | Grant | 3 | 2 | 2 | |
| | Grays Harbor | 3 | 2 | 2 | |
| | Island | 3 | 1 | 1 | |
| | Jefferson | 5 | 4 | 3 | |
| | **King** | 15 | 17 | **17** | |
| | **Kitsap** | 6 | 6 | **6** | |
| | Kittitas | 2 | 2 | 2 | |
| | Klickitat | 3 | 1 | 2 | |
| | Lewis | 4 | 3 | 3 | |
| | Lincoln | 3 | 2 | 1 | |
| | Mason | 5 | 4 | 4 | |
| | Okanogan | 2 | 1 | 1 | |
| | Pacific | 3 | 2 | 2 | |
| | Pend Oreille | 1 | 0 | 1 | |
| | **Pierce** | 13 | 13 | **14** | |
| | San Juan | 3 | 1 | 1 | |
| | Skagit | 3 | 1 | 1 | |
| | Skamania | 3 | 1 | 2 | |
| | **Snohomish** | 6 | 6 | **6** | |
| | Spokane | 4 | 2 | 3 | |
| | Stevens | 2 | 2 | 2 | |
| | Thurston | 5 | 5 | 5 | |
| | Wahkiakum | 3 | 2 | 2 | |
| | Walla Walla | 2 | 1 | 1 | |
| | Watcom | 2 | 0 | 0 | |
| | Whitman | 1 | 0 | 0 | |
| | Yakima | 4 | 3 | 3 | |
| | | | | | |
| Agency Type | **For Profit** | 28 | 23 | **22** | |
| | Non-Profit | 22 | 16 | 16 | |
| | | | | | |
| Other Memberships *(started tracking in database 01/01/19)* | AFHHA | 0 | | 0 | |
| | ACHC | 0 | | 0 | |
| | HCAOA* | 1 | | 0 | |
| | NAHC | 22 | | 1 | |
| | **NHPCO** | 14 | | **2** | |
| | NPDA | 1 | | 0 | |
| | WAPDA | 0 | | 0 | |
| | | | | | |
| Affiliations (Provider Members) | Franchise | 0 | 0 | 0 | |
| | HMO | 2 | 1 | 1 | |
| | **Hospital** | 15 | 13 | **13** | |
| | Nursing Home | 1 | 1 | 1 | |
| | Official | 0 | 0 | 0 | |
| | **Private** | 16 | 12 | **13** | |
| | **Public** | 16 | 8 | **7** | |
| | Voluntary | 1 | 1 | 1 | |
| | | | | | |
| License Type (Provider Members) | Adult Day Health | 0 | 0 | 0 | |
| | **Home Care** | 16 | 17 | **17** | |
| | **Home Health** | 47 | 37 | **38** | |
| | **Hospice** | 14 | 17 | **18** | |
| | Hospital* | 0 | 0 | 0 | *not on Provider form |
| | Pharmacy | 0 | 0 | 0 | |
| | | | | | |
| Certifications (Provider Members) | ACHC Certification | | 2 | 2 | *not on Provider form |
| | CHAP Accreditation | 2 | 3 | 3 | |
| | **JCAHO Accreditation** | 19 | 12 | **13** | |
| | **Medicare Home Health Certification** | 34 | 28 | **25** | |
| | **Medicare Hospice Certification** | 10 | 14 | **16** | |
| | Medicare Part "B" Provider | 14 | 8 | 8 | |
| | NCQA | 1 | 0 | 0 | |

# Provider Member Detail

| | Metric | YE 12/31/17 | YE 12/31/18 | YE 12/31/19 | Notes |
|---|---|---|---|---|---|
| | | | | | |
| **Services Provided (Provider Members)** | Adaptive Equipment | 1 | 2 | 2 | |
| | Adult Day Health | 0 | 2 | 2 | |
| | Alzheimer's/Dementia Care | 9 | 9 | 11 | |
| | Appointment Escorts | 3 | 6 | 6 | |
| | Care Management | 6 | 7 | 7 | |
| | Chores & Cleaning | 5 | 7 | 8 | |
| | Companions | 7 | 8 | 9 | |
| | Durable Medical Equipment | 3 | 4 | 4 | |
| | Home Modification | 1 | 1 | 1 | |
| | Home Phototherapy | 2 | 2 | 2 | |
| | Homemaking | 6 | 8 | 9 | |
| | Hospice | 14 | 16 | 18 | |
| | Incontinence Solutions | 0 | 0 | 3 | |
| | Intravenous Therapy | 22 | 10 | 10 | |
| | Live-In Aides | 3 | 5 | 6 | |
| | Maternal & Child Health | 1 | 1 | 1 | |
| | Medical Social Work | 41 | 28 | 28 | |
| | Medication Management | 37 | 23 | 25 | |
| | Mental/Behavioral Health | 4 | 3 | 2 | |
| | **Nursing** | 40 | 34 | **36** | |
| | Nutritionist | 11 | 8 | 9 | |
| | **Occupational Therapy** | 40 | 29 | **29** | |
| | Ostomy Care | 31 | 18 | 20 | |
| | Pain/Palliative Care | 14 | 13 | 13 | |
| | Pediatric Nursing | 10 | 4 | 4 | |
| | Personal Care/Home Health Aides | 40 | 27 | 28 | |
| | Personal Emergency Response Systems | 14 | 7 | 7 | |
| | **Physical Therapy** | 41 | 29 | **29** | |
| | Private Duty Nursing | 7 | 5 | 5 | |
| | Psychiatric Nursing | 4 | 3 | 1 | |
| | Respiratory Therapy | 3 | 3 | 3 | |
| | **Speech & Language Therapy** | 39 | 29 | **28** | |
| | Staffing | 3 | 3 | 3 | |
| | Telehealth Monitoring | 13 | 6 | 5 | |
| | Transportation | 3 | 6 | 7 | |
| | Wound Care | 41 | 25 | 28 | |
| | | | | | |
| **Payment Accepted (Provider Members)** | Amerigroup | 13 | 13 | 13 | |
| | Community Health Plan of Washington | 31 | 20 | 24 | |
| | Coordinated Care Corp | 13 | 10 | 11 | |
| | Income-Based Sliding Scale Fee | 8 | 8 | 10 | |
| | Long Term Care Insurance | 9 | 8 | 9 | |
| | Medicaid | 29 | 25 | 27 | |
| | **Medicare** | 40 | 27 | **28** | |
| | **Medicare Advantage** | 38 | 27 | **28** | |
| | Molina Healthcare of Washington | 23 | 20 | 23 | |
| | **Private Pay** | 36 | 29 | **30** | |
| | State Assist | 5 | 3 | 4 | |
| | United Healthcare Community Plan | 20 | 17 | 18 | |
| | Veterans Administration | 37 | 25 | 27 | |
| | Worker's Compensation | 37 | 26 | 27 | |
| | Other* | 6 | | | *Aetna, Assuris, Charity, Group Health, Humana, Kaiser, MOCR, Premera, Regence, Signa, Tri-West |
| | Other | 15 | 13 | 13 | *no further detail |
| | | | | | |

# HCAW Board and Staff Evaluation Form

Thank you for taking the time to fill out this survey. Your constructive feedback is important to keep HCAW healthy and moving in the right direction. This survey will take approximately 10 mins to complete and your answers are completely anonymous.

## Headquarters has met objectives:

*(1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations)*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| CPMS is responsive to your communications (phone calls, emails, inquiries) and requests. | | | | 3 | 5 |
| CPMS' capability in managing our meetings and events. | | | | 7 | 4 |
| CPMS' capability in managing communications (website, newsletter, information to Board members, etc.) | | | 1 | 3 | 7 |
| CPMS is reliable and meets deadlines. | | | | 2 | 9 |
| CPMS work product is accurate, thorough, and dependable. | | | 1 | 2 | 8 |
| The quality of the publications and printed materials produced by CPMS. | | | 1 | 5 | 5 |
| CPMS' helpfulness, attitude, and willingness to be of service. | | | | 1 | 10 |
| CPMS is providing strategic guidance and advice to the Association. | | 1 | 1 | 3 | 6 |

**Comments**

*Reminder: If you feel that any response scores "Less than Expectations", we would ask that you help us by giving us some specifics on the issue and/or methods of improvement.*

- I am not feeeling there is any strategic guidance; we did the strategy meeting in Spokane, but felt the follow through on that work has fallen short after the meeting. For example, there are no lunch and learns and no speaker pool, etc.
- excellent communication!
- I feel that my experience with CPMS has been very positive to date, however my responses reflect that 'I don't know what I don't know'.

## Do you have any recommendations on how Board Management can be made more effective?

- I like the way CPMS holds the board members accountable - Christine does an amazing job over Brown Warrior.
- Its like herding Unicorns. We are all extremely busy, travel schedules, calls, yet the board is engaged and making some great progress already in 2019. Hats off to CPMS.
- Bylaws can be reviewed and updated on a more routine basis.

- This is such an improvement over previous management it would be difficult to suggest anything else.
- Too early in my position right now. I do feel the strategic planning process was valuable.

## Do you have any recommendations on how General Communications can be made more effective?

- I'm still not a fan of the way the emails are delivered (and having to sign up for what is of interest.) Maybe Christine could do a weekly Friday newsletter to capture everything in summary with links to the emails as opposed to sending out emails daily for those items that are not time sensitive.
- We definitely receive a lot of email communications, however, I see this as a positive. It feels a little different because Brown Warrior was the exact opposite, so the general cadence of communication feels 'different'. I appreciate the timely responses, committee reminders, and thoughtful and strategic coordination of efforts by Christine and her team. :)
- BOD meetings are much better on the Goto meeting platform!
- Like many of us, I receive hundreds of emails every day, and while I do take time to study important information, I suggest that messages have a 'Executive summary' section followed by details. That would help me focus on what's most important and prioritize action/response.

## Do you have any recommendations on how our Financial Management Activities can be more effective?

- Keep Larissa! We finally have great reports!
- I think we are making headway here by holding a meeting with Tad, and we discuss during our board meetings.
- None appreciate that they had to figure out where we were post BW
- Develop an official "finance committee" to oversee monthly reports, audits, investment strategy, and reporting to membership.
- No, appreciate the Board recommendations to routinely review management strategies.

## What do you perceive as CPMS' key strengths?

- Holding people accoutable
- Web design, creativity, communication. I also appreciate how Christine will always pull the Board back to the Strategic Plan as our foundation. Pushing us to continuously strive to meet our strategic goals.
- Consistent guidance driving to completion of tasks
- Well organized, proactive, keeps all tasks on track on moving forward.
- Communication, responsiveness, friendly
- Communication, Organization, being Proactive
- Seem to be very responsive and provide appropriate management.

## What do you perceive as CPMS' key weaknesses?

- Innovating new ideas as it relates to home care. As a board member it feels like we are the only ones offering ideas/solutions.
- Perhaps the Financial element/expertise?
- Learning curve of Home Care as an industry
- Can't think of any!
- Industry knowledge to be able to speak to our needs/concerns.

# Staff Evaluations

## Please rate HCAW's Executive Director, Christine Opiela, on the following traits and activities:

*(1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations)*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Serves as a good representative and projects a professional image for the Association to its members, the media, general public and other external parties inspiring respect and trust. | | 1 | 1 | 3 | 6 |
| Ensures that officers and directors have information and resources to conduct orderly and well-thought-out business at Board meetings. | | | | 4 | 7 |
| Encourages strategic thinking and proactive discussions during Board meetings. | | | 2 | 2 | 7 |
| Provides good counsel, alerts Leadership to current events and future trends which may affect the association. | | | 3 | 3 | 5 |
| Ensures that the Association's strategic and business plans, performance measures and budget are updated and implemented. | | | 2 | 4 | 5 |
| Demonstrates commitment to improving and growing the Association by anticipating problems and is resourceful in dealing with them. | | | 1 | 6 | 4 |
| Is knowledgeable about association laws, rules and practices and uses this knowledge to recommend courses of action for the Association. | | | 1 | 4 | 6 |

## Please rate HCAW's Executive Director, Christine Opiela, on the following traits and activities:

*(1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations)*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Has a sense of what must change and what must remain the same in order to accomplish the organization's mission and realize its vision. | | | 2 | 5 | 4 |
| Monitors the organization's finances and operations in relationship to the approved budget, makes sound financial decisions, and keeps Board appropriately informed. | | | 2 | 5 | 4 |

| | | | | | |
|---|---|---|---|---|---|
| Helps staff (CPMS staff and outside contractors, i.e., Leslie) work together to achieve the Association's goals and objectives; effectively manages workload and resources. | | | 2 | 5 | 4 |
| Demonstrates ability to communicate effectively, both orally and in writing. | | | | 5 | 6 |
| Responds appropriately to advice and constructive. | | | 2 | 3 | 6 |
| Reacts well under pressure. | | | 2 | 4 | 5 |
| Has the necessary knowledge, skills, and personal characteristics to be an effective Executive Director. | | | 2 | 3 | 6 |

## What have been the major achievements/shortcomings of the Executive Director over the past 7 months?

*Please provide specific examples where available.*

- Major achievements - Fall conference, Strategic Planning Meeting.
  Shortcomings - nothing major
- Wins include timely communication, website enhancement, overall engagement and commitment to the strategic plan, pushes and encourages Board to make progress.
- Has navigated the transition from BW very well
- Thank you for doing everything the previous management company could not do!!
- Great communication skills
- Making the transition, laying out expectations for Board participation
- facilitated the strategic planning process,

## Did the Executive Director live up to the written or expressed goals and objectives developed by the Association?

- Yes
- Yes, and continues to move us in the right direction.  Also shows engagement to learn the industry.
- Yes
- Yes, from my perspective.
- yes
- New to board so no opinion.

## Did the Executive Director live up to your expectations?

*Please explain.*

- Yes
- yes
- Yes
- y!
- Yes, absolutely!
- yes
- yes

## Has the Association benefited from the leadership of this Executive Director?

*Please explain.*

- Yes
- YES
- Mist definitely
- Hell yes.
- Yes--I do not feel we had anywhere near this level of leadership before
- Absolutely
- yes, hold members accountable

## Names of other key members of the CPMS team supporting Christine and HCAW are listed below. Please rate your perception of their performance using the scale, and provide any comments you may have. We realize you may not have had any experience or interaction with some of the team.

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations; N/O = No Opinion*

| | 1 | 2 | 3 | 4 | 5 | N/O |
|---|---|---|---|---|---|---|
| Jennifer Miller, Meeting Planner | | | 2 | 2 | 2 | 5 |
| Leah Scott, CPA, Bookkeeper | | | 2 | 2 | 1 | 6 |

**Comments:**

- n/a
- I don't really know these individuals.

## Has the ED sought out and provided access to educational opportunities for HCAW members that meet the goals of the organization?

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | 5 | 3 | 3 |

## Has the ED demonstrated wise fiscal planning and management of HCAW's educational programs balanced with enrollment patterns and rates?

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | 3 | 6 | 2 |

## If you could give two pieces of advice to Christine, what would they be?

- To go back through the strategic planning meeting and calendar out how to meet the objectives of that meeting. I felt like a lot of great ideas were generated yet nothing came from them.
- Keep driving the strategic goals
- Don't be afraid to spend money to make money. Continue to find ways to collaborate with Private Duty and Hospice associations.
- Learn the industry more thoroughly and do what you can to assist the Board because they are carrying large loads in their daily work.

## Please rate the Public Policy Director, Leslie Emerick, on the scale and provide comments to amplify your rating:

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Provides advocacy for HCAW to key stakeholders and decision-makers including other affinity organizations or associations and/or representatives of State Government. | | | 1 | 4 | 6 |
| Communicates clearly in her work as an advocate using oral and written communications. | | | | 5 | 6 |
| Effectively demonstrates a depth and breadth of knowledge about the organization, the goals of the organization, and the role of the organization in the in-home services industry. | | | | 6 | 5 |
| Successfully promotes the views of the association in order to effect amendments to legislation or changes to rules which support of the goals of the organization. | | | | 5 | 6 |

## When necessary, and critical to forwarding the legislative agenda for the association, has the Public Policy Director proactively sought rule changes, legislative fixes, and/or generated legislation that protected the members of the association from harm due to statutes or policies that inhibited their ability to operate or sustain business in the State?

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| | | | 6 | 5 |

## If you could give two pieces of advice to Leslie, what would they be?

- Ask for what you need from the board. Keep doing what you are doing!
- Work with Christine on branding her role via social media. Would have liked to see more of a robust plan to enhance 'Hill Day' or Testifying in front of the Senate to brand HCAW and memorialize the great work and advocacy being done here.
- Take a little time to visit agencies and get a "boots on the ground" view. Also, take full advantage of the new LAN, including documenting contacts.
- It is not your place to tell HCAW who they should represent. This is up the board and membership. Routinely I hear you suggesting the HCAW should only be home health and this is not within the scope of your role.

### Please rate the Clinical Director, Donna Goodwin, on the scale and provide comments to amplify your rating:

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Acts as a resource for members' technical or industry specific questions and any questions from the community. | | | 2 | 3 | 6 |
| Communicates clearly in her work as an advocate using oral and written communications. | | | 2 | 3 | 6 |
| Effectively demonstrates a depth and breadth of knowledge about the organization, the goals of the organization, and the role of the organization in the in-home services industry. | | | 1 | 3 | 7 |
| Work with nonprofit, private, and governmental organizations to build community relationships and further expand HCAW's mission and programs. | | | 2 | 5 | 4 |
| Work diligently to distribute the latest federal legislative information to members in a timely matter, and ensure members' concerns are being relayed to key legislators at the federal level. | | | 2 | 4 | 5 |

### If you could give two pieces of advice to Donna, what would they be?

- Thank you! You are very needed - and you can't ever retire!
- Be visible at the annual meeting, so members know that the resource is available! Adds value!
- Speak up more often! Sometimes she seems to not give opinions until directly asked and her opinions are extremely valuable!
- AS I was completing this, I realized that I am unsure exactly what you are doing these days. This is likely my failure to pay attention. As you have always been a stellar advocate and resource, I presume that this is what is happening. I just don't have experience yet since you have taken this new position.

## Board Evaluation

Please indicate your understanding of and offer recommendations for these governance aspects.

### Mission & Strategic Direction

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Board efforts advance the mission vision, values, and goals. | | | 4 | 5 | 2 |
| The strategic plan portrays an image of the organization in 3, 5, or 10 years. | | | 5 | 6 | |

| | | | | | |
|---|---|---|---|---|---|
| Meetings and agendas are organized to achieve the mission and goals (and avoid operating matters). | | | 3 | 6 | 2 |

**Comments:**

- I value our working board!
- We always run out of time to discuss issues. I liked having in-person meetings every few months.

## Governing Documents

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Board understands and upholds all governing documents | | | 6 | 4 | 1 |
| Policies are adopted and followed to guide current and future leaders. | | 1 | 5 | 4 | 1 |

**Comments:**

- We seriously need to work on the policies; but we have a plan to do that thanks to Christine
- I am not really sure we all understand all the governing documents...or at least not sure I do!

## Leadership, Succession, and Transparency

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Board selection process is transparent and ensures leadership succession. | | | 7 | 4 | |
| Board orientation and self-assessment is sufficient. | | 1 | 7 | 2 | 1 |
| New ideas and people are respected. | | | 3 | 4 | 4 |

**Comments:**

- I think we have been together for a long time; but the good part of that is that we get things done. We need to diversify to ensure all Washington voices are heard.
- I think BOD orientation can be improved from the previous management company. New BOD members may appreciate some of the "back story" before their first meetings.

## Budgeting, Finances, and Infrastructure

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Board adopts annual budget and is engaged in monitoring finances. | | | 6 | 2 | 3 |
| Reserves/savings and investment strategies are appropriate. | | | 7 | 2 | 1 |
| Financial reports are clear, accurate, and timely. | | | 3 | 5 | 3 |
| Annual audit and auditor's recommendations are reviewed. | | 2 | 5 | 3 | 1 |

**Comments:**

- Larissa does an amazing job! We need to do a better job at auditing and financial planning. It feels like the buy/sell recommendations are by the seat of our pants.
- I think we have too much cash in reserve (see now this isn't anonymous any more!)
- Love Larissa's charts/graphs!

## Professional Staffing and Structure

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Board delegates authority, policies, and resources for Executive Director to manage organization. | | | 4 | 6 | 1 |
| Executive Director performance is assessed. | | | 5 | 2 | 4 |
| Staff relations are professional and collegial. | | | 3 | 2 | 5 |
| Structure of organization is highly effective. | | | 3 | 4 | 4 |

**Comments:**

- This board is highly effective; but we always have room for improvement.

## Risk Management – Protection

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Fiduciary duties are understood, including duties of care, obedience, and loyalty. | | | 5 | 4 | 1 |
| Perceived and real conflicts of interest are disclosed. | | 1 | 5 | 3 | 1 |
| Antitrust violations are strictly avoided. | | | 5 | 2 | 2 |
| Discussions & documents are treated with confidentiality. | | | 5 | 3 | 3 |
| It is clear who speaks for the organization and that only those persons can delegate authority. | | | 7 | 2 | 2 |
| Insurance and risk management measures adequately protect the organization. | | | 7 | 2 | 1 |

**Comments:**

- I am the least familiar with this arm of HCAW

## Committees and Task Forces

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Committee structure benefits board productivity and advances strategic goals. | | | 6 | 3 | 2 |
| Board does not conduct committee work at board meetings. | | | 8 | 2 | 1 |

**Comments:**

- Sometimes we need to have the board weigh in on committee work and I like the transparency of the committee report outs.
- Best its been in 5-6 years with new leadership
- Committee structure seems OK, I wonder if we should create an org chart that includes committees. Sometimes I think there are so many I can't keep track!

## Benefits, Programs, and Services

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Board is familiar with majority of association programs and services. | | | 4 | 4 | 3 |
| Programs and services are periodically reviewed to ensure relevance to members. | | | 6 | 4 | 1 |

**Comments:**

- We need to continue to ask for feedback from membership.

## Overall

*1=Less than Expectations; 3=Meets Expectations; 5=Exceeds Expectations*

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Serving on the board is a gratifying experience. | | | 1 | 4 | 6 |

**Comments:**

- These people are awesome!
- The HCAW Board is high-functioning, fun, and productive!

**MARKETING AGREEMENT FOR**
**HOME HEALTH PATIENT DRIVEN GROUPINGS MODEL VIDEO**

This Agreement is made as of _____, by and among the National Association for Home Care & Hospice, a Washington, D.C. corporation ("NAHC"), the [State Association], a [State Name] corporation.

1. Preliminary Statements

1.1 NAHC and the [State Association], are organizations that provide, among other matters, educational support to home care providers in the United States.

1.2 The parties wish to enter into a marketing agreement regarding an educational video through which [State Association] provides marketing support in exchange for a member price discount and a marketing fee for any purchaser from its state..

NOW, THEREFORE, in consideration of the foregoing Preliminary Statements, the mutual agreements contained herein, and for other valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

**Home Health Patient Driven Groupings Model (PDGM) Video**

1. The [State Association] shall promote and market the educational video to be known as the PDGM National Summits Video ("Video") as follows:.

    - Endorse the Video
    - Distribute the Video marketing materials electronically and by any other means deemed reasonable, including, but not limited to:
        - Web site
        - Emails
        - Newsletters, if available
    - [State Association] shall maintain Video information on its web site through August 31, 2019
    - [State Association] shall send an email regarding the Video to its most complete list of individuals and organizations involved in home health services a minimum of one time per week beginning April 15, 2019 and continuing through August 16, 2019
    - [State Association] shall promote the program in its newsletter, if one is published, at least one time each month in April, May, June, July, and August 2019
    - [State Association] shall use marketing materials provided by NAHC, but may modify such materials, within reason, including, but not limited to, adding its organization logo or other identifying information

- [State Association] Shall provide verification of marketing activities upon NAHC request.
- [State Association] Shall provide verification of a purchaser's membership status upon request from NAHC.

2. NAHC shall produce the Video with content fully consistent with the PDGM National Summits and shall:

    1. Develop all marketing material in a form required by State Association that permits co-branding by the State Association, including, but not limited to:
        a. Web site content and format
        b. Email messaging
        c. Newsletter content
    2. Provide state association members with "member" rates for the video
    3. Remit to [State Association] a Marketing Fee equivalent to 50% of gross revenue from Video sales to purchasers by an individual or organization from the state locus of [State Association]. Payment of the Marketing Fee shall be made within 30 days of the close of each month.
    4. List [State Association] as a sponsoring organization on the NAHC web site references to the Video
    5. Establish and manage sales process and purchase fulfillment consistent with purchase prices that NAHC sets that shall include a price differential between members and non-members.
    6. Distribute revenue share.

3. <u>Relationship of the Parties</u>

Each of the respective parties is acting as independent participants with distinct responsibilities, duties and rights. Further, nothing in this agreement shall be construed to create an employment relationship between an employee, contractor, or partner of one party with another of the other parties.

4. <u>Trademarks</u>

The parties grant each other a limited, non-exclusive, non-transferable right to use each other's trademarks, trade names, and logos, solely for the development, advertising, and promotion of the Program. Each party reserves the right to amend and replace its marks at any time and at its sole discretion. Each party acknowledges that all such use of each other's marks shall inure solely to the benefit of the parties to this Agreement. All usage of marks shall be in accordance with specifications of use by each party. The marks shall not be

changed, modified, or animated. Each party shall use the other's marks in connection with the Program only and shall not use any other marks not authorized by the party that owns the marks. Each party agrees that it shall not use each other's marks as part of their own trade name or in any such way that suggests that there is affiliation between the parties other than that created by this Agreement. Each party's right to use the other marks shall automatically cease upon expiration and termination of this Agreement. If a prior or third party claim is made to a party's right to such marks, that party may terminate this agreement. Each party shall notify other parties promptly if they become aware of any infringement or violation of any of the other party's marks. No party may take any action against a third party infringement or violation without the written consent of the party owning the mark.

5. Indemnification

The parties shall indemnify and hold the other parties harmless for any claim, damage, loss of expense, including reasonable attorney fees, that may arise based on the claim that the party negligently or intentionally caused harm to a third party in relation to the development, promotion, and presentation of the Program. Each party shall promptly notify all parties of a claim or threatened claim of which it becomes aware. In this event, each party shall cooperate and give sole control of and in defense of settlement to the indemnifying party. After receiving notice of a claim of infringement, the parties shall procure for the other the right to terminate this Agreement.

6. Confidential Information

The parties each acknowledge, that during the course of performing its duties, each may obtain proprietary and confidential information relating the business of the other, including, but not limited to, end user information ("Confidential information").

Each party agrees that it will take appropriate steps to protect confidential information from unauthorized disclosure, that it will not disclose confidential information to any third party, and that it will not use any of the other party's confidential information (other than as authorized by this agreement) without the prior written consent of the other party. Each party shall use the confidential information for the sole purpose of performing its duties in connection with this agreement. Each party shall not disclose any of the other party's confidential information other than its employees, agents and professional advisors who need to know such information in order to perform their duties under this agreement and who have agreed to maintain the confidentiality thereof.

Confidential information shall not include:

(a) information which is available to the public at the time it is disclosed,
(b) information which becomes available to the public without a breach of this agreement,
(c) information which the recipient already possessed at the time it is disclosed,
(d) information which is internally developed by the recipient independently of and wholly without knowledge of the disclosed information,

(e) information which is lawfully disclosed by the recipient by a third party which makes such disclosures without a breach of any secrecy agreement, and
(f) information which the recipient is required to disclose by a court of competent jurisdiction or statute.

7. Term and Termination

7.1 Subject to other provisions of this section, this agreement shall commence on the date hereof and continue until conclusion of all the responsibilities set out in this agreement..

7.2 Automatic Immediate Termination

This agreement shall be automatically terminated immediately if a party becomes the subject of any bankruptcy, liquidation, receivership or similar proceedings.

7.3 Termination for Material Breach

Without prejudice to any other rights or remedies available, each party may terminate this agreement on thirty (10) days written notice if another party materially breaches this agreement, unless the breaching party cures such said breach within such thirty day period.

7.4 Procedures Upon Termination

Following a party's receipt of notice of termination of this agreement, the parties shall immediately cease to market the Program utilizing a party's marks.

7.5 Notices

All notices shall be in writing and sent by reputable overnight courier or certified U.S. mail, return receipt requested. Notices to parties shall be sent to the address stated at the end of this agreement, to the attention of the person who executes this agreement on behalf of the Author.

7.6 Governing Law

This agreement shall be governed by and in accordance with the laws of the District of Columbia. Parties also waive personal service of any summons, and agree that service is made when sent via reputable overnight courier or certified U.S. Mail, return receipt requested, address as provided at the end of this agreement.

7.7 Irreparable Harm

Each party acknowledges that the remedy for breach of any of its obligations shall entitle the non-breaching party to seek injunctive relief, in addition to all other remedies, without being required to post any bond or other security.

7.8 Entire Agreement

This agreement states the parties' entire understanding of this agreement, and may not be modified, except by an amendment signed by all parties. This agreement may be signed in two counterparts, each of which may be deemed an original and considered as if all signatures were on the same document.

7.9 No Waiver

The failure of a party to insist upon strict adherence to any term of this agreement shall not deprive that party of the right to insist upon adherence at some later juncture; any waivers of any term must be made in writing.

7.10 Severability

If any provision of this agreement is invalid or unenforceable, the balance of this agreement shall remain in effect, and if any provision is inapplicable to any person or circumstance, it shall nevertheless remain applicable to all other persons and circumstances.

7.11 Force Majeure

No delay or failure by a party in the performance of any of its obligations under this agreement shall be considered a breach of this agreement if that delay or failure is caused by an event beyond the reasonable control of that party. If such an event occurs, the party whose performance is affected shall give the other party notice within fifteen (15) days from the discovery of such an event. The other party may terminate this agreement upon written notice to the party whose performance is compromised if such event prevents full performance if there are obligations to this agreement for a period of thirty (30) days or more.

7.12 The headings contained in this agreement are for reference purposes only and do not otherwise form part of this Agreement.

| | |
|---|---|
| [State Association] | National Association for Home Care & Hospice<br>228 7th St SE<br>Washington, D.C. 20003 |
| _____ | _____<br>William A. Dombi |

**MARKETING AGREEMENT FOR**
**HOME HEALTH PATIENT DRIVEN GROUPINGS MODEL WEBINAR SERIES**

This Agreement is made as of _____, by and among the National Association for Home Care & Hospice, a Washington, D.C. corporation ("NAHC"), the [State Association], a [State Name] corporation.

1. Preliminary Statements

1.1 NAHC and the [State Association], are organizations that provide, among other matters, educational support to home care providers in the United States.

1.2 The parties wish to enter into a marketing agreement regarding an educational Webinar Series through which [State Association] provides marketing support in exchange for a member price discount and a marketing fee for any purchaser from its state..

NOW, THEREFORE, in consideration of the foregoing Preliminary Statements, the mutual agreements contained herein, and for other valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

**Home Health Patient Driven Groupings Model (PDGM) Webinar Series**

1. The [State Association] shall promote and market the educational Webinar Series to be known as the PDGM National Summits Webinar Series ("Webinar Series") as follows:.

    - Endorse the Webinar Series
    - Distribute the Webinar Series marketing materials electronically and by any other means deemed reasonable, including, but not limited to:
        - Web site
        - Emails
        - Newsletters, if available
    - [State Association] shall maintain Webinar Series information on its web site through August 31, 2019
    - [State Association] shall send an email regarding the Webinar Series to its most complete list of individuals and organizations involved in home health services a minimum of one time per week beginning April 15, 2019 and continuing through August 16, 2019
    - [State Association] shall promote the program in its newsletter, if one is published, at least one time each month in April, May, June, July, and August 2019
    - [State Association] shall use marketing materials provided by NAHC, but may modify such materials, within reason, including, but not limited to, adding its organization logo or other identifying information

- [State Association] Shall provide verification of marketing activities upon NAHC request.
- [State Association] Shall provide verification of a purchaser's membership status upon request from NAHC.

2. NAHC shall produce the Webinar Series with content fully focused on PDGM that is a more advanced and focused approach in comparison to the PDGM National Summits and shall:

    1. Develop all marketing material in a form required by State Association that permits co-branding by the State Association, including, but not limited to:
        a. Web site content and format
        b. Email messaging
        c. Newsletter content
    2. Provide state association members with "member" rates for the Webinar Series
    3. Remit to [State Association] a Marketing Fee equivalent to 50% of gross revenue from Webinar Series sales to purchasers by an individual or organization from the state locus of [State Association]. Payment of the Marketing Fee shall be made within 30 days of the close of each month.
    4. List [State Association] as a sponsoring organization on the NAHC web site references to the Webinar Series
    5. Establish and manage sales process and purchase fulfillment consistent with purchase prices that NAHC sets that shall include a price differential between members and non-members.
    6. Distribute revenue share.

3. Relationship of the Parties

Each of the respective parties is acting as independent participants with distinct responsibilities, duties and rights. Further, nothing in this agreement shall be construed to create an employment relationship between an employee, contractor, or partner of one party with another of the other parties.

4. Trademarks

The parties grant each other a limited, non-exclusive, non-transferable right to use each other's trademarks, trade names, and logos, solely for the development, advertising, and promotion of the Program. Each party reserves the right to amend and replace its marks at any time and at its sole discretion. Each party acknowledges that all such use of each other's

marks shall inure solely to the benefit of the parties to this Agreement. All usage of marks shall be in accordance with specifications of use by each party. The marks shall not be changed, modified, or animated. Each party shall use the other's marks in connection with the Program only and shall not use any other marks not authorized by the party that owns the marks. Each party agrees that it shall not use each other's marks as part of their own trade name or in any such way that suggests that there is affiliation between the parties other than that created by this Agreement. Each party's right to use the other marks shall automatically cease upon expiration and termination of this Agreement. If a prior or third party claim is made to a party's right to such marks, that party may terminate this agreement. Each party shall notify other parties promptly if they become aware of any infringement or violation of any of the other party's marks. No party may take any action against a third party infringement or violation without the written consent of the party owning the mark.

5. Indemnification

The parties shall indemnify and hold the other parties harmless for any claim, damage, loss of expense, including reasonable attorney fees, that may arise based on the claim that the party negligently or intentionally caused harm to a third party in relation to the development, promotion, and presentation of the Program. Each party shall promptly notify all parties of a claim or threatened claim of which it becomes aware. In this event, each party shall cooperate and give sole control of and in defense of settlement to the indemnifying party. After receiving notice of a claim of infringement, the parties shall procure for the other the right to terminate this Agreement.

6. Confidential Information

The parties each acknowledge, that during the course of performing its duties, each may obtain proprietary and confidential information relating the business of the other, including, but not limited to, end user information ("Confidential information").

Each party agrees that it will take appropriate steps to protect confidential information from unauthorized disclosure, that it will not disclose confidential information to any third party, and that it will not use any of the other party's confidential information (other than as authorized by this agreement) without the prior written consent of the other party. Each party shall use the confidential information for the sole purpose of performing its duties in connection with this agreement. Each party shall not disclose any of the other party's confidential information other than its employees, agents and professional advisors who need to know such information in order to perform their duties under this agreement and who have agreed to maintain the confidentiality thereof.

Confidential information shall not include:

(a) information which is available to the public at the time it is disclosed,
(b) information which becomes available to the public without a breach of this agreement,
(c) information which the recipient already possessed at the time it is disclosed,

(d) information which is internally developed by the recipient independently of and wholly without knowledge of the disclosed information,
(e) information which is lawfully disclosed by the recipient by a third party which makes such disclosures without a breach of any secrecy agreement, and
(f) information which the recipient is required to disclose by a court of competent jurisdiction or statute.

7. Term and Termination

7.1 Subject to other provisions of this section, this agreement shall commence on the date hereof and continue until conclusion of all the responsibilities set out in this agreement..

7.2 Automatic Immediate Termination

This agreement shall be automatically terminated immediately if a party becomes the subject of any bankruptcy, liquidation, receivership or similar proceedings.

7.3 Termination for Material Breach

Without prejudice to any other rights or remedies available, each party may terminate this agreement on thirty (10) days written notice if another party materially breaches this agreement, unless the breaching party cures such said breach within such thirty day period.

7.4 Procedures Upon Termination

Following a party's receipt of notice of termination of this agreement, the parties shall immediately cease to market the Program utilizing a party's marks.

7.5 Notices

All notices shall be in writing and sent by reputable overnight courier or certified U.S. mail, return receipt requested. Notices to parties shall be sent to the address stated at the end of this agreement, to the attention of the person who executes this agreement on behalf of the Author.

7.6 Governing Law

This agreement shall be governed by and in accordance with the laws of the District of Columbia. Parties also waive personal service of any summons, and agree that service is made when sent via reputable overnight courier or certified U.S. Mail, return receipt requested, address as provided at the end of this agreement.

7.7 Irreparable Harm

Each party acknowledges that the remedy for breach of any of its obligations shall entitle the non-breaching party to seek injunctive relief, in addition to all other remedies, without being required to post any bond or other security.

7.8 Entire Agreement

This agreement states the parties' entire understanding of this agreement, and may not be modified, except by an amendment signed by all parties. This agreement may be signed in two counterparts, each of which may be deemed an original and considered as if all signatures were on the same document.

7.9 No Waiver

The failure of a party to insist upon strict adherence to any term of this agreement shall not deprive that party of the right to insist upon adherence at some later juncture; any waivers of any term must be made in writing.

7.10 Severability

If any provision of this agreement is invalid or unenforceable, the balance of this agreement shall remain in effect, and if any provision is inapplicable to any person or circumstance, it shall nevertheless remain applicable to all other persons and circumstances.

7.11 Force Majeure

No delay or failure by a party in the performance of any of its obligations under this agreement shall be considered a breach of this agreement if that delay or failure is caused by an event beyond the reasonable control of that party. If such an event occurs, the party whose performance is affected shall give the other party notice within fifteen (15) days from the discovery of such an event. The other party may terminate this agreement upon

written notice to the party whose performance is compromised if such event prevents full performance if there are obligations to this agreement for a period of thirty (30) days or more.

7.12 The headings contained in this agreement are for reference purposes only and do not otherwise form part of this Agreement.

[State Association]

_____

National Association for Home Care & Hospice
228 7th St SE
Washington, D.C. 20003

_____
William A. Dombi

# Awards Committee

**Committee Members:** Zaneta Billyzone, Carolyn Bonner, Jason Darling and Sarah McGuire

## Accomplishments

- Committee selected Award winners for the 2019 Awards Luncheon.

## Next Steps

- Christine notified award winners and all submitters of the Committee's decision.
- Christine to follow up with award winners to confirm their attendance to the luncheon.
- Christine to prepare awards script for emcee Rob Krause.

## Challenges

- None

## Assistance needed from the Board

- None

# Membership Committee-March

**Chair(s):** Nathan Smith, Kyle Long, Rob Krause

**Date:** Friday 3/1/19 at 10AM.

## Accomplishments

- Membership renewal talking points were posted for HCAW Board members.
  (HCAW is offering a 5% discount off 2019 membership dues but only if dues are received by February 15th.)
- Nate suggested Sheena Paylor, Area Sales Director LHC join membership committee
- Carriage HH Renewed

## Next Steps

- **Membership Renewal calls made by Committee:**
- Committee to propose '3 touches' concept for Board to welcome new attendees at Annual Conference. (Lunch/coffee/breakfast) etc.
- Propose funding in budget for Membership events/mixers. To discuss with Board.

## Challenges:

- Discussion of Kindred Agencies not renewing with new leadership. Committee to fact check. (to discuss updates on next Board call 4/19/19)
- Momentum and Access to Nursing programs has diminished

# Nominations Committee

**Chair(s):** Randy Dalton, Brent Korte, Linda Raymer, Sam Miller, Kyle Long, Rob Krause,

**Facilitated by:** Rob Krause, Christine Opiela

**Date:** 3/25/2019 at 10AM

## Accomplishments

- Committee forwards three nominees to board for vote;
  - **Alisa Van Sickle, Community HH and Hospice**
  - **Geoff Meinken, Careforce**
  - **Tammi Reeser, Kindred at Home**

**In addition Amber Hahn Keenan will stay on as secretary.*

## Next Steps

- Necessary to have slated candidates at least 3 weeks prior to Annual Conference

## Challenges/Opportunities

- Ongoing need to build Board 'bench strength' through committee activity and involvement

## Assistance needed from the Board

- Board to discuss the above listed candidates at next Board Meeting 4/19/19.

# Annual Meeting/Education Conference Committee

**Chair(s):** Gretchen and Rachel

## Accomplishments

- Discussed having Angelo Spinola present at the fall program and/or at the 2020 Pre-Conference. If he presents at the Pre-Conference, it would be beneficial to have Angi Shamblin present as a separate breakout session. Angelo's background is in legal affairs while Angi's is in HR, offering different valuable information on a similar issue. Members who are unable to attend the Pre-Conference can enjoy Angi's presentation.
- A complimentary registration will be offered at the Annual Conference as part of the Silent Auction.
- Early Bird rates will end May 6th for the fall education conference to allow for additional promotions. Christine will secure a block of rooms for those traveling to attend at Seattle Airport Marriott and the Larkspur Hotel.
- Award Nominations going well
- Music will be an someone's phone hooked to speakers as Doris' band wanted too much money and wasn't appropriate as a background band.

## Next Steps

- Christine will create a budget for us for the fall conference. ☺
- Christine to update the event calendar with the OASIS Workshop information and include in future education e-blasts.
- Next year's annual conference details: The Committee's preferred dates are April 21-23, 2020 as they don't conflict with holidays, spring break, and other industry events.
    - The second preference dates are April 28-30, 2020.
    - Narrowed down 2020 conference sites to 2, both local.

## Challenges

- Free/Cheap talent to do background music at the venue.

## Assistance needed from the Board

- The HCAW is holding a booth in the vendor hall at the conference. Promotional items are not included in the budget. Need $600 to be approved by the Board for HCAW labeled "swag" to include either thera-puddy, lip balm or a mobile device stabilizer.
- Reminder to bring your donations to Christine. Each board member to bring an auction basket AND some small items for the raffle to include coffee, tea, cocoa, chocolate or wine.

HELMSBRISCOE Hotel Summary Report

**HCAW Annual Conference 2020**

Prepared for Home Care Association of Washington

| Property/Website | City | Ratings | Rooms | Availability | Proposed Dates | Sleeping Room Rates | F&B Minimum | Meeting Room Rental |
|---|---|---|---|---|---|---|---|---|
| DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter | Seattle | 3 Star, 3 Diamond | 219 | 1st Option | 20-Apr-2020 to 23-Apr-2020 | USD $179.00 | USD $15,000.00 | Waived |
| Hotel Interurban | Tukwila | 3 Star, 3 Diamond | 185 | 1st Option | 20-Apr-2020 to 23-Apr-2020 | USD $169.00 | USD $13,000.00 | USD $500.00++ total |

**For more information, contact your HelmsBriscoe Associate:**

**Nicole Tanguay**
*Regional Vice President*
(P) 778-340-7553

ntanguay@helmsbriscoe.com

# HELMSBRISCOE Hotel Summary Report - Submitted Proposals

Prepared for Home Care Association of Washington

Prepared on 4/3/2019 by Nicole Tanguay, ntanguay@helmsbriscoe.com, 778-340-7553

| | DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter | Hotel Interurban |
|---|---|---|
| **Supplier Information** | | |
| **Image** | | |
| **Chain** | Hilton | Independent / Other |
| **Brand** | DoubleTree by Hilton | Independent |
| **Website** | View Website | View Website |
| **Address** | 16500 Southcenter Parkway<br>Seattle, Washington, 98188<br>USA | 223 Andover Park E<br>Tukwila, Washington, 98188<br>USA |
| **Total Guest Rooms** | 219 | 185 |
| **Total Meeting Space** | 12,377 Sq. Ft. | 15,000 Sq. Ft. |
| **Largest Meeting Room** | 6,100 Sq. Ft. | 4,869 Sq. Ft. |
| **Overview** | The DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter hotel is a full service, all suite hotel and event center located in the shopping and entertainment district of Seattle's Southside. Meetings are our specialty. Conduct your next conference or seminar in a state-of-the-art conference center complete with plasma screens and ergonomically designed chairs. We also offer wireless HSIA in public areas, and a well-equipped Business Center. With 12,377 square feet of flexible meeting and ballroom space, we can accommodate up to 600 for special events like banquets and weddings. | INSPIRING VIEWS FOR INSPIRED GATHERINGS<br><br>The versatile meeting and event spaces at Hotel Interurban merge functionality with distinction. Ideas and conversation are sparked by the breathtaking view of Mount Rainier - and we're the only property in the area that grants you that scenery. Situated near Seattle-Tacoma International Airport, we offer 185 guest rooms and over 15,000 square feet of Seattle meeting space. Each meeting room provides the technology to foster efficient, fruitful summits - large or small.<br><br>And when you take a break from business, the proximity to transportation options like the Sounder Train and Amtrak makes it easy to venture out. There's an abundance of shopping and entertainment options just steps away, including Westfield Southcenter Mall, the largest shopping destination in the greater Seattle region.<br><br>With our expert sales and services team, there is always someone to cater to every detail and ensure a seamless and highly successful event. |
| **SLEEPING ROOMS** | | |
| **Proposed Dates** | 20-Apr-2020 to 23-Apr-2020 | 20-Apr-2020 to 23-Apr-2020 |
| **Availability** | 1st Option - Not Holding Space | 1st Option - Not Holding Space |
| **ROOM RATES** | USD $179.00 | USD $169.00 |
| **Occupancy Tax** | 12.400% | 12.400% |
| **Resort/Facility Fee** | N/A | N/A |

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| | DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter | Hotel Interurban |
|---|---|---|
| **Offered Concessions/Contractual Requirements** | * 3 comp upgrades at group rate, 1 a suite<br>* 3 staff rooms at 50% off group rate<br>* comp WiFi in guestrooms and meeting space<br>* comp podium<br>* rates available 3 days pre/post, based on availability<br>* meeting room rental waived based on F&B min<br>* please feel free to offer DDR/CMP package that includes breakfast, lunch and breaks<br>* 20% off AV via in house supplier<br>* no surcharge to bring in outside AV<br>* 20 complimentary storage, receiving and handling of up to 20 boxes<br>* complimentary or discounted parking for overnight and daily attendees | *3 comp upgrades at group rate, 1 a suite<br>*3 staff rooms at 50% off group rate<br>*comp WiFi in guestrooms and meeting space<br>*comp podium<br>*rates available 3 days pre/post, based on availability<br>*meeting room rental reduced based on F&B min<br>*CMP package that includes breakfast, lunch and breaks, AV, rental, parking $110<br>*10% off AV via in house supplier<br>*20 complimentary storage, receiving and handling of up to 20 boxes<br>*complimentary parking |
| **Meeting Rooms** | | |
| **Day 1 (8:00 AM - 11:45 PM)**<br>**Office (Office)**<br><br>**24 hour hold: Yes**<br>**Note: 24 hour hold - near g/s space** | Room: Sunrise Boardroom<br>Size: 476 square feet<br>Height: 8.00 feet | Room: Crystal<br>Size: 305 square feet |
| **Day 2 (12:00 AM - 11:45 PM)**<br>**Office (Office)**<br><br>**24 hour hold: Yes**<br>**Note: 24 hour hold - near g/s space** | Room: Sunrise Boardroom<br>Size: 476 square feet<br>Height: 8.00 feet | Room: Crystal<br>Size: 305 square feet |
| **Day 2 (7:00 AM - 8:00 AM)**<br>**Continental Breakfast (Breakfast)**<br><br>**Note: Set up in Foyer** | Room: NW Ballroom-Alki I<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Foyer |
| **Day 2 (8:00 AM - 9:00 AM)**<br>**Exhibitor Set Up (Exhibit)**<br><br>**Note: 15 table top (6ft) exhibitors with power access.** | Room: NW Ballroom-Dash Point Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |
| **Day 2 (8:00 AM - 4:00 PM)**<br>**General Session (General Session)** | Room: NW Ballroom-Alki Room<br>Size: 2074 square feet<br>Height: 13.00 feet | Room: Mount Si II<br>Size: 2393 square feet |
| **Day 2 (12:00 PM - 1:00 PM)**<br>**Lunch Buffet (Lunch)** | Room: NW Ballroom-Alki Room<br>Size: 2074 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |
| **Day 3 (12:00 AM - 11:45 PM)**<br>**Office (Office)**<br><br>**24 hour hold: Yes**<br>**Note: 24 hour hold - near g/s space** | Room: Sunrise Boardroom<br>Size: 476 square feet<br>Height: 8.00 feet | Room: Crystal<br>Size: 305 square feet |
| **Day 3 (6:00 AM - 9:00 PM)**<br>**Exhibit Hall (Exhibit)** | Room: NW Ballroom-Dash Point Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |

# HELMSBRISCOE Hotel Summary Report - Submitted Proposals

Prepared for Home Care Association of Washington

Prepared on 4/3/2019 by Nicole Tanguay, ntanguay@helmsbriscoe.com, 778-340-7553

| | DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter | Hotel Interurban |
|---|---|---|
| **Day 3 (7:00 AM - 8:00 AM)**<br>**Continental Breakfast (Breakfast)**<br>**Note: Set up in Foyer** | Room: NW Ballroom-Redondo Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Foyer |
| **Day 3 (9:00 AM - 10:00 AM)**<br>**Keynote Address (General Session)**<br>**24 hour hold: Yes**<br>**Note: 1/2 classroom and 1/2 theater preferred** | Room: NW Ballroom-Redondo Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |
| **Day 3 (10:00 AM - 4:30 PM)**<br>**Breakout 1 (Breakout)**<br>**Note: 1/2 classroom and 1/2 theater** | Room: NW Ballroom-Alki I<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Mount Si I<br>Size: 1056 square feet |
| **Day 3 (10:00 AM - 4:30 PM)**<br>**Breakout 2 (Breakout)**<br>**Note: 1/2 classroom and 1/2 theater** | Room: NW Ballroom-Alki II<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Mount Si II<br>Size: 2393 square feet |
| **Day 3 (10:00 AM - 4:30 PM)**<br>**Breakout 3 (Breakout)**<br>**Note: 1/2 classroom and 1/2 theater** | Room: NW Ballroom-Alki III<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Olympic<br>Size: 579 square feet |
| **Day 3 (12:00 PM - 1:00 PM)**<br>**Lunch Buffet (Lunch)**<br>**Note: Set up in foyer** | Room: NW Ballroom-Dash Point Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |
| **Day 3 (4:30 PM - 6:30 PM)**<br>**Reception (Reception)**<br>**Note: Light Hor d'oeuvres, cash bar** | Room: Summit Room I and II<br>Size: 1847 square feet<br>Height: 9.00 feet | Room: Rooftop on 19th Floor<br>Size: 3449 square feet |
| **Day 4 (12:00 AM - 6:00 PM)**<br>**Office (Office)**<br>**24 hour hold: Yes**<br>**Note: 24 hour hold - near g/s space** | Room: Sunrise Boardroom<br>Size: 476 square feet<br>Height: 8.00 feet | Room: Crystal<br>Size: 305 square feet |
| **Day 4 (6:00 AM - 9:00 PM)**<br>**Exhibit Hall (Exhibit)** | Room: NW Ballroom-Dash Point Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |
| **Day 4 (7:00 AM - 8:00 AM)**<br>**Continental Breakfast (Breakfast)**<br>**Note: Set up in Foyer** | Room: NW Ballroom-Redondo Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Foyer |
| **Day 4 (7:30 AM - 11:30 AM)**<br>**Keynote Address (General Session)**<br>**24 hour hold: Yes**<br>**Note: 1/2 classroom and 1/2 theater preferred** | Room: NW Ballroom-Dash Point Room<br>Size: 2013 square feet<br>Height: 13.00 feet | Room: Rainier<br>Size: 4869 square feet |

# HELMSBRISCOE Hotel Summary Report - Submitted Proposals

Prepared for Home Care Association of Washington

Prepared on 4/3/2019 by Nicole Tanguay, ntanguay@helmsbriscoe.com, 778-340-7553

| | DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter | Hotel Interurban |
|---|---|---|
| **Day 4 (11:30 AM - 12:30 PM) Breakout 1 (Breakout) Note: 1/2 classroom and 1/2 theater** | Room: NW Ballroom-Alki I<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Mount Si I<br>Size: 1056 square feet |
| **Day 4 (11:30 AM - 12:30 PM) Breakout 2 (Breakout) Note: 1/2 classroom and 1/2 theater** | Room: NW Ballroom-Alki Room: Alki III<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Olympic<br>Size: 579 square feet |
| **Day 4 (11:30 AM - 12:30 PM) Breakout 3 (Breakout) Note: 1/2 classroom and 1/2 theater** | Room: NW Ballroom-Alki II<br>Size: 680 square feet<br>Height: 13.00 feet | Room: Mount Si II<br>Size: 2393 square feet |
| **Day 4 (12:30 PM - 2:30 PM) Awards Luncheon (Lunch) Note: Plated Lunch - Room needs to be wheel chair accessible** | Room: Summit Room I and II<br>Size: 1847 square feet<br>Height: 9.00 feet | Room: Rainier<br>Size: 4869 square feet |
| **Food and Beverage** | | |
| **Total F&B Minimum** | | USD $13,000.00 |
| **Break - AM** | USD $17.95 Per Person (+10% Tax and Service) | USD $10.00 Per Person (+10% Tax and Service) |
| **Break - PM** | USD $18.95 Per Person (+10% Tax and Service) | USD $10.00 Per Person (+10% Tax and Service) |
| **Break - Drinks Only** | USD $16.95 Per Person (+10% Tax and Service) | USD $6.00 Per Item (+10% Tax and Service) |
| **Break - Snacks and Drinks** | USD $18.95 Per Person (+10% Tax and Service) | USD $12.00 Per Person (+10% Tax and Service) |
| **Breakfast - Continental** | USD $23.95 Per Person (+10% Tax and Service) | USD $28.00 Per Person (+10% Tax and Service) |
| **Breakfast - Buffet** | USD $29.95 Per Person (+10% Tax and Service) | USD $28.00 Per Person (+10% Tax and Service) |
| **Breakfast - Plated** | USD $25.95 Per Person (+10% Tax and Service) | USD $30.00 Per Person (+10% Tax and Service) |
| **Lunch - Buffet** | USD $36.95 Per Person (+10% Tax and Service) | USD $30.00 Per Person (+10% Tax and Service) |
| **Lunch - Plated** | USD $27.95 Per Person (+10% Tax and Service) | USD $30.00 Per Person (+10% Tax and Service) |
| **Gallon Coffee** | USD $70.00 Per Person (+10% Tax and Service) | USD $65.00 Per Item (+10% Tax and Service) |
| **Reception - Food** | USD $38.95 Per Person (+10% Tax and Service) | USD $25.00 Per Person (+10% Tax and Service) |
| **Reception - Beverage** | USD $7.00 Per Person (+10% Tax and Service) | USD $15.00 Per Person (+10% Tax and Service)+G59 |
| **Reception - Light Appetizers** | USD $38.95 Per Hour (+10% Tax and Service) | USD $15.00 Per Person (+10% Tax and Service) |
| **Reception - Heavy Hors D'oeuvres** | USD $38.95 Per Hour (+10% Tax and Service) | USD $35.00 Per Person (+10% Tax and Service) |
| **Service Charge** | 21.00% | 21.00% |
| **Applicable Tax** | 10.00% | 10.00% |
| **Attachments** | | |
| **Attachments** | Floor Plan2019 | |
| | Floor Plan Dimensions | |
| | 2018 CMP | |
| | | |
| | | |
| **Internet Costs** | | |
| **Internet - Guest Room** | Complimentary | Complimentary |
| **Internet - Meeting Room** | Complimentary | Complimentary |
| **Service Charge** | 21.00% | 21.00% |
| **Applicable Tax** | 10.00% | 10.00% |
| **Miscellaneous Costs** | | |

Prepared for Home Care Association of Washington

Prepared on 4/3/2019 by Nicole Tanguay, ntanguay@helmsbriscoe.com, 778-340-7553

| | DoubleTree Suites by Hilton Hotel Seattle Airport - Southcenter | Hotel Interurban |
|---|---|---|
| **Parking Fee - Self** | Complimentary | USD $10.00 Per Day (Includes 10% Tax) |
| **Miscellaneous - Parking Fee - Valet** | N/A | USD $10.00 Per Day (+10% Tax and Service) |
| **Additional Questions** | | |
| **Web address for meeting space detail?** | www.Seattle.DoubleTree.com | https://www.hotelinterurban.com/meetings-events.php |
| **Please select your current Forbes and/or AAA Rating?** | 3 Star, 3 Diamond | 3 Star, 3 Diamond |
| **Will the meeting room rentals be waived? If not, what rates will apply?** | Meeting room rental will be waived with a minimum of $15,000.00 spent on hotel hosted, catered food and beverages, not including applicable taxes, currently 10% and 21% service fees. If the food and beverage minimum is not met, the difference will be charged as meeting room rental. | $500 room rental applies for the 2 days. If Group wants to increase F&B minimum, we will consider waiving room rental. |
| **Please describe General Session space in detail (windows? Pillars? etc.) as well as location of exhibit space.** | Attached. | We are flexible but I have in Rainier Room as that is 4800 sq ft with views of Mt Rainier and south Seattle, on 19th story. |
| **What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs?** | Sea-Tac Airport is 3.5 miles away (approx. 8 minutes) and the hotel has a complimentary shuttle to and from the airport | Sea-Tac Airport is less than 4 miles and we offer complimentary airport shuttle. |
| **What amenities and activities does your hotel have on or near the property?** | Our complimentary health club facilities offer your guests the opportunity to exercise, relax and unwind. We have added to our inventory of new exercise equipment so that we are considered one of the finest and largest hotel health clubs in the city. Our health club offers: Indoor Swimming Pool, Exercise Equipment (Including Precor, Nautilus and TV screens), free weights and more, Two Racquetball Courts, Sauna, Spa Tub with locker room and towels. Additionally we are just across the street from the largest shopping mall and shopping area in the entire Seattle area, the Westfield Center, with over 140 stores, over 20 restaurants such as Cheesecake Factory, Outback Steakhouse, Olive Garden, Bahama Breeze and many others; an Imax Theatre, a bowling alley, and numerous other businesses and services to meet every need of your attendees. | On property: Waterleaf Restaurant, Urban Roast Espresso Bar, indoor saline pool, fitness center.<br><br>Nearby: Shopping, Dining, Bowling, Indoor Skydiving |
| **What renovations have your property either recently completed or has on schedule?** | Flat panel tvs, ongoing upgrades ie corridor carpeting, precor/nautilus equipment with tv's in fitness center, etc. | Hotel Interurban opened July of 2018! Mo renovations scheduled. |

# NAHC March on Washington Report

**Attendees:** Kyle Long, Greg Pang, Christine Opiela

**Accomplishments**

1) **Rep. Denny Heck; met with Emily Kolano, LA.** Discussed S433, S296, and Rural Add On. Emily was attentive and asked excellent questions. Gave her overview of how Medicare is paid including OASIS and PDGM changes. Discussed impact of Washington's minimum wage law on costs. Stated we would like Rep. Heck's support on house companion bills for S433 and S296, and let Emily know who is co-sponsoring the legislation in the house. Discussed rural add-on as critical for HH agencies, and will keep Emily informed if there is a specific ask on that in the future. We assume CMS can cancel rural add-on in rulemaking but we're not sure.

2) **Senator Maria Cantwell; met with Nico Jansen and Anna Conroy.** Nico and I have met in-district several times. Greg thanked Nico for past support and invited Senator Cantwell to hold a town hall onsite at our new facilities in Vancouver WA. Nico says their office will look closely at S433 for potential co-sponsorship. They are already on-board with S296, and will be happy to co-sponsor or sign on. Cantwell has supported the rural add-on in the past. Not sure what the specific "ask" is regarding the rural add-on, but said I would find out and get back to them.

3) **Senator Patty Murray: met with Brian Kaplan, Health Policy Fellow for the HELP committee chaired by Senator Murray**. Gave him specific education around Home Health and how it is reimbursed. Discussed S433 and S296 in detail, and also discussed the huge cost driving impact of Washington State's minimum wage law that will increase minimum wage to $15 per hour by 1/1/2021. Discussed that yes there may be agencies "gaming the system" and that CMS should find them and target them, not the agencies that are already efficient and providing outstanding outcomes like those in Washington State. I closed discussing hospice care for veterans, as the VA currently does not allow contracting with hospice care centers. I promised I would follow up with Senator Murray's office to possibly get a letter of support to change the VA policy, as she has been a longtime champ of Veterans.

4) **Rep. Jaime Herrera Butler; Met with the Representative and her Senior LA Anna Breen**. I live in her district, so discussed some local issues like her midterm victory over her opponent and an open invitation to stop by and see the new grief support center we built, which is open to the community free of charge (Community Home Health and Hospice is nonprofit). We discussed S433 and S296, Jaime seemed supportive of both and understood the impact to my agency. She knows there are areas in our district where there are no physicians because they are rural. We again discussed the Washington minimum wage impact on costs, as well as the need for the rural add-on to continue particularly for rural areas of Washington.

Jaime asked what the "ask" is regarding the rural add-on, and I told her that I would need to get back to her with what we need.

5) **Kyle Hill, Senior Legislative Consultant for Congresswoman DelBene**. On the below issues:

- S. 433 – he said it sounds like it is something the Congresswoman would support, but he would like to do more research before committing. He is interested in why CMS is proposing the cuts without having evidence to back up their reasoning.
- S. 296 – he said he believes she has supported the previous versions and it would align with her current policy goals (no confirmation, but was positive)
- Rural Add On – agreed this would be great support for rural agencies (no confirmation)

Kyle's mom was a hospice nurse in Long Island and made home visits, so he is familiar with our industry and our needs.

6) **Rep. Kim Schrier**; Kim is a physician, and clearly understood the need for mid levels being able to sign HH plans of care and certify patients for HH, particularly in rural areas. We discussed the house companion to S296 that is coming and asked her to support the bill. We discussed S433 and educated her on how Medicare HH is reimbursed. She understood the problems with the "throw the baby out with the bath water" approach before we even stated that "CMS should go after the abusers". She affirmed that Washington state is among the lowest cost per capita for Medicare.

**Next Steps**

- Scheduling a review with Calvin McDaniel, NAHC Director of Government Affairs.
- Educating membership on federal issues.
- Sending personal thank you notes to legislators and staff we met with.

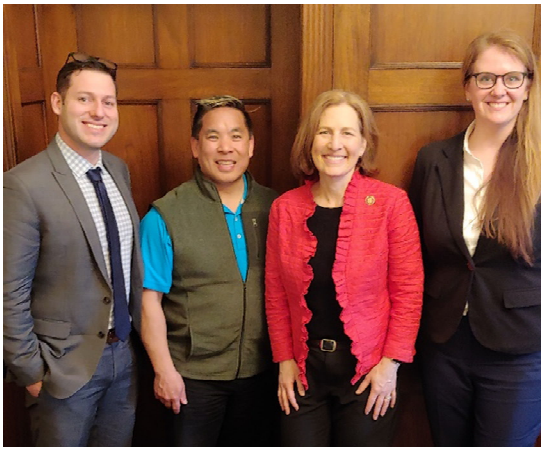
**Assistance needed from the Board**

- Reach out to your local representatives about S433, S296, and rural-add on.

**Congressman Denny Heck's Office**
*Legislative Correspondent*

**Senator Maria Cantwell's Office**
*Nico Janssen, Legislative Assistant*

**Congresswoman Kim Schrier's Office**



**Congresswoman Jaime Herrera-Beutler's Office**
*Anna Breen*

# HCAW April 2019 Public Policy Report

Prepared by Leslie Emerick, Director of Public Policy

## ***Legislative Overview***

The public policy committees in the state legislature are starting to wind down and the fiscal fireworks have begun! We have less than 25 days left in the legislative session, which ends on April 28th. The policy bill cut-off for "opposite house" policy bills (i.e. Senate bills heard in the House and vice versa) was April 3rd. For bills with a fiscal note the cut-off is April 9th.

The bills voted out of policy and fiscal committees will go to the respective Rules Committees where they may or may not be pulled to the floor for a final vote. For a bill to pass the legislature it has to pass both Houses and gain signature from the Governor. Lots of bills die along the way. Just a reminder that in a biennial legislature, bills live for two years so even if they die this session, they may be back next legislative session!

### State Operating Budget 2019-2021

Both the House and the Senate released their budget bills last week. The two houses are far apart on how to fund the operating budget with different tax proposals being released for consideration. Here is an article from The Olympian newspaper summarizing the budget: House Dems propose capital gains and other taxes to fund two-year state spending plan. Here are the main points of the budgets that we are working on this session:

House Appropriations Budget (ESHB 1109) *See note below

- Palliative Care Roadmap is funded for $25,000 over a 2-year period. $21,000 of the general fund—state appropriation for fiscal year 2020 and $4,000 of the general fund—state appropriation for fiscal year 2021 are provided solely for the development of a

palliative care road map to provide information and guidance to providers, patients, families, and caregivers of individuals living with a serious or life-threatening illness. The department must work in consultation with appropriate stakeholders, including but not limited to, the health care authority, the department of social and health services, and hospital-based, outpatient, and community-based palliative care providers. The department must complete the document and make hard copies available for distribution no later than September 30, 2020.

- SB 5828 Medicaid Home Health funding ($8.7 million) was not included in the House budget, but they did include the home health workgroup that was in the Senate bill that will be organized and implemented over the interim to review the addition of a social worker and telemedicine and ways to create a better benefit and reimbursement with the MCOs
- A 10% rate increase for private duty nursing for medically fragile children and adults across all PDN settings was included.

You can watch my testimony on TVW at: SHB 1109 operating budget: https://www.tvw.org/watch/?clientID=9375922947&eventID=2019031298&startStreamAt=6887&stopStreamAt=6978&autoStartStream=true

**Senate Operating Budget Bill (PSSB 5153)**

*The House bill will be the "vehicle" that will move forward as the official budget bill for both houses this session. The Senate bill has become a "striker amendment" on the House bill.

- Senate budget was amended to include the Palliative Care Roadmap language!
- It does include fiscal language from SB 5828: Within the amounts appropriated in this section, the authority must increase the home health reimbursement rate for medical assistance clients at a rate not less than one hundred percent of the Medicare home health payment and provide reimbursement for a social worker and telemedicine when ordered by a physician or authorized health care provider, effective January 1, 2020. The unusual thing about this language is that it does not include funding and expects the Health Care Authority to fund $8.7 million within their existing budget…which will probably not happen!
- It does not include funding for private duty nursing for medically fragile adults and kids.

From here on out it will be discussions in a conference committee on coming up with a final budget bill! Lobbyists are not part of these discussions nor is the general public. We will not know the final outcome until very close to the end of the session. If they are unable to come to an agreement, then we may go into a Special Session, but I consider that unlikely at this time…

I also testifying in Senate Ways and Means last week with concerns regarding SB 5988 Reducing a tax preference for prescription drug warehousing to invest in opioid abuse treatment services in rural and high-need areas. The cost of opioids will increase for patients in hospice and palliative care with this bill and we are opposed to that.

And I testified before the House Finance Committee in opposition to HB 2158 Creating a workforce education investment to train Washington students for Washington jobs that had a 20% health professions B & O Tax increase:

Here is my testimony from the Finance committee
https://www.tvw.org/watch/?clientID=9375922947&eventID=2019031376&startStreamAt=2121&stopStreamAt=2211&autoStartStream=true

I also testified in opposition to **SB 5940,** which would create a 37% tax on opioid products being distributed into the state of Washington. We have seen this issue arise in other states, with only one bill passing only to be ruled unconstitutional. Ultimately, legislators have seen the undue harm this type of proposal would have on legitimate patients, specifically those in hospice and palliative care.

**2SHB 1087 Long-Term Care Trust Act : Bill Status- Scheduled for public hearing in the Senate Committee on Ways & Means on April 5, 2019 at 9:00 AM.** We support this legislation that allows for in-home services to be used to support a patient's ability to stay in their homes longer before entering the state Medicaid system.

***Brief Summary of Second Substitute Bill:*** Establishes the Long-Term Services and Supports Trust Program (Trust Program) to provide benefits for long-term services and supports to qualified individuals who need assistance with at least three activities of daily living. Establishes eligibility requirements for the Trust Program for persons who pay a premium of 0.58 percent of a person's wages for a specific amount of time.

**HB 1175 - Concerning authorization of health care decisions by an individual or designated person. Bill Status: Passed to Senate Rules Committee for second reading.** HCAW strongly supports this bill for our hospice agencies. The bill expands a list of designated persons authorized to provide informed consent for health care treatment to incapacitated persons. Provides limited immunity to health care providers or facilities that render health care in reliance on a declaration of an adult providing informed consent. Prohibits a person authorized to provide informed consent from requesting or obtaining medication to end a qualified patient's life under the Death with Dignity law where that patient is an incapacitated person. Expands the list of methods for executing a health care directive to include use of a notary public or other individual authorized by law. Authorizes criminal penalties under the perjury statutes for false declarations.

***Department of Health Issues***

**Palliative Care-Rural Health Integration Advisory Team (PC-RHIAT):** I am still participating on the advisory team for the Community Engagement Workgroup. They have just produced a new document on "There's No Place Like Home: Rural Home Health and Hospice Care in Washington State: A Discussion of Challenges and Solutions." I have been handing out copies of the new home

health and hospice report to legislators and Governor policy staff. We are getting a very positive response!

HHHreportFINAL2-6-2019.pdf

***Health Care Authority (HCA) Issues***

**Adult Palliative Care Rules: Nothing new!** HCA is delaying the rules to review the costs of adding a social worker to the team. We are going to ask for a meeting to discuss the issue further with HCA. They also have to work with CMS to amend the State Plan Amendment (SPA) to get permission for billing. They did find additional billing codes that appear to work for home health and hospice providers. There will be no prior authorization required.

***Public Policy Updates***

**Bree Collaborative Palliative Care Workgroup:** I have been attending this workgroup to provide policy updates and help craft a definition for palliative care and establish the scope of the work. The next meeting is coming up on April 12th. I have discussed the "Palliative Care Roadmap" proviso that I am working on this session and suggested that if we are successful, the Bree can advise the workgroup on subject matter development.

**WA State Dementia Collaborative:** I am still participating in the Health and Medical Subcommittee. I also requested that they get involved in the Health Care Authority rulemaking on Adult Palliative Care to see how they will be handling patients with Dementia or Alzheimer diagnosis. If anyone wants to order some more for your agency, please go to: www.dshs.wa.go/altsa/dementa-action-collaborative

# HCAW Bill Status & Upcoming Hearings Report:

**Prepared by Leslie Emerick, Pubic Policy Director**

## Upcoming Events

**Ways & Means (Senate) - SHR 4, JACB - 4/5 @ 9:00am**

- 2SHB 1087 - Public Hearing - Concerning long-term services and supports. (Support/High)

## High Priority Bills

| Bill # | Abbrev. Title | Short Description | Status | Sponsor | Position |
|---|---|---|---|---|---|
| 2SHB 1087 (SSB 5331) | LT services & support | Concerning long-term services and supports. | S Ways & Means | Jinkins | Support |
| ESHB 1109 (SB 5153) | Operating budget | Making 2019-2021 biennium operating appropriations. | S 2nd Reading | Ormsby | Support |
| SHB 1155 (SSB 5190) | Health care employees | Concerning meal and rest breaks and mandatory overtime for certain health care employees. | S Ways & Means | Riccelli | Concerns |
| EHB 1175 | Health care decisions | Concerning authorization of health care decisions by an individual or designated person. | S Rules 2 | Kilduff | Support |
| ESHB 1565 (SSB 5568) | Background check sharing | Concerning certain providers sharing background checks. | S Rules 2 | Robinson | Neutral |
| HB 1753 | Health profession fees/rules | Requiring a statement of inquiry for rules affecting fees related to health professions. | S Rules 2 | Riccelli | Support |
| SHB 1931 (SB 5912) | Health care work violence | Concerning workplace violence in health care settings. | S Ways & Means | Leavitt | Neutral |
| HB 2158 | Workforce education | Creating a workforce education investment to train Washington students for Washington jobs. | H Finance | Hansen | Concerns |
| SB 5129 (HB 1343) | Revenue | Increasing revenues for the support of state government. | S Ways & Means | Rolfes | Concerns |
| SB 5153 (ESHB 1109) | Operating budget 2019-2021 | Making 2019-2021 biennium operating appropriations. | S Ways & Means | Rolfes | Support |
| SSB 5385 | Telemedicine payment parity | Concerning telemedicine payment parity. | H Approps | Becker | Support |
| SSB 5386 | Telemedicine training | Concerning training standards in providing telemedicine services. | H 2nd Reading | Becker | Support |
| SB 5387 | Physician telemedicine | Concerning physician credentialing in telemedicine services. | H 2nd Reading | Becker | Support |
| SB 5828 | Medicaid home health rate | Concerning medicaid home health reimburse rate for medical assistance clients. | H Approps | Cleveland | Support |
| SB 5940 | Rx opioid drugs B&O surtax | Imposing a business and occupation surtax on prescription opioid drugs. | S Ways & Means | Keiser | Oppose |
| SB 5988 | Drug warehousing tax | Reducing a tax preference for prescription drug warehousing to invest in opioid abuse treatment services in rural and high-need areas. | S Ways & Means | Carlyle | Oppose |

## Medium Priority Bills

| Bill # | Abbrev. Title | Short Description | Status | Sponsor | Position |
|---|---|---|---|---|---|
| SHB 1049 (SB 5401) | Health care whistleblowers | Concerning health care provider and health care facility whistleblower protections. | S Rules 2 | Macri | Support |
| SHB 1239 | Pub. hospital board meetings | Protecting the confidentiality of health care quality and peer review discussions to support effective patient safety. | S Rules 2 | Cody | Neutral |
| 3SHB 1498 (2SSB 5511) | Broadband service | Expanding affordable, resilient broadband service to enable economic development, public safety, health care, and education in Washington's communities. | S Ways & Means | Hudgins | Neutral |
| SHB 1529 | Peer counselors/agency | Removing barriers for agency affiliated counselors practicing as peer counselors. | S Rules 2 | Davis | Neutral |
| SHB 1686 | Hospital access to care | Concerning hospital access to care policies. | S Rules 2 | Macri | Neutral |
| SHB 2024 | Medicaid incentive payments | Concerning deductions of incentive payments under the medicaid program established within 42 C.F.R. 438.6(b)(2) and Sec. 1115 medicaid demonstration project number 11-W-00304/0. | S Ways & Means | Robinson | Neutral |
| HB 2156 | Taxes on asset sales, profit | Investing in quality prekindergarten, K-12, and postsecondary opportunities throughout Washington with excise taxes on sales and extraordinary profits of high valued assets. | H Finance | Jinkins | Neutral |
| HB 2157 | Tax structure | Updating the Washington tax structure to address the needs of Washingtonians. | H Finance | Tarleton | Neutral |
| SB 5032 (HB 1484) | Medicare supplement plans | Concerning medicare supplemental insurance policies. | H 2nd Reading | Cleveland | Neutral |
| SSB 5163 (SHB 1135) | Wrongful injury or death | Concerning actions for wrongful injury or death. | H Approps | Hasegawa | Neutral |
| 2SSB 5292 | Rx drug cost transparency | Concerning prescription drug cost transparency. | H Approps | Keiser | Neutral |
| SSB 5380 (2SHB 1331) | Opioid use disorder | Concerning opioid use disorder treatment, prevention, and related services. | H Approps | Cleveland | Neutral |
| 2SSB 5511 (3SHB 1498) | Broadband service | Expanding broadband service to enable economic development, public safety, health care, and education in WA's communities. | H Cap Budget | Wellman | Neutral |
| ESSB 5523 | Medicaid managed care perf. | Improving managed care organization performance in caring for medicaid clients. | H Approps | Braun | Neutral |
| 2SSB 5822 (HB 1877) | Universal health care system | Providing a pathway for a universal health care system for the residents of WA state. | H Approps | Randall | Neutral |
| SB 5994 | Business and occupation tax | Concerning business and occupation tax simplification and relief. | S Ways & Means | Palumbo | Neutral |
| ESHB 1099 | Health network adequacy | Providing notice about network adequacy to consumers. | Del to Gov | Jinkins | Neutral |