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

BOARD OF DIRECTORS MEETING PACKET

February 15, 2019
10:00 am - 12:00 pm
via GoToMeeting

HCAW February 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: 2/15/19		**Time:** 10:00 a.m. – 12:00 p.m.	**Location:** https://global.gotomeeting.com/join/767668573 (646) 749-3122 / 767-668-573	
TIME	**TOPIC**	**DISCUSSION**	**PLAN OF ACTION**	**RESPONSIBLE**
10:00 a.m.	Call to Order	Welcome/Updates • New Meeting Structure	Review	Marilou
10:10 a.m.	Approval of Minutes	• January 2019	Approval	All
10:15 a.m.	Financial Report	• Review and approval of January 2019 financials • Update on World Pay Account	Review/Approval Review/Approval	Marilou/all Christine
10:25 a.m.	Executive Director Report	• Highlights • Policies & Procedures Manual Edits • Board Nominations & Diversity	Review Review/Approval Discussion	Christine All All

10:55 a.m.	Committee Reports	• Annual Meeting/Education Committee
		  ○ Conference Updates
		• Membership Committee
		  ○ Renewal Updates
			Discussion
			
			Discussion
				Gretchen/all
				
				Kyle, Nate

11:25 a.m.	Legislative Report	• NAHC Region X Report • Legislative Report • Consulting Subcontract	Review Review Review/Approval	Brent Leslie Leslie/all
12:00 p.m.	Adjournment	• Review of key deliverables/action items/decisions		Marilou
	Next Meeting	March 15, 2019 from 10:00 a.m. – 12:00 p.m.		

Board Meeting Minutes
Friday, January 18, 2019
Wesley | Des Moines, WA
9:00AM – 1:00PM

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; Larissa Jording, Secretary/Treasurer; Rob Krause, Past President; Directors Gretchen Anderson, Kyle Long, Sam Miller, Melinda Moore, Greg Pang, Nate Smith; Brent Korte, Ex-Officio
Staff: Donna Goodwin, Clinical Director; Leslie Emerick, Public Policy Director; Christine Opiela, Executive Director

CALL TO ORDER

Marilou welcomed everyone and called the meeting to order at 9:04AM.

The Soft Edge joined the board meeting to present on HCAW's new legislative action network.

It was moved and seconded to approve the minutes from the November 16, 2018 Board meeting. Motion carried.

I. FINANCIAL REPORT

Larissa reviewed the November and December 2018 financials:

- Income continues to be higher than expenses partly due to Donna's monthly fee being lower than budgeted.
- Workshop income and expenses include the Fall Conference, webinars, and any outstanding A/R from the previous fiscal year.
- 2019 dues renewals are coming in and will be allocated evenly throughout the year (January – December 2019).
- In reviewing the Association's cash position, there is enough saved to cover more than 1yr of operating expense as a safety net (best practices is to have 6m-1yr saved). The Association can use the additional funds for special projects that will benefit members and the community.

It was moved and seconded to place the November and December 2018 financials on file. Motion carried.

Christine reported on the merchant services fees in the December financial report. These fees were originally thought to be from Columbia Bank but are from World Pay, a payment processor similar to PayPal. The account was created in April 2018 but it has not been used since the management transition. Christine was able to get access to the account and the transactions seem to be a mix of annual conference registrations and late dues renewals. There were also transitions made using PayPal during this period. She has reached out to both Columbia Bank and Peterson & Associates for more information.

II. EXECUTIVE DIRECTOR'S REPORT

Christine reviewed highlights from her report:

- The Executive Committee will be reviewing the Policies and Procedures Manual and making recommendations for updates to the full Board. The Investment and HCAW PAC policies will be reviewed first.
- The Board will be receiving evaluations shortly to assess Leslie, Donna, Christine, CPMS, and itself as a board.
- The HCAW Office has received fewer renewals at this time than last year. Christine believes most are waiting to finish their fiscal year before submitting their renewals. Many members have expressed interest in taking advantage of the 5% discount if dues are received by February 15th. The Membership Committee will be making calls to encourage members to renew.
- HCAW's Baird financial advisor, Tad Donnan, recommended a purchase of ~$7,000 shares of Weyerhaeuser (WY) and a sale of ~$7,000 in Bond Fund of America, which the Finance Committee approved in December 2018. It was suggested the Finance Committee conduct an annual review each year on investments and outline investment strategies with Baird. The Board would also like to see more diversification into mutual funds.
- The Finance Committee approved a second transfer from HCAW's money market account into its checking account. While the Association is bringing in income, the income is coming in later than the previous year.
- HCAW is part of a new rural home health group with the DOH and WSHA. The work group will meet to examine the designation of home health shortage areas.

III. COMMITTEE REPORTS

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

- OASIS Answers will be presenting at the Pre-Conference.
- The Annual Conference logo and banner image have been approved. The program is still in draft form.
- The Committee is developing a speaker pool to be used as a reference for future educational offerings.

The Board reviewed the Annual Conference schedule of events:

- The Committee will reach out to Jarrett Bauer, HRS Telehealth, to ensure his presentation focuses more on telehealth innovation and is less of a sales pitch.
- It is estimated the majority of attendees will be joining the PDGM breakout session. For non-home health attendees, the Committee wants to offer sessions on topics they will

find invaluable. The below were recommended topics or speakers to add to the schedule:
    - Jane Hawk or John Hilger, DOH to cover sepsis.
    - Laura Page-Greifinger, QIRT, on home care.
    - Angelo Spinola, Littler Mendelson, on minimum wage, employment law, and/or sexual harassment in the workplace, similar to his 1/17/19 NAHC presentation with Bill Dombi.
    - A representative from Lane Powell to discuss employment law.
    - A representative from Harborview to discuss racial safety.
- Future presentation topics and speakers include:
    - Jeff Wiberg with WAHCA on success in home care.
    - Lean model.
    - Topics to engage Private Duty and Hospice like the continuum of care and problem-solving panel presentations.
    - Jane Hawk or John Hilger, DOH.
- An emcee is needed for the Awards Luncheon and Rob was nominated.
- Larissa will reach out to the lead singer of Doris Visaya's band and ask if she and her band will provide music during the Silent Auction. Other discussions about the Silent Auction are tabled until the February Board meeting.
- There will be a member and non-member rate for exhibitors this year. Exhibitors will also be given the opportunity to have a table for a half day during the Pre-Conference on a first come, first served basis.

Rob, Kyle, and Nate reviewed the Membership Committee report:

- The Membership Committee is finalizing talking points to be used when calling members to renew. These will highlight HCAW's successes and what improvements have been made that benefit members (i.e. VBP bill and Career Center).
- The Committee will create a calendar of events to include educational offerings as well as i.e. town hall meetings and networking events.
- Donna's role as Clinical Director is a new member benefit. The Committee will work with Donna on the best way to provide her expertise as a resource to members.
- The Resources page is being updated with Donna's assistance to ensure HCAW is considered the main source of information for our community.
- Recruitment is a big pain point for members, so the Committee will be reaching out to nursing programs in Washington State to attend recruiting events and career fairs to educate students on the value of care in the home. It was recommended the Committee also reach out to CNA schools as it can be difficult recruiting CNAs and making sure they are trained properly.
- It was recommended the Association consider nominating a Board member to sit on a school board to represent in-home services.

IV. LEGISLATIVE REPORT

The Board reviewed the recommended state and federal public policy priorities. The Association will continue to work on additional public policy issues, but these will be the main priorities.

State:

- Value Based Purchasing for Home Health, including Social Worker and Telehealth
- Increase Medicaid Home Health Fee for Service Reimbursement Rate
- Palliative Care Roadmap
- Home Health Certificate of Need
- Adult Palliative Care Rules

Federal:

- PDGM
- Monitor Review Choice legislation
- Monitor the behavior cuts by CMS
- Clarifying advance directives

It was moved and seconded to adopt the above as HCAW's state and federal public policy priorities. Motion carried.

Leslie reviewed her public policy report:

- The Washington State legislative session started this week and Leslie has already testified on behalf of HCAW on the Private Duty increase for pediatric populations, the B&O rate increase, and the LTC Trust Act.
- HCAW will submit a request asking for the Home Health Certificate of Need methodology be updated. It is currently based on the State health plan from the 1980's.
- A draft of the main talking points and concepts for the VBP bill has been created.
    - It will use OR's Home Health Medicaid reimbursement model.
    - Sandy Sith recommends presenting the bill as budget neutral even though it will save the State money. If the bill is budget neutral, then it doesn't have to go before a fiscal committee for additional approval.
    - Senator Cleveland is no longer the Ranking Minority Member of the Senate Health Care Committee and has been replaced by Senator O'Ban. Senator Cleveland is still the Chair of the Committee.
    - A draft of the full bill will be available soon and Senators Rivers and Cleveland are ready to sign. Leslie would like to use the Soft Edge software to send the bill to Health Care Committee members to allow for more signatures.
- Leslie is working with Pat Justice and the DOH to find a budget sponsor for the Palliative Care Roadmap.
- Recommendations for the LTC workgroup are now available.
- In-Home Services day is February 6th and Leslie asked those who are attending to reach out to their legislators as soon as possible.

Brent reviewed his Region X report:

- NAHC's new Board of Directors held their first meeting in December 2018.
- The PDGM Roadshow will visit 12 cities across the US. The PWN leg of the tour will be held February 6th in Portland, OR.
- HCAW is helping OAHC coordinate a board dinner the night before the PDGM event in Portland. The AK, CA, ID, OR, and WA boards have been invited. It was recommended

inviting attendees from each Association to join afterwards to network. The location and time for the dinner are TBD.

- The NAHC Board has an open board position for a non-affiliated member. It was recommended reaching out to the Dean of the UW nursing program to ask if she would be interested in serving.
- The 2019 Annual NAHC meeting will be held in Seattle October 13-15. This is a great opportunity for the Association to encourage members to attend and promote the value of membership.

V. OTHER BUSINESS

The Board discussed nominations:

- Greg, and Sam are finishing the second year of their second term; Larissa and Rob are finishing their Officer terms. All four will be coming off the Board in 2019.
- Any recommended nominees will be invited to a board meeting to better understand the Board dynamics and time commitments before making a commitment.
- It was suggested the Association look to include more diversity on the Board by expanding the search beyond managers to include i.e. front-line supervisors.
- It was recommended the Association adopt the procedure that those coming off the Board will chair a committee. This ensures committees are guided by someone with expertise on the strategic plan and historical knowledge of the Association.

Marilou notified the Board that her role as HCAW President may change due to her new job. Rachel has confirmed she's available to step into the President position during the new election year this spring or earlier as needed. Marilou will keep the Board updated on her status.

There being no other business, the meeting was adjourned at 12:58pm.

SUMMARY OF ACTION ITEMS

- Christine to continue investigating the World Pay merchant services charges.
- Executive Committee to edit the Polices & Procedures Manual. A draft of the PAC section to be available by the February Board meeting.
- Finance Committee to conduct an annual review of current investments and outline the Association's investment strategies with Tad Donnan, Baird.
- Annual Meeting/Education Committee to finalize structure of speaker pool. This will be a living document to be updated as new speakers are introduced to the Association.
- Annual Meeting/Education Committee to speak with Jarrett Bauer, HRS Telehealth, about his presentation for the Annual Conference.
- Annual Meeting/Education Committee to reach out to the following as additional presenters at the Annual Conference: Jane Hawk or John Hilger, DOH; Laura Page-Greifinger, QIRT; Angelo Spinola, Littler Mendelson; Lane Powell; Harborview.
- Sam to reach out to her contact at Harborview about presenting at the Annual Conference.
- Rob to emcee the Awards Luncheon.
- Larissa to reach out to the lead singer in Doris Visaya's band about providing music during the Annual Conference Silent Auction.

- Membership Committee to finalize talking points and initiate membership renewal outreach.
- Membership Committee to create a calendar of events.
- Membership Committee to work on updating and utilizing HCAW Resources, including Donna's role as Clinical Director.
- Membership Committee to reach out to nursing programs and CNA schools to attend recruitment events/career fairs.
- Membership Committee to consider recommending a HCAW Board member to sit on the board of a nursing school.
- Leslie to work with Donna and Christine on submitting a request to update the Home Health Certificate of Need methodology.
- Leslie to use the Soft Edge software to encourage more signatures on the finalized VBP bill.
- Christine to work with OAHC to schedule a board dinner the night before the PDGM event in Portland. They will consider inviting members attending the event for drinks afterwards.
- Sam to reach out to the Dean of UW nursing program to see if she would be interested in serving on the NAHC Board as a non-affiliated member.
- Board members to send Christine and Marilou recommendations for board nominees.
- Board members coming off in 2019 to chair a committee.
- Marilou to keep the Board updated on her future availability to serve as President.

Home Care Association of Washington
Profit & Loss Budget Performance
For the Seven Months Ended January 2019

	Jan 19	Budget	$ Over Budget	Jul '18 - Jan 19	YTD Budget	$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4000 · Provider Dues	8,236.21	17,916.67	-9,680.46	124,664.23	125,416.69	-752.46	215,000.00
4010 · Affiliate Dues	93.75	333.33	-239.58	1,969.94	2,333.31	-363.37	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	399.00	3,750.00	-3,351.00	21,617.70	26,250.00	-4,632.30	45,000.00
4240 · Job Target/Career Board	149.25	125.00	24.25	289.31	875.00	-585.69	1,500.00
4250 · Newsletter Ads/Subscriptions	75.00	54.17	20.83	75.00	379.19	-304.19	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	875.00	-875.00	1,500.00
4385 · Website Advertising	0.00	83.33	-83.33	0.00	583.31	-583.31	1,000.00
5000 · Interest & Dividends	16.59	0.00	16.59	152.63	0.00	152.63	0.00
Total Income	8,969.80	22,387.50	-13,417.70	151,288.81	156,712.50	-5,423.69	351,650.00
Expense							
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33	0.00	86,283.31	84,583.31	1,700.00	145,000.00
7010 · Service Charge Expense	215.69	416.67	-200.98	1,433.82	2,916.69	-1,482.87	5,000.00
7020 · Staff Travel	0.00	416.67	-416.67	437.73	2,916.69	-2,478.96	5,000.00
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	23,400.00	23,400.00	0.00	41,900.00
7150 · Lobbyist Expenses	324.83	125.00	199.83	824.14	875.00	-50.86	1,500.00
7180 · Clinical Director	1,668.75	4,166.67	-2,497.92	5,280.00	29,166.69	-23,886.69	50,000.00
7190 · Clinical Director Expenses	0.00	250.00	-250.00	0.00	1,750.00	-1,750.00	3,000.00
7195 · Policy & Advocacy	125.00	208.33	-83.33	125.00	1,458.31	-1,333.31	2,500.00
7230 · Insurance	108.33	166.67	-58.34	743.06	1,166.69	-423.63	2,000.00
7240 · Office Supplies/Equipment	0.00	41.67	-41.67	587.21	291.69	295.52	500.00
7250 · Printing/Stationery	1.20	125.00	-123.80	267.25	875.00	-607.75	1,500.00
7260 · Photocopies	0.00	83.33	-83.33	8.90	583.31	-574.41	1,000.00
7270 · Telephone	60.00	0.00	60.00	360.00	0.00	360.00	0.00
7290 · Tech. Dev/Maint/Website	226.61	222.50	4.11	1,467.25	1,557.50	-90.25	2,670.00
7310 · Postage	0.00	54.17	-54.17	576.52	379.19	197.33	650.00
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	750.00	875.00	-125.00	1,500.00
7400 · Membership Certificates	0.00	20.83	-20.83	0.00	145.81	-145.81	250.00
7520 · Board Meetings Expense	0.00	208.33	-208.33	0.00	1,458.31	-1,458.31	2,500.00
7530 · President's Travel Expense	0.00	166.67	-166.67	0.00	1,166.69	-1,166.69	2,000.00
7540 · Strategic Planning	0.00	125.00	-125.00	1,380.35	875.00	505.35	1,500.00
7560 · Taxes	0.00	0.00	0.00	0.00	100.00	-100.00	100.00
7580 · Miscellaneous	43.51	0.00	43.51	53.51	0.00	53.51	0.00
7600 · Unallocated Contingency	0.00	41.67	-41.67	0.00	291.69	-291.69	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	8,750.00	-2,812.77	15,000.00
7915 · Food and Beverage	0.00	366.67	-366.67	1,129.70	2,566.69	-1,436.99	4,400.00
7920 · Technology	360.00	250.00	110.00	2,520.00	1,750.00	770.00	3,000.00
7925 · Hand Outs	0.00	208.33	-208.33	1,922.06	1,458.31	463.75	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	875.00	2,274.00	1,500.00
Total 7900 · Workshops/Seminar Expense	360.00	2,200.00	-1,840.00	15,474.42	15,400.00	74.42	26,400.00
Total Expense	18,917.25	24,947.51	-6,030.26	139,452.47	172,232.57	-32,780.10	349,670.00
Net Ordinary Income	-9,947.45	-2,560.01	-7,387.44	11,836.34	-15,520.07	27,356.41	1,980.00
Other Income/Expense							
Other Income							
9000 · Baird Change in Market Value	6,407.62		6,407.62	-1,307.71			
9100 · Baird Income and Distributions	241.47		241.47	2,366.57			
Total Other Income	6,649.09		6,649.09	1,058.86			
Net Other Income	6,649.09		6,649.09	1,058.86			
Net Income	**-3,298.36**	**-2,560.01**	**-738.35**	**12,895.20**	**-15,520.07**	**28,415.27**	**1,980.00**

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

	Jan 19	Jan 18
Ordinary Income/Expense		
Income		
4000 · Provider Dues	8,236.21	6,821.50
4010 · Affiliate Dues	93.75	102.08
4200 · Workshops/Seminars	399.00	0.00
4240 · Job Target/Career Board	149.25	0.00
4250 · Newsletter Ads/Subscriptions	75.00	0.00
5000 · Interest & Dividends	16.59	8.33
Total Income	8,969.80	6,931.91
Expense		
7000 · Management/Facilities/Staff/Equ	12,083.33	8,750.00
7010 · Service Charge Expense	215.69	657.87
7100 · Executive Director	0.00	6,400.00
7110 · Executive Director Expenses	0.00	1,156.91
7130 · Lobbyist/Legislative Consultant	3,700.00	3,200.00
7150 · Lobbyist Expenses	324.83	0.00
7180 · Clinical Director	1,668.75	0.00
7195 · Policy & Advocacy	125.00	0.00
7230 · Insurance	108.33	103.14
7250 · Printing/Stationery	1.20	0.00
7270 · Telephone	60.00	0.00
7290 · Tech. Dev/Maint/Website	226.61	0.00
7580 · Miscellaneous	43.51	0.00
7900 · Workshops/Seminar Expense		
7920 · Technology	360.00	1,197.00
Total 7900 · Workshops/Seminar Expense	360.00	1,197.00
Total Expense	18,917.25	21,464.92
Net Ordinary Income	-9,947.45	-14,533.01
Other Income/Expense		
Other Income		
9000 · Baird Change in Market Value	6,407.62	816.32
9100 · Baird Income and Distributions	241.47	109.03
Total Other Income	6,649.09	925.35
Net Other Income	6,649.09	925.35
Net Income	**-3,298.36**	**-13,607.66**

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

	Jan 31, 19	Jan 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · PCB Checking 0944	66,651.44	83,925.58
1010 · PCB Money Mkt	95,480.57	70,071.40
1020 · Baird Cash and Equivalents	24,965.24	37,242.59
1030 · Bairds Investment Assets	105,212.49	96,379.92
1050 · Paypal	1,000.00	15,530.19
Total Checking/Savings	293,309.74	303,149.68
Accounts Receivable		
1200 · Accounts Receivable	657.00	0.00
Total Accounts Receivable	657.00	0.00
Other Current Assets		
1300 · Prepaid Expenses	17,158.33	585.00
1310 · Prepaid Insurance	866.68	825.44
1350 · Prepaid Annual Meeting Expenses		
1355 · Prepaid Annual Mtg Speaker	7,500.00	0.00
1350 · Prepaid Annual Meeting Expenses - Other	1,500.00	3,500.00
Total 1350 · Prepaid Annual Meeting Expenses	9,000.00	3,500.00
1375 · Prepaid Workshop Expenses		
1380 · Prepaid Workshop Speaker Fee	0.00	5,000.00
1375 · Prepaid Workshop Expenses - Other	3,600.00	3,600.00
Total 1375 · Prepaid Workshop Expenses	3,600.00	8,600.00
Total Other Current Assets	30,625.01	13,510.44
Total Current Assets	324,591.75	316,660.12
TOTAL ASSETS	**324,591.75**	**316,660.12**
LIABILITIES & NET ASSETS		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	1,668.75	0.00
Total Accounts Payable	1,668.75	0.00
Other Current Liabilities		
2110 · Deferred Dues		
2115 · Provider Dues	90,598.29	75,036.50
2120 · Affiliate Dues	1,031.25	1,122.92
Total 2110 · Deferred Dues	91,629.54	76,159.42
2175 · Deferred Workshop Income	0.00	3,332.00
2210 · Deferred Conf Trade Show Booth	0.00	8,395.00
2360 · Payable to HCAW PAC	300.00	0.00
Total Other Current Liabilities	91,929.54	87,886.42
Total Current Liabilities	93,598.29	87,886.42
Total Liabilities	93,598.29	87,886.42

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

	Jan 31, 19	Jan 31, 18
Net Assets		
3000 · Unrestricted Net Assets	202,129.25	202,129.25
32000 · Retained Earnings	15,969.01	22,805.77
Net Income	12,895.20	3,838.68
Total Net Assets	230,993.46	228,773.70
TOTAL LIABILITIES & NET ASSETS	**324,591.75**	**316,660.12**

Executive Director Report
February 2019

Office Updates

Policies & Procedures Manual – *needs approval*

The Executive Committee recently reviewed the PAC section of the Policies & Procedures Manual (see pg 16). This area needs to be updated to reflect the inactivity (and possible dissolution) of the PDAC Committee, which is responsible for voting on matters related to the PAC. The Executive Committee recommends replacing the PDAC Committee with the Public Policy Committee as the latter is active and focused on the Association's advocacy efforts.

In addition to the PAC section, the PDAC Committee has been replaced with the Public Policy Committee under the Financial Affairs and Governmental Affairs sections (see track changes).

The Board needs to approve these changes before they can go into effect. I recommend waiting on changing the signers on the PAC bank account until the next board elections. At Columbia Bank, they require all signers to be present to add/remove anyone. If Marilou is unable to continue serving as President, we'll need to change signers after the elections this spring and can make this update then.

Next, the Executive Committee will be reviewing the Investment Policy and making recommendations at a future Board meeting.

Evaluations

You will receive evaluations shortly to assess Leslie, Donna, myself, other CPMS staff, and yourselves as a Board. Your submissions will be anonymous instead of confidential so you can be more comfortable with your reviews. As this makes it more difficult to track who has/hasn't completed their evaluation, Marilou will send you an email with the evaluation link and request you notify her when yours is complete.

The evaluations responses will be reviewed at a future Board meeting.

Renewals

We're still in renewal season so this is your gentle reminder to send in your agency's dues if you have not already. The Membership Committee will be making outreach calls shortly to encourage members to renew. They will then focus on prospective members so please send us any recommendations for Provider, Affiliate, and Annual Sponsor members.

Association best practices stipulates non-renewing members will be dropped after 3 months of the new membership year. Any members we have not heard from will be sent a drop letter and exit survey.

As a reminder, all Board members must be in good standing to continue serving on the HCAW Board.

Financials

Investment Changes

Tad Donnan with Baird recommended selling Liberty Properties Trust stock and the Finance Committee approved the sell. LPT was purchased 10 months ago and has grown 21% since reaching the set price objective. Because the global economy is starting to slow and the stock already hit the set price, it is important to not continue holding onto the stock. The sell will put approximately $8,300 into cash.

Investments Review

The Finance Committee will be meeting shortly to review the 2018 investments and outline goals for 2019, a request from the January Board meeting.

Worldpay – *needs approval*

I have followed up with Peterson & Associates and Columbia Bank but am still waiting for more information. Your previous management team reached out to Columbia Bank to help process the Providence St. Joseph credit card renewals and an account was set up through Columbia Bank's processor, Vantiv. Vantiv merged with Worldpay in 2018.

I'm waiting for more information from Columbia Bank and will continue to provide updates as they are made available. I recommend closing your account with Worldpay as there has not been any activity since July 2018. The cancellation document can be found on pg 29.

I will need Board approval to close this account.

CPMS Overcharge

CPMS has been charging HCAW too much for the monthly Wild Apricot fee. I noticed the error when reviewing new Wild Apricot charges (see below). HCAW's dashboard shows the monthly fee as $160/m but HCAW received a discounted rate of $144/m for paying for the year last June. CPMS will discount the January expense from $160 to $112.

I will ask Leah to make a note about the overcharge in her records but will not ask her to reconcile the previous months. Instead, your financials will show a discount in COA 7290 (Tech. Dev./Maint/Website) in February.

Education

Annual Conference – *April 30-May2 | Bellevue, WA*

The Annual Meeting/Education Committee is finalizing the program and sponsorship form, which will be available shortly. Attendee and exhibitor registrations are now available online.

Please send any potential exhibitor or sponsor information to Gretchen, Rachel, or me so we can follow up. We budgeted for higher Annual Conference income this year so it's important we meet our goals.

Technology

Wild Apricot Charges

Wild Apricot now has its own payment processor and will begin charging clients not using this service 20% of their monthly fee. This will be in effect for any accounts renewing after April 2019. HCAW's account is set to renew June 2019 and uses PayPal as a payment processor, so your monthly fee will increase from $144/m to $172.80/m (see below).

In April, we will begin working on the 2019/2020 budget which includes a review of your AMS in case you would like to switch before your renewal with Wild Apricot.

Monthly	Pre-pay 1 year (Save 10%)	Pre-pay 2 years (Save 15%)	
Plan	Contacts	Price without Payment System Servicing Fee	Price including Payment System Servicing Fee
PERSONAL	100	$36.00/mo	$43.20/mo
GROUP	250	$45.00/mo	$54.00/mo
COMMUNITY	500	$81.00/mo	$97.20/mo
PROFESSIONAL	2,000	$144.00/mo	$172.80/mo
NETWORK	5,000	$261.00/mo	$313.20/mo
ENTERPRISE	15,000	$315.00/mo	$378.00/mo
GLOBAL	50,000	$540.00/mo	$648.00/mo

HOME CARE ASSOCIATION OF WASHINGTON
POLICIES & PROCEDURES (3/13)

MEMBERSHIP:
A. Provider Members (voting):
In-home service providers who deliver health, supportive or social services to Washington State residents in their homes. Provider members shall be entitled to vote at all membership meetings and in elections by mail ballot or other approved means.
B. Affiliate Members (non-voting):
Non-voting membership categories may include 1) individuals/organizations not directly providing home care services, but providing support to those who do; 2) individuals who work for a member organization; 3) educational institutions and associations.

Those eligible for Affiliate Membership include, but are not limited to: DME dealers, pharmaceutical suppliers, computer services, consultants, other groups/individuals interested in the promotion of home care.

Those eligible for Association or Institutional Affiliate Membership include, but are not limited to: nursing homes, hospitals, senior centers, support groups (e.g., Alzheimers support groups, ACS, SSD).

BOARD OF DIRECTORS
"When circumstances force a member of the Board of Directors to resign their position, the member must first communicate their intent to the President of the Board, and then to the Executive Director. The director must submit a letter of resignation in writing which will serve a dual purpose

a) It will remove them from fiduciary responsibility as a director for the association; and
b) It will be a record for the association with specific date and recorded signature that the letter was submitted and approved by the HCAW Board.

If the director chooses, they can attend a board meeting to communicate to their peers their decision to leave. If they choose not to attend a board meeting to affect their resignation, a record of the resignation will be read into the minutes of the first board meeting conducted post-resignation, and a vote of approval of the resignation will be conducted during the meeting." (2/2013)

ELECTIONS/NOMINATIONS
It will be a charge of the Nominations Committee--to the extent possible--to compile a slate of candidates which reflects and represents the many provider types within the Home Care Association of Washington, and which will assure a Board of Directors which is balanced and representative. To avoid confusion and possible embarrassment, before nominees to the HCAW Board of Directors or Nominating Committee can be officially announced, their agencies' dues must be paid through at least two quarters of the current year. (4/88)

At the election, if there is a tie vote between candidates (and no others are on the slate), the election will be decided by the flip of a coin by the ballot committee. It is not necessary to announce to the candidates or voting members which position resulted in the tie. (5/90)

The HCAW Board supports the Nominating Committee's decision not to have contested elections. Thus, once the uncontested slate has been sent to members, if there are no

additional nominees “from the floor,” the slate will be considered approved by the members and no further balloting will be required. (3/97)

BUSINESS MEETINGS:
In order to vote at HCAW business meetings, a member's dues must be current. For the spring business meeting, this means that the member must be paid through at least two quarters. For the fall business meeting, the member must be paid through all four quarters. (3/87)

The President is responsible for making an annual report to the membership at the annual meeting in the spring of each year.

FINANCIAL AFFAIRS:
Approved signatures of HCAW bank accounts will be the HCAW executive director, president, and treasurer. Only one signature is required on a check. The executive director/management company will provide expenditures in a timely manner to the President and Treasurer for approval before signing checks on behalf of the association. The only check(s) the executive director will not sign is the monthly expense check of the management firm and those exceeding $3,000. That will be sent to an approved signature along with the appropriate documents to support the expense claims. (7/18)

The signatures on the HCAW Political Action Committee account will be the executive director, president and Public Policy Committee ~~PDAC~~ chairman. (8/86)

There is to be a bi-annual internal audit of the Association’s financial procedures, conducted by a committee of members appointed by the President. (10/96)

One HCAW membership directory will be sent free of charge to all provider, associate and allied members. Individual members and provider, associate or allied members wishing additional copies may purchase them for $15 per copy. The cost of the directory to non-members will be $100, unless otherwise determined by the Executive Director. A mailing list will sell for $25 to non-members. (1/87 and 11/86)

The annual subscription rate for the HCAW newsletter will be $50 to non-members. (4/87)

A 5% dues discount is offered to provider members who pay their yearly dues in full by February 15. (10/86)

Regarding payment of dues, provider agencies will be considered separate if they file separate cost reports. If non-certified, they must be separate corporations. (5/86)

INVESTMENT POLICY FOR THE HOME CARE ASSOCIATION OF WASHINGTON

ORGANIZATION AND INTRODUCTION

Home Care Association of Washington (HCAW) Board of Directors has developed this Investment Policy and will be responsible for ongoing revisions to the policy. The Board of Directors will determine the maximum amount of money available for investment activities.
The Board of Directors has investment fiduciary responsibilities to oversee the investment activities of HCAW.

The purpose of the investment policy is to provide guidance to the Board of Directors in making recommendations and decisions regarding the investment of HCAW Board Designated funds, in overseeing implementation of those decisions and in evaluating the investment partner(s).

This Statement of Investment Policies and Objectives is set forth in order to accomplish the following:

1. There is a clear understanding on the part of the Board of Directors and any Investment Advisor(s) of the investment policy,
2. The Board of Directors has a basis for evaluation of the investment performance of Board Designated funds.

It is the intent of this statement to establish an attitude and philosophy which will guide the Board of Directors toward the desired investment performance. It is intended that the objectives be sufficiently specific to be meaningful, but sufficiently flexible to be practical and responsive to HCAW needs and changing economic climates.

BOARD OF DIRECTORS RESPONSIBILITY

The Board of Directors is entrusted with the responsibility for the investment of HCAW Board Designated funds. The Board of Directors shall discharge its duties solely in the interest of HCAW with the care and diligence of a prudent investor, insuring that all designated funds are invested appropriately.

INVESTMENT MANAGEMENT

The Board of Directors is authorized to engage the services of an Investment Advisor who possesses the necessary specialized research facilities and skilled manpower to meet these investment objectives and guidelines. Accordingly, the Board of Directors requires the Investment Advisor to be duly licensed by the Federal Securities and Exchange Commission and the State of Washington and to carry such insurance as is required by said government regulations, and to adhere to the “prudent investor rule” under such state and federal laws as now apply, or may in the future apply to investments. The Board of Directors may enter into an appropriate investment management contract with the Investment Advisor, provided that any such contract shall be terminable at will by either party. If an Investment Advisor is not engaged the Board of Directors will act in such a capacity.

Specific responsibilities of the Investment Advisor include:

1. Assisting in the development and periodic review of the investment policy
2. Recommending an appropriate asset allocation and security selection consistent with the parameters of this policy
3. Monitoring of investments to ensure compliance with the stated investment objectives
4. To assist as requested with providing ongoing education to the Board of Directors regarding best practices related to managing investments

INVESTMENT OBJECTIVES

The objectives of the Board Designated funds are as follows:

1. Appreciation with risk

GUIDELINES

1. *Preservation of Principal*

   It is the intention of the Board of Directors that the Investment Advisor make reasonable efforts to preserve the Board Designated funds while pursuing the appreciation with risk investment objective. This objective shall be deemed to have been met as long as the fund is in compliance with the standards established by the "prudent investor" rule and applicable state and federal law.

2. *Asset Classes*

   To provide the Investment Advisor with the freedom to invest in various types of assets, the following list of asset classes is approved as investments:

   U.S. Common Stock
   U.S. Preferred Stock
   U.S. Government Securities
   Certificates of Deposit
   Real Estate
   Global Income
   Foreign Stock
   Corporate Bonds
   Money Market Funds
   Convertible Securities
   Mutual Funds

3. *Asset Allocation Ranges*

   History shows that while interest-generating investments, such as bond portfolios, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to due to their susceptibility to inflation. On the other hand, equity investments, such as common stocks, have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return.

   Equity investments can take the form of either domestic or international common stock or preferred stock traded on a recognized public stock exchange with sufficient liquidity so as not to delay or hinder selling the security.

   Fixed income securities shall be selected and managed so as to assure appropriate balance of quality, maturity, and coupons consistent with current capital markets, economic conditions and the investment objective of the portfolio. Fixed income securities can include government bonds, inflation protected bonds, corporate bonds, high yield bonds, and mortgage backed securities, floating rate securities, international bonds and Real Estate Investment Trusts (REITS).

   Alternative investments may also be employed in some form to this allocation in an effort to increase expected returns and/or mitigate expected risks. Assets falling into this classification would include hedge funds, commodities, managed futures, and master limited partnerships (MLPs). Alternative investment, which can have wide range of volatilities and incorporate additional risk factors over traditional long-only portfolios, are recognized as having low correlation relative to those traditional long only portfolios. From an investment decision-making point of view this year-by-year variability may be worth accepting, provided the time horizon for the equity portion of the portfolio is sufficiently long (five years or greater).

The allocation of the monies invested that best satisfies HCAW investment objectives and constraints, as stated in this policy, is a 50%-85% equities, 40-50% fixed income, 0-10% alternative investments allocation.

	Minimum	***Maximum***
Equities	50%	85%
Fixed Income	40%	50%
Alternatives	0%	10%

A desired outcome is that the investments will be managed so that no individual stock or bond positions shall be allowed greater than 10% of the total portfolio. When that is not the case, purchase decisions will at least be made taking this into consideration.

4. Prohibited Trading Practices

Under no circumstances shall the Board of Directors permit HCAW assets to be utilized or engaged directly in the following list of prohibited trading practices. The Board of Directors understands that inside mutual funds, managers may engage in a number of these practices to hedge downside performance of the principal investment objective, which practices shall not violate these prohibitions:

Selling Short	Option Buying
Commodities	Uncovered option-selling
Letter Stock	Option-writing programs
Second Trust Deeds	Day-trading

5. Prudent Investor Rules

The Prudent Investor Rules state that a fiduciary must:

1. Make investment and management decisions with respect to individual assets in the context of the investment portfolio as a whole and as part of an overall investment strategy, not in isolation
2. Adhere to fundamental fiduciary duties of loyalty, impartiality and prudence
3. Maintain overall portfolio risk at a reasonable level. That is, risk and return objectives must be reasonable and suitable to the portfolio. The tradeoff between risk and return is the fiduciary's central concern
4. Provide for the reasonable diversification of investments
5. Act with prudence in deciding whether and how to delegate authority to experts and in selecting supervising agents. Be cost conscious when investing. The fiduciary should incur only costs that are reasonable in amount and appropriate to the investment responsibilities of the fiduciary.

DIVERSIFICATION

1. The asset mix of fixed income investments, equity investments and alternative investments, excluding temporary investments in money market instruments, will be the responsibility of the Board of Directors and shall comply with the investment policy.

2. The target asset allocation of the fund may be modified, depending on the outlook for the economy and the securities markets. The Board of Directors will review the objectives and the asset allocation not less than annually and make recommendations as needed for the following time period.

MINIMIZE DOWNSIDE RISK AND FEES

The Board Designated funds will be managed to achieve the least amount of expected risk for the expected return. This is achieved by spreading the funds across a variety of asset classes. The investment nature, number and size of asset classes will be determined by the Board of Directors on the basis of acceptable risk, probable expected return, and time horizon. The maximum risk acceptance level of these funds is defined as an acceptable level of probable volatility, based on historic long-term performance of those asset classes included in the target allocation. After total return and risk mitigation are satisfied, investment should be selected with an effort to minimize the expense ratios or other fees associated with them.

COMMUNICATIONS/REVIEW

1. The Board of Directors or its designee will monitor the portfolio on an ongoing basis and communicate with the Investment Advisor not less frequently than quarterly.
2. Performance results, portfolio listing and valuations, and transaction summaries shall be provided at least quarterly to the Board of Directors.
3. All transactions and holdings are in the sole interest of HCAW, and shall be kept confidential including communication between the Investment Advisor, Board of Directors and the Administrative Director.
4. As objectives and constraints materially change, a review of this investment policy is recommended, and should be conducted at least on an annual basis.
5. At any time, the Board of Directors believes it needs to recommend a course of corrective action such as replacing an Investment Advisor, it may do so.

PURCHASE/SALES

It is the current practice of the HCAW Board to have the officers of the Board, along with the Administrative Director to review and approve all buy or sell investment decisions.

BONDING

A fiduciary bond is not required of or by the Board of Directors.

ADOPTION

This Statement of Investment Objectives and Guidelines of the Home Care Association of Washington (HCAW) was originally adopted November 13, 2015.

ASSOCIATION MEMBERSHIPS:
All memberships held by the Association will be reviewed by the Board before renewal. (9/91)

RECORDS RETENTION POLICY:

The following Home Care Association of Washington documents and records shall be retained permanently: minutes of Board meetings, copies of HCAW newsletters, management agreements or contracts, IRS returns, Articles of Incorporation, Bylaws, and annual financial reports. The following documents and records shall be retained for a period of ten (10) years: state and federal tax records, cancelled checks and financial worksheets. The following documents and records shall be retained for a period of three (3) years: general correspondence, committee activity files, meeting attendance data, member surveys, bank deposit slips, payment vouchers, bank statements and dues records.(6/15/90)

COMMITTEES:

1. Each committee chair (including "taskforces" and "work groups") is to recommend the preferred number of people on his/her committee, based on recommendations of previous chairs of same committee and Board of Directors. Board is to have final approval of committee make-up.
2. Within the established committee size, attempts should be made to provide appropriate balance of various organizations (i.e., rural/urban, freestanding/ hospital-based, non-profit/for-profit, etc.).
3. President will appoint committee chairs and committee members, with input from members and volunteers. Board will give final approval.

REIMBURSEMENT:

Committee members may be reimbursed for travel expenses to committee meetings only if they travel more than 100 miles (round-trip) to attend the meeting, and only if requested. Mileage is reimbursed at .20/mile. The maximum amount a committee member can be reimbursed for expenses incurred on a single committee is $500 per program year. (11/86) Committee membership is to be limited by size (based on the current goals and objectives of each committee), with size to be determined by each chairman with final approval by the Board. Non-members may be included as needed and subject to Board approval. More than one person from a member agency may serve on a committee so long as other members requesting to serve on the committee are not turned away. (7/87)

COMMITTEE CHAIR AND VICE CHAIR RESPONSIBILITIES:

It is the responsibility of each chairman of HCAW committees to recommend to the President and Board of Directors the membership make-up of his/her committee, and to the extent possible, formulate committees to be representative of geography and major provider classifications. It is the chairman's responsibility to establish time and place for committee meetings, and to see that all committee members are properly notified.* At committee meetings, the chairman is responsible for providing an agenda, convening the meeting, presiding, and seeing that proper minutes are kept as a record of the meeting. Within a reasonable time after all committee meetings, the chairman is responsible for seeing that minutes are distributed to all committee members, as well as the HCAW Executive Director and President. The chairman is also responsible for maintaining close communication with his/her Board liaison so that any pertinent actions, news or information of the committee will be brought to the Board's attention. Additionally, upon request, committee chairmen will write articles or summaries of committee activities for publication in the Association newsletter.

*The HCAW staff will assist as needed to notify members of meetings, distribute minutes, and otherwise provide support to committees. (6/87)

AD HOC COMMITTEES:

Each year, the Board of Directors will approve the establishment of ad hoc committees to carry out specific functions and accomplish desired goals. Ad hoc committees may include, but are not limited to:

Membership & Marketing Committee: reviews and recommends programs for membership recruitment; investigates and recommends membership benefits; is responsible for reviewing and approving applications for membership based on established criteria; may make recommendations to the Board for membership categories and criteria, and changes in dues structure.

Annual Meeting Committee: is responsible for planning, developing and promoting an annual meeting in the spring of each year; if the annual meeting is planned in conjunction with the Oregon Association for Home Care, the Committee will serve as hosts when the meeting is in Washington, and will actively assist OAHC when the meeting is in Oregon.

Reimbursement: is responsible for reviewing actions of fiscal intermediaries and advocating for the members when appropriate; will represent the Association and its members with regard to Medicare, Medicaid and third-party reimbursement.

CONTINUING EDUCATION:
It is a policy of the Board that under normal circumstances refunds will not be given to persons attending HCAW educational programs who express dissatisfaction with the content of the program. (6/87)

GOVERNMENTAL AFFAIRS:
Volunteer Lobbyists: It is the policy of the Home Care Association of Washington that only those persons recommended by the ~~Policy Development and Advocacy Council (PDAC)~~ Public Policy Committee and approved by the HCAW Board of Directors may register in Olympia as volunteer lobbyists representing HCAW. Such persons will receive no compensation from the Association for lobbying, and will be endorsed only to lobby on approved home care related issues under the direction of HCAW's paid lobbyist/legislative consultant. (2/87)

Position Statements: Position statements, once adopted, will remain on file for five years. Those that have not been reviewed and re-adopted by members within that five years will sunset. (9/92)

NAHC PARTICIPATION:
HCAW will send its Executive Director to the NAHC Legislative Conference each year (3/87). Additionally, the Association will pay for the President to attend the NAHC Legislative Conference each year (5/89).

REPRESENTATION:
Individual agency matters or concerns must be brought to the HCAW Board of Directors or to the appropriate committee chairman. It is not appropriate for individuals to directly contact the HCAW lobbyist or Region X and ask for personal representation. (5/86)

ENDORSEMENTS:
Candidates seeking endorsement from the HCAW Board for nominations to the NAHC Board or similar positions must comply with the following: Formal requests for endorsement--in writing--must be received before the HCAW Board of Directors meeting prior to the announced deadline

for candidate endorsements. Requests should be directed to the President and mailed either to the President or Executive Director. Should more than one candidate formally request endorsement for the same position, it will be up to the discretion of the Board to endorse one candidate, more than one candidate, or no candidates. (9/88)

POLITICAL ACTION COMMITTEE POLICIES & PROCEDURES:

The following represent the policies and procedures of the Home Care Political Action Committee (PAC), a voluntary, non-profit, unincorporated Committee consisting of home care providers and others. The Committee is politically non-partisan.

1. The membership of the PAC consists of all persons who make contributions to its fund. Voting is limited to members of the Public Policy Committee ~~PDAC~~ and the HCAW Board. The Chair of the PAC is the President of HCAW or designee, and the Treasurer of the PAC is the Executive Director.
2. The parliamentary authority of the Committee will be Robert's Rules of Order, except as otherwise specified.
3. Decisions to spend money in support of incumbents or candidates are made by the voting membership of the PAC, as specified in #1. No contribution may be made unless approved by a majority of voting members present. Contributions shall be limited to candidates for statewide or legislative office and major party caucuses.
4. It is anticipated that meetings of the voting membership of the PAC will be held either preceding or following HCAW Board meetings. If meetings are held at other times, written notice of at least two weeks will be provided to voting members. Meetings are open to all PAC members.
5. Changes to these policies and procedures may be initiated by either the voting members of the PAC or the HCAW Board, and must be approved by the HCAW Board.
6. The PAC shall have the authority to incur expenses to carry out its function. These expenses will be paid from the funds raised in furtherance of the purposes of this PAC. Voting members will serve without compensation.
7. The Treasurer is responsible for assigning the preparation of and retention of minutes of meetings and maintenance of such other records as are required by the state or federal government. The Treasurer is responsible for filing any returns or reports required by state or federal law.
8. The Chair of the PAC or his/her designee will report to the HCAW Board of expenditures made by the PAC, and upon request, will report on fund-raising efforts and the current status of the fund. This will include fund expenditures and expenses as reported to the Public Disclosure Commission on forms C3 and C4.
9. The PAC can be terminated by the HCAW Board. The PAC will undergo a thorough review at the HCAW Annual Meeting each year at which time its structure, operating and disbursement procedures may be changed to increase its effectiveness and efficiency within Public Disclosure Commission guidelines.
10. If a decision is made to terminate the PAC, any assets held by the PAC shall be distributed to HCAW.

HCAW MERGER & ACQUISITION POLICY

Member agencies will notify the HCAW office immediately upon completion of a merger or acquisition *(within 30 days).* Upon learning of merger, HCAW will clarify new administrative structure, mailing address(es), cabinet memberships if applicable, member of record, and other key contact persons, as well as newsletter mailing list. The office will identify any outstanding dues or other receivables and inform the new entity of any moneys due. The office will also clarify and verify cabinet, committee and work group representation by employees of the new agency entity.

With regard to dues, the new entity shall assume all unpaid dues owed by the involved agencies. No dues shall be refunded. If duplicate secondary cabinet memberships have been purchased, those dues will be forfeited for the remainder of the year or the entity may have the option of transferring the membership to another secondary cabinet for the remainder of the year. In the event that the two or more entities involved in the merger or acquisition belonged to different primary cabinets, the newly combined activity of the new entity shall determine its primary cabinet (under these circumstances, quarterly dues payors may have a change in the basis for their dues calculation for the remainder of the year.)

With regard to other payables, the new entity shall also accept responsibility for all outstanding payables owed by any of the entities involved in the merger or acquisition.

In the event that a large agency is divided into separate, smaller organizations, the larger of the new entities shall own the existing membership, including any secondary cabinets. To remain members, the new smaller entities would need to pay prorated dues for the remainder of the year, based on the estimated/historical data (e.g., visits, hours, revenue, etc.) of those entities. Should the new, larger entity no longer represent a particular cabinet service area, that cabinet membership may be transferred to one of the smaller new organizations, provided that it joins as a full provider member.

Should these financial obligations not be met, membership will be terminated for the agency(ies) involved.

The HCAW office shall update its records and mailing lists, revise the membership directory, and notify the Board, cabinets, committees and membership as appropriate. Should duplicate representation on the HCAW Board result from the merger or acquisition, one of the directors representing the new entity shall resign, as determined appropriate by the agency and the Board, and as specified in the HCAW bylaws. (7/96)

HCAW SOCIAL MEDIA PURPOSE AND POLICY

The HCAW On-line Community is an opportunity that exists so members can support one another and advance their agencies, their careers, and in-home services. HCAW is committed to providing a social media platform where members feel comfortable sharing, connecting and receiving help.

Social networking includes but is not limited to participation in blogs, photo-sharing sites, personal networks and messaging sites. HCAW members are responsible for reading, knowing and complying with the terms of service of the social networking sites you use.

Purpose:

- To encourage HCAW members to engage in communities.
- To communicate advocacy efforts.
- To promote HCAW's conferences and educational programs.
- To build relationships, increase learning and support collaboration.
- To share expertise with others.
- To build our members' affiliation with and loyalty to our association and our brand.
- To share new knowledge members are learning from others in the industry.

Guidelines and personal responsibilities:

Be responsible and respectful. All on-line dialogue and interactions through HCAW are a privilege that needs to be respected. What you write, post, or contribute is ultimately your responsibility and reflects on you and your organization.

Exercise good judgment and consider your audience. Members need to balance personal and professional information. Our community environment is not a place for marketing or self-promotion, but rather a platform where members feel comfortable sharing, connecting, and receiving help.

Know and respect intellectual property and copyright laws. Write what you know, being clear on the message you want to convey. Be accurate and verify information you intend to pass on. Should misinformation be posted, correct it as soon as possible.

Maintain authenticity and transparency. Include your name, agency, title and e-mail address. Do not use social media to convey confidential or proprietary information

Take down policy: HCAW will not allow any offensive, incendiary or false content and will be remove it at our discretion. (10/10)

HCAW BOARD CONFLICT OF INTEREST POLICY

HCAW board members shall avoid conflict of interest situations between the interests of HCAW on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest as well as perceptions of conflicts of interest.

Further, HCAW board members shall disclose conflicts of interest and refrain from involvement in decision making when a conflict of interest situation arises for that individual related to the decision at hand.

PURPOSE:

To protect the board, members of the board or HCAW at risk from potential lawsuits related to possible conflict of interest situations.

DEFINITIONS:

A conflict of interest is a situation that arises when an individual or organization has multiple interests in a particular topic that could skew one's judgment and cloud one's motivation or decision making to potential self-interests.

According to Wikipedia, a conflict of interest is defined as follows: "A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other".

Business Dictionary.com defines conflict of interest as "a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest".

PROCEDURES:

1. HCAW board members shall sign a conflict of interest statement when beginning board service and annually thereafter.
2. If a conflict of interest arises, the board member shall disclose it and refrain from decision making whereby their involvement could pose concern with personal or professional gain.

3. Any board member having a conflict of interests or possible conflict of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.
4. In the event of a conflict of interest with a board member, it should not prevent the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members, since his or her knowledge could be of assistance to the decision making process.
5. Any possible conflict of interests on the part of any board member should be disclosed to the other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
6. In the event a board member does not disclose a conflict of interest and later it is found to be an issue with a particular board decision, the board will determine action needed.
7. Board members are prohibited from receiving gifts, fees, loans, or favors from vendors, contractors, consultants, or financial agencies, which obligate or induce the board member to compromise responsibilities to act with the best interest of HCAW in mind.
8. Board members may not have a significant financial interest in any activity which HCAW sponsors, initiates or endorses.
9. Since it is not possible to cover all potential conflicts, board members are expected to be alert for and avoid situations which might be construed as conflicts of interests. (6/12)

HCAW WHISTLEBLOWER POLICY

This Whistleblower Policy of the Home Care Association of Washington (HCAW): (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of HCAW; (2) specifies that HCAW will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** HCAW encourages complaints, reports, or inquiries about illegal practices or serious violations of HCAW's policies, including illegal or improper conduct by HCAW itself, by its leadership, or by others on its behalf. Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which HCAW has existing complaint mechanisms should be addressed under those mechanisms, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from retaliation.** HCAW prohibits retaliation by or on behalf of HCAW against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. HCAW reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
3. **Where to report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports, or inquiries. They should be directed to HCAW's Executive Director or President of the Board of Directors; if both of those persons are implicated in the complaint, report, or inquiry, it should be directed to association legal counsel. HCAW will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that HCAW may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously. (7/18)

HCAW ANTITRUST GUIDELINES

The Home Care Association of Washington is a nonprofit 501(c)6 association representing home health, homecare, and hospice agencies. The purpose of the Association is 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.

The activities of the Association unavoidably bring together members who are competitors. The interaction between competitors which necessarily takes place in the context of trade association activities is strictly regulated by the antitrust laws of the Unites States which have as their principal purpose the fostering of competition in the marketplace.

The Association unequivocally supports the policy of competition which is the object of antitrust laws and adheres to a policy of strict conformity to the spirit and letter of the antitrust laws. Accordingly, the following subjects should never be discussed at meetings of the Association's members, directors, or committees:

- Past, present, or future prices
- Fair, desirable, or target profit or sales levels
- Industry or individual pricing policies, changes, or standardization
- Credit, discount, or warranty terms
- Allocation of customers or markets
- Whether a competitor's prices constitute unfair competition
- Wage and productivity rates
- Collective refusal to deal with any party because of pricing, distribution, or competitive practices, such as a third-party payor or medical equipment vendor

Any written materials to be distributed at Association meetings must adhere to these antitrust guidelines. (7/18)

DocuSign Envelope ID: 0703D38F-0B83-469B-A7D6-6835E0FBA1AB

This communication is in response to your recent request to close your Merchant Services Account. We are sorry to hear that you have decided to terminate your processing services agreement with Vantiv. We appreciate the opportunity to have served you and would like to continue our partnership with you as our valued customer. Please contact us at 1-877-744-5300 if you have any questions, or would like to keep your account active.

In order to cancel your account and end your processing services, you must complete the following information and submit this written request, if this request is received incomplete we will attempt to reach you at the contact information provided on the form.

Merchant Services
Fifth Third Bank Processing Solutions
Attention: Merchant Exceptions Team
8500 Governors Hill Drive
Mail Drop GH2Y1
Cincinnati, OH 45249-1384

Fax: 1-866-225-1878

MERCHANT LEGAL NAME: _____

MERCHANT DBA NAME: _____

ADDRESS OF BUSINESS LOCATION: _____

_____

BUSINESS PHONE (*Please include area code*): _____

Please list all the merchant account numbers that you are requesting to be closed below:

MERCHANT ACCOUNT NUMBER/s (*found on the monthly statement*): 4445_____

4445_____ 4445_____ 4445_____

CHAIN CODE /ACRONYM: (*found on the monthly statement/services invoice*) _____

REASON FOR CLOSURE OF ACCOUNT: _____

_____

_____

EFFECTIVE DATE OF CLOSURE _____

SIGNATURE OF GUARANTOR PLEASE PRINT NAME DATE

_____ _____ _____

*****PLEASE NOTE: We will close your merchant account but any obligations arising before closing account will remain in effect including but not limited to: obligations related to trailing activity and requirement to maintain an open settlement account and potential *early de-conversion fee and liquidated damages if the account is closed prior to the contract expiration date***

Please enter comment here(if applicable)

Faxed/Mailed on 7/6/2017

HCAW Scorecard

	Metric	YE 6/30/17	YE 6/30/18	YTD 01/31/19	2017-18 Budget	Notes
Financial	Total Assets	$ 309,997.97	$ 318,647.47		$ 328,500.00	
	Total Expenses	$ 305,723.24	$ 328,399.59		$ 328,450.00	
Website/Social Media	Total Sessions	N/A	N/A	3,978		
	Total Unique Visitors	N/A	N/A	3,164		
	Total Returning Visitors			351		
	Website Pageviews	N/A	N/A	8,108		
	Avg. Time on Site (minutes)	N/A	N/A	1:25		
	Pages per Session			2.04		
	# of Likes on Facebook Page	62*	90	103		*date range 7/15/16 - 6/30/17
	# of Members on Twitter Page	N/A	15	28		
	# of Members on LinkedIn Group	N/A	30	30		
	Newsletter Open Rate %	19.50%	14.94%	26.09%		*tracking not turned on until 1/1/17
	Eblast Open Rate %	23.25%	16%	27.95%		*does not include sponsored emails
	# of Unsubscribed	N/A	N/A	33		
	Bounced Rate %	3%	2%	12.77%		
Membership	Total Members	N/A	62	67		
	Affiliate Organization	N/A	3	4		
	Affiliate Sponsor	N/A	2	2		
	Association/Institutional Affiliate	N/A	1	2		
	Individual	N/A	1	2		
	Individual Affiliate	N/A	7	8		
	Provider*	N/A	48	49		*includes branches
Meetings	Annual Conference Attendance*	153	159			*Includes complimentary registrations
	Annual Conference Registration Income*	$ 44,158.00	$ 45,582.00		$ 45,000.00	*COA 4100
	Total Sponsorship Income*	$ 12,300.00	$ 19,160.00	$ 895.00	$ 16,500.00	*COA 4110
	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	46		

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	3	
	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	4	
	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	0	
	Pierce	13	13	**14**	
	San Juan	3	1	1	
	Skagit	3	1	1	
	Skamania	3	1	2	
	Snohomish	6	6	**6**	
	Spokane	4	2	2	
	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	17	
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	**14**	
	Nursing Home	1	1	1	
	Official	0	0	0	
	Private	16	12	**13**	
	Public	16	8	**8**	
	Voluntary	1	1	1	
License Type (Provider Members)	Adult Day Health	0	0	0	
	Home Care	16	17	**17**	
	Home Health	47	37	**39**	
	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	**26**	
	Medicare Hospice Certification	10	14	**15**	
	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	10	
	Appointment Escorts	3	6	6	
	Care Management	6	7	7	
	Chores & Cleaning	5	7	7	
	Companions	7	8	8	
	Durable Medical Equipment	3	4	4	
	Home Modification	1	1	1	
	Home Phototherapy	2	2	2	
	Homemaking	6	8	8	
	Hospice	14	16	17	
	Incontinence Solutions	0	0	3	
	Intravenous Therapy	22	10	11	
	Live-In Aides	3	5	5	
	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	19	
	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	**29**	
	Staffing	3	3	3	
	Telehealth Monitoring	13	6	5	
	Transportation	3	6	6	
	Wound Care	41	25	26	
Payment Accepted (Provider Members)	Amerigroup	13	13	14	
	Community Health Plan of Washington	31	20	23	
	Coordinated Care Corp	13	10	12	
	Income-Based Sliding Scale Fee	8	8	10	
	Long Term Care Insurance	9	8	9	
	Medicaid	29	25	27	
	Medicare	40	27	**29**	
	Medicare Advantage	38	27	**28**	
	Molina Healthcare of Washington	23	20	24	
	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	12	*no further detail

2019 MEMBERSHIP RENEWALS

(as of 2/7/2019)

Agency	2018 Date Paid	2018 Amount Paid	2019 Date Paid	2019 Amount Paid	Notes
PROVIDER					
A Helping Hand	4/30/2018	$ 3,760.00			
Alliance Nursing	1/16/2018	$ 6,925.50	12/10/2018	$ 6,925.50	
Assured Home Health - *Main Provider*	1/10/2018	$ 5,339.00			
Assured Home Health - *Branch*					
Assured Home Health - *Branch*					
Assured Home Health - *Main Provider*	1/10/2018	$ 4,028.00			
Northeast Washington Home Health					
Assured Home Health & Hospice - *Main Provider*	1/10/2018	$ 8,744.75			
Assured Home Health, Hospice & Home Care - *Branch*					
Assured Home Health, Hospice & Home Care - *Branch*					
Assured Home Health, Hospice & Home Care - *Branch*					
Assured Home Health - *Main Provider*	1/10/2018	$ 3,125.50			
Avail Home Health, Inc.	2/21/2018	$ 1,135.00	1/4/2019	$ 1,078.25	Received 5% discount for 2019 renewals
Beam for Seniors	3/5/2018	$ 605.00			
Care Indeed					
Careage Home Health	7/30/2018	$ 8,117.75			
CareForce	1/22/2018	$ 1,752.75	1/28/2019	$ 969.00	Received 5% discount for 2019 renewals
Central Washington Hospital Homecare Services/Confluence	12/27/2017	$ 8,455.00	1/11/2019	$ 8,117.75	
CHI Franciscan	3/5/2018	$ 969.00			
Community Home Health & Hospice	12/7/2017	$ 9,357.50	12/28/2018	$ 9,357.50	Received 5% discount for 2019 renewals
EvergreenHealth Homecare Services	3/5/2018	$ 9,850.00	12/21/2018	$ 9,357.50	Received 5% discount for 2019 renewals
Frontier Home Health & Hospice	3/19/2018	$ 4,240.00			
Highline Health Connections	1/15/2018	$ 969.00	1/4/2019	$ 845.50	Received 5% discount for 2019 renewals
HonorCare	3/31/2018	$ 605.00	12/21/2018	$ 574.75	Received 5% discount for 2019 renewals
HopeBridge (Focused Nursing)	3/31/2018	$ 890.00			
Jefferson Healthcare Home Health & Hospice	3/19/2018	$ 4,725.00			
Kaiser Permanente of Washington	12/7/2017	$ 9,091.50			
Kindred at Home - Bremerton	3/5/2018	$ 2,325.00			
Kindred at Home - Kent/Bellevue/Seattle	3/5/2018	$ 9,625.00			
Kindred at Home - Puyallup	3/19/2018	$ 2,090.00			*Sent invoice on 1/30*
Kindred at Home - Tacoma	7/27/2018	$ 3,290.00			
Klickitat Valley Health Home Health & Hospice	2/8/2018	$ 1,020.00	2/8/2019	$ 1,020.00	
KVH Home Health & Hospice (Kittitas)	1/10/2018	$ 2,325.00			
Martha & Mary Home & Community Services	12/27/2017	$ 2,208.00			
Memorial Home Care Services	12/7/2017	$ 8,744.75	12/28/2018	$ 8,863.50	Received 5% discount for 2019 renewals
Mountainview Home Health	1/8/2018	$ 3,125.50			
MultiCare Good Samaritan Home Health	2/8/2018	$ 9,090.00	1/30/2019	$ 8,535.50	Received 5% discount for 2019 renewals
Olympic Medical Home Health	11/27/2017	$ 4,488.75			Not renewing for 2019
Pacmed Staffing Inc. & Pacmed Home Care	4/15/2018	$ 605.00			

PeaceHealth SW Washington Medical Center	2/21/2018	$ 6,040.00	1/4/2019	$ 6,040.00	
Providence Home Health (OR)	1/9/2018	$ 547.75	12/11/2019	$ 547.75	Received 5% discount for 2019 renewals
Providence Health Services of King County	4/30/2018	$ 9,205.00	1/30/2019	$ 9,445.00	
Providence Hospice & Home Care of Snohomish County	4/30/2018	$ 9,385.00	1/30/2019	$ 9,570.00	
Providence SoundHomeCare and Hospice	4/30/2018	$ 9,090.00	1/30/2019	$ 9,150.00	
Providence St. Mary Home Health	4/30/2018	$ 3,760.00			will be part of St. Joe's in 2019
Providence VNA Home Health	4/30/2018	$ 9,205.00	1/30/2019	$ 9,330.00	
PSA Health Care	7/27/2018	$ 605.00			
Sunshine Home Health Care, LLC	1/10/2018	$ 3,572.00			
Wesley Homes at Home, LLC	3/5/2018	$ 2,805.00			
AFFILIATE ORGANIZATION					
Ashley House Kids	7/31/2018	$ 350.00			
Kenyon HomeCare Consulting	7/18/2018	$ 350.00			
Professional Registry of Nursing	5/30/2018	$ 350.00			
Qualis Health	1/10/2018	$ 350.00			
AFFILIATE SPONSOR					
McKesson	2/5/2018	$ 2,500.00			
Shield Healthcare	11/20/2017	$ 2,500.00			
ASSOCIATION/INSTITUTIONAL AFFILIATE					
Coloplast			12/3/2018	$ 150.00	Joined July 2017 - no $ received for 2018 dues
Honest and Reliable Care, LLC	7/5/2018	$ 150.00			
INDIVIDUAL					
Fran Sisson	1/22/2018	$ 100.00			
INDIVIDUAL AFFILIATE					
Breakthrough Resources, Inc.	1/22/2018	$ 175.00	12/4/2018	$ 175.00	
Companion And Senior Care Services	8/6/2018	$ 175.00			
Complia Health	1/18/2018	$ 175.00			
Donna Goodwin Consulting	1/22/2018	$ 175.00	12/6/2018	$ 175.00	also donated $100 to PAC
Margaret Shepherd Associates	3/12/2018	$ 175.00	12/21/2018	$ 175.00	also donated $200 to PAC
The National Association of Caregivers Giving Care	1/9/2018	$ 150.00			
The Siganture Care	11/25/2017	$ 175.00			
Wallin Enterprises	1/22/2018	$ 175.00			
	Total:	**$ 203,862.00**	**Total:**	**$ 100,402.50**	

Annual Meeting/Education Committee

Chairs(s): Gretchen, Rachel

Accomplishments

We are hoping to print the brochure by next week. This past month we:

- Finalized the annual conference rates/brochure/program outline
- Finalized the logo to support the change theme
- We think we've found entertainment (Doris's band).
- Preparing auction logistics, etc for conference

Next Steps

- **Print brochure then market the heck out of the conference so we get a lot of attendees!!**
- Decide on silent auction items

Challenges

- Finding speaker for diversity/racial sensitivity training
- Getting Bios, Headshots and course descriptions timely
- No one has signed up yet

Assistance needed from the Board

- We need more suggestions for speakers/topics for non-conference year-round educational offerings
- Give us your ideas for the silent auction – otherwise we are doing wine again!!

Public Policy Committee

Chair(s): Rachel Manchester

Accomplishments

Legislative Overview

Leslie got our bill published with a number - #5828 and we have a hearing date of 2/13 at 3:30 PM.

Day on the Hill

Leslie orchestrated a fantastic day on the hill event and despite the legislators being swamped the report is the overall meetings were a success. Thanks to all who attended.

proposal and palliative care initiatives.

Next Steps

- Learning all of our new representatives and senators post election
- Day on the hill 2/6/2019
- Continuing to finalize and solicit our legislative proposal
- Supporting HCA with the data for the Medicaid rate legislation/reports

Challenges

Day on the hill directly collides with NAHC's PDGM road show in Portland making our show of force in Olympia smaller than in previous years with a divided board.

Assistance needed from the Board

Continue to support our bill 5828 and make sure our hospitals support our bill!!

Membership Committee- January

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

Accomplishments

- Created Membership Talking Points for membership calls.
- List of Nursing schools was divided among Kyle, Nate, Rob to set up presentation/introduction into HH.
  - Career Fair attendance is also a consideration
  - Geographic reach was determined
- Providence committee member resigned and is no longer apart of the group.
- Currently recruiting another Membership committee member.
- Ask Donna is going live

Next Steps

1.) Create 'Must Attend Events' & Calendar of Activities for 2019
   - Town Halls
   - Office Visits
   - Wine Mixers
   - Lunch with a Board Member/board buddy

- Let Data drive the WIIFM for Providers

2.)
   - New Member Touch Program
   - Bring a prospect to a Mixer (event)
   - Trial Membership (3 months free) Pro Rated membership.
   - Board Outreach calls

Region X Report

Liaison(s): Brent Korte

Accomplishments

- Continued work on payment reform, some trouble with House, better luck with Senators. Approach is to ensure that PDGM is budget neutral and therefore we shouldn't assume that a behavioral adjustment is not justified until behavior changes. CBO has their own justification, which NAHC is seeking to get and analyze. Approach senators on the Senate finance committee could be the best vehicle to stop or change the behavioral change.
- Shortlist is…
    - R: Collins, Kennedy, Cassidy, possibly Portman, Cornin and Isaacson.
    - D: Stabanow, Casey, Cardin

Next Steps

- Payment reform and reversal of the Behavioral Adjustment for PDGM, rural add-on.

Challenges

- Nothing new

Assistance needed from the Board

- Nothing new

February 7, 2019

HCAW February 2019 Public Policy Report

Prepared by Leslie Emerick, Public Policy Director

In-Home Services Day

February 6, 2019

Leslie dropping SB 5828 into the Hopper!

Legislative Overview

We are 25 days into the 105-day legislative session, and it's been a wild ride! There have been 2, 215 bills introduced so far. HCAW is currently tracking 87 bills. Our HCAW "Hot Team" meets weekly to review the bills and upcoming public hearings to establish our position and priority for bills impacting in-home services. The first public policy bill-cut off is on February 22nd and the fiscal committee cut-off is March 1st. Bills will start to die off if they are not heard in the committees by these dates and our bill tracking list will get shorter!

Great News!!! HCAW's bill, SB 5828 Medicaid Home Health Rate, is scheduled for a hearing in Senate Ways & Means on February 13th at 3:30 PM, in the Cherberg Building.

Senator Annette Cleveland (D) and Senator Ann Rivers (R) have sponsored the bill, so we have bipartisan support and we had two more Senators sign on as co-sponsors, Senator Patty Kuderer and Senator Nguyen! We need our members to begin calling their legislators in the Senate Way & Means Committee to support SB 5828! HCAW will initiate our new Legislative Alert Network and send a message on how you can participate.

As we are all painfully aware, access to home health has been severely limited in WA State due to extremely low Medicaid reimbursement rates over the past 17 years. Hospitals have many Medicaid patients in their beds that could potentially be taken care of in their homes at a lower cost. This bill will increase access to home health skilled nursing and therapies in the home, including a social worker and telemedicine to help address behavioral health needs.

Here is what the bill does: Beginning January 1, 2020, the Medicaid home health reimbursement rate must be equal to the Medicare home health payment and must provide reimbursement for a social worker and telemedicine. HCA shall facilitate a stakeholder group with the Managed Care Organizations, the Health Care Authority, DSHS, and DOH to work collaboratively to redesign the medicaid payment methodology for home health services. The work group must consider quality metrics including reducing hospital readmissions.

In-Home Services Day: February 6th, 2019, Olympia, WA was a success!!
In spite of snow and ice, HCAW, WSHPCO, and WAHCA members all came together in Olympia for our legislative day to advocate for our mutual legislative agenda. We had 31 attendees, down from 50 due to the storm earlier in the week, and 62 meetings with legislators! Here was our agenda for the day in discussions with these legislators:

2019 In-Home Services Day

Home Health, Hospice and Home Care agencies provide skilled nursing, home care, palliative and hospice care to patients in their home, instead of more expensive settings and help prevent hospital readmissions, thus reducing the overall costs of healthcare.

✓ ***Support SB 5828 Medicaid Home Health Rate***

This bill will increase access to home health skilled nursing and therapies in the home, including a social worker and telemedicine to help address behavioral health needs. Access to home health has been severely limited in WA State due to extremely low Medicaid reimbursement rates over the past 17 years. Beginning January 1, 2020, the Medicaid home health reimbursement rate must be equal to the Medicare home health payment and must provide reimbursement for a social worker and telemedicine. HCA shall facilitate a stakeholder group to work collaboratively to redesign the medicaid payment methodology for home health services. The work group must consider quality metrics including reducing hospital readmissions.

✓ ***Support " Palliative Care Roadmap" Budget Proviso***

Create a "Palliative Care Roadmap" similar to the "Dementia Roadmap" produced by the Dementia Collaborative (DSHS). Patients who are diagnosed with a serious or life-threatening illness are often at a loss on how to navigate the health care system and what resources are available. I think the "Palliative Care Roadmap" booklet has a very good chance of getting into the state operating budget bill as a proviso!!!

✓ ***Support Governor's Adult Private Duty Nursing Rate Increase, Parity for Children PDN***
We request rate parity between the Medically Intensive Children's Program and Adult Medically Intensive Program. These patients are often cared for in the same facility by the same nurses and this creates an uneven pay scale within the same facility or agency.

✓ ***Support SB 5460 (HB 1882) Nursing Licensure Compact***

We believe that establishing a multistate nurse licensure compact will help address the nursing shortage in WA State, thus helping our agencies to better staff nurses and provide patient care.

✓ ***Support SSB 5331 (SHB 1087) Long-Term Care Trust Act***

In-home care services can be used to support our patient's ability to stay in their homes longer before entering the state Medicaid system.

✓ ***Oppose increase to a B&O Tax impacting In-Home Services Agencies***

B & O tax increase would significantly impact the ability of many of our smaller home care, home health and hospice agencies to provide affordable home care to our elderly clients.

Department of Health Issues

NCQAC Role of Nursing with the Death with Dignity Act: A new version of the Advisory opinion just came out from the Nursing Commission and is under review by our policy committee. Advanced registered nurse practitioners (ARNPs), registered nurses (RNs), and licensed practical nurses (LPNs) may be involved in providing nursing care, within their scope of practice, to patients who make the choice to end their life through the Washington State Death with Dignity Act (RCW 70.245), if their own moral and ethical value system allow them to. Nurses remain accountable and responsible for the care they provide including care related to patients' seeking information or requiring palliative or end-of-life care, including assisted death. The advisory opinion clarifies the nursing roles and responsibilities in palliative and end-of-life care.

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

HHHreportFINAL2-6-2019.pdf

DSHS Issues

Voluntary Stop Eating or Drinking (VSED) Advance Directives: Candy Goering is holding meetings at DSHS to discuss Voluntary Stop Eating or Drinking (VSED) Advance Directives. The department had another meeting in January 2019. This discussion will go on for a while and is mainly aimed at our hospice and palliative care population.

Health Care Authority (HCA) Issues

Adult Palliative Care Rules: HCA is planning on beginning stakeholder work on the rules in February sometime, so specific meeting dates set yet. They 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. More to come!

Implementation of HB 1358 – An act relating to reimbursement for services provided pursuant to community assistance referral and education programs: Home care agencies may have clients who are frequent users of the EMS system in their area. This bill would provide a funding mechanism for EMS to get reimbursed for situations where the patient does not need to go to the ER but could be referred out to another entity in the community. The latest update on the status of this proposal is that HCA has continued to have informal discussions with the Centers for Medicare and Medicaid Services (CMS) regarding the State Plan Amendment (SPA) and how 1358 would be implemented. However, they have not yet gained approval from CMS. Therefore, we will not be able to implement by the original expected date of January 1, 2019. Based on their discussions with CMS, it is likely that the implementation would be delayed until July 2019. They plan to have additional information in the next few months and will reconvene the stakeholder group in January.

Public Policy Updates

Bree Collaborative Palliative Care Workgroup
I will be attending the second meeting on this workgroup on February 8th by teleconference. Opps, meeting for tomorrow just got canceled due to the pending snow storm! More to come! They are working on defining palliative care and scope of the work. This report has been a very valuable tool that the team is reviewing "Clinical Practice Guidelines for Palliative Care".

WA State Dementia Collaborative: I am still participating in the Health and Medical Subcommittee. I discussed the possibility of a Palliative Care Roadmap and potentially including a section on Dementia and Alzheimer's patients. 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. They will be printing more of the "Dementia Roadmap" booklets if anyone wants to order some more for your agency, please go to: www.dshs.wa.go/altsa/dementa-action-collaborative

Washington State Hospital Association: ***Readmissions Reduction Steering Committee*****:** No new updates at this time!

HCAW Bill Status & Upcoming Hearings Report:

Prepared by Leslie Emerick, Public Policy Director 2-7-19

Human Services & Early Learning (House) - HHR C, JLOB - 2/8 @ 8:00am

- HB 1651 - Public Hearing - Concerning the rights of clients of the developmental disabilities' administration of the department of social and health services. (Neutral/Medium)

Behavioral Health Subcommittee to Health & LTC (Senate) - SHR 1, JACB - 2/8 @ 1:30pm

- SB 5431 - Public Hearing - Concerning community facilities needed to ensure a continuum of care for behavioral health patients. (Neutral/Low)

Appropriations (House) - HHR A, JLOB - 2/11 @ 3:30pm

- HB 1748 - Public Hearing - Concerning the hospital safety net assessment. (Neutral/Medium)

Law & Justice (Senate) - SHR 4, JACB - 2/12 @ 10:00am

- SB 5487 - Public Hearing - Providing personal caregiver access in places of public resort, accommodation, assemblage, or amusement. (Support/Medium)

Health Care & Wellness (House) - HHR A, JLOB - 2/12 @ 1:30pm

- HB 1608 - Public Hearing - Protecting patient care. (Concerns/High)

Human Services, Reentry & Rehabilitation (Senate) - SHR 4, JACB - 2/13 @ 8:00am

- SB 5839 - Public Hearing - Creating a pilot project to provide personal care services for homeless seniors and persons with disabilities. (Neutral/Medium)

Health & Long Term Care (Senate) - SHR 4, JACB - 2/13 @ 1:30pm

- SB 5562 - Public Hearing - Modernizing the control of certain communicable diseases. (Neutral/High)
- SB 5672 - Public Hearing - Concerning adult family home specialty services. (Neutral/Low)
- SB 5840 - Public Hearing - Requiring maintenance of minimum essential health care coverage. (Neutral/Medium)

Appropriations (House) - HHR A, JLOB - 2/13 @ 3:30pm

- HB 1155 - Public Hearing - Concerning meal and rest breaks and mandatory overtime for certain health care employees. (Neutral/High)
- HB 1810 - Public Hearing - Concerning rural health payment changes by the health care authority. (Neutral/Medium)

Ways & Means (Senate) - SHR 4, JACB - 2/13 @ 3:30pm **Need to testify on SB5828!!**

- SB 5190 - Public Hearing - Concerning meal and rest breaks and mandatory overtime for certain health care employees. (Neutral/High)
- SSB 5331 - Public Hearing - Concerning long-term services and supports. (Support/High)
- SB 5828 - Public Hearing - Concerning the medicaid home health reimbursement rate for medical assistance clients. (Support/High/Testify)

Appropriations (House) - HHR A, JLOB - 2/14 @ 3:30pm

- SHB 1399 - Public Hearing - Concerning paid family and medical leave. (Neutral/Medium)

Health & Long Term Care (Senate) - SHR 4, JACB - 2/15 @ 8:00am

- SB 5344 - Public Hearing - Concerning nursing fatigue. (Concerns/High)
- SB 5542 - Public Hearing - Protecting patient care. (Concerns/High)

Health Care & Wellness (House) - HHR A, JLOB - 2/15 @ 8:00am

- HB 1529 - Public Hearing - Removing barriers for agency affiliated counselors practicing as peer counselors. (Neutral/High)
- HB 1753 - Public Hearing - Requiring a statement of inquiry for rules affecting fees related to health professions. (Neutral/Medium)

Behavioral Health Subcommittee to Health & LTC (Senate) - SHR 1, JACB - 2/15 @ 1:30pm

- SB 5516 - Public Hearing - Establishing a behavioral health innovation and integration campus within the University of Washington school of medicine. (Neutral/Low)

High Priority Bills

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
HB 1044	Seniors/property taxes	Concerning senior citizen property taxes.	H Finance	Santos	Support
SHB 1049 (SB 5401)	Health care whistleblowers	Concerning health care provider and health care facility whistleblower protections.	H Rules R	Macri	Neutral
SHB 1087 (SSB 5331)	Long-term services & support	Concerning long-term services and supports.	H Approps	Jinkins	Support
HB 1109 (SB 5153)	Operating budget 2019-2021	Making 2019-2021 biennium operating appropriations.	H Approps	Ormsby	Concerns
HB 1155 (SB 5190)	Health care employees	Concerning meal and rest breaks and mandatory overtime for certain health care employees.	H Approps	Riccelli	Neutral
HB 1175	Health care decisions	Concerning authorization of health care decisions by an individual or designated person.	H 2nd Reading	Kilduff	Support
HB 1185	Medicaid rate floor	Assuring access to health care services for medicaid beneficiaries by applying the medicare rate floor to health care services furnished under medicaid by providers.	H Approps	Stonier	Support
HB 1198	Health prv misconduct notice	Requiring health care providers sanctioned for sexual misconduct to notify patients.	H HC/Wellness	Caldier	Neutral
HB 1352 (SB 5663)	Drug compounding	Compounding drugs.	H HC/Wellness	Thai	Neutral
HB 1422 (SSB 5338)	Vulnerable adults	Concerning the protection of vulnerable adults.	H Civil R & Judi	Valdez	Support

HB 1529	Peer counselors/agency affil	Removing barriers for agency affiliated counselors practicing as peer counselors.	H HC/Wellness	Davis	Neutral
HB 1565 (SB 5568)	Background check sharing	Concerning certain providers sharing background checks.	H HC/Wellness	Robinson	Concerns
HB 1608 (SB 5542)	Patient care/health entities	Protecting patient care.	H HC/Wellness	Macri	Concerns
HB 1771 (SB 5683)	Family supports	Establishing the welcome to WA baby act to create family supports through universal home visiting programs and a statewide family linkage program resources/ referrals.	H H Svcs & Erly	Senn	Neutral
HB 1851	Care worker center	Creating the care worker research and resource center.	H Coll & Wkf Dev	Senn	Neutral
HB 1882 (SB 5460)	Nurse licensure compact	Joining the nurse licensure compact.	H HC/Wellness	Ryu	Support
HB 1967		Requiring licensing and background investigations for in-home service providers.		Reeves	Neutral
SB 5129 (HB 1343)	Revenue	Increasing revenues for the support of state government.	S Ways & Means	Rolfes	Oppose
SB 5153 (HB 1109)	Operating budget 2019-2021	Making 2019-2021 biennium operating appropriations.	S Ways & Means	Rolfes	Concerns
SB 5173	Mandatory reporting of abuse	Concerning mandatory reporting of child abuse and neglect.	S Human Svcs, Ree	O'Ban	Support
SB 5190 (HB 1155)	Health care employees	Concerning meal and rest breaks and mandatory overtime for certain health care employees.	S Ways & Means	Keiser	Neutral
SB 5319	Medicaid reimbursement/PCPs	Concerning the reimbursement rate primary care providers receive to participate in medicaid.	S Ways & Means	Rivers	Support
SSB 5331 (SHB 1087)	Long-term services & support	Concerning long-term services and supports.	S Ways & Means	Palumbo	Support
SSB 5338 (HB 1422)	Vulnerable adults	Concerning the protection of vulnerable adults.	S Ways & Means	Darneille	Support
SB 5344	Nursing fatigue	Concerning nursing fatigue.	S Health & Long	Cleveland	Concerns
SB 5373	Health care employees	Concerning meal and rest breaks and mandatory overtime for certain health care employees.	S Labor & Commer	Conway	Concerns
SB 5374	Rest and meal periods	Concerning rest and meal periods.	S Labor & Commer	Conway	Concerns
SB 5385	Telemedicine	Concerning telemedicine payment parity.	S Health LTC	Becker	Support
SB 5386	Telemedicine training	Concerning training standards in providing telemedicine services.	S Health & Long	Becker	Support
SB 5387	Physician telemedicine cred.	Concerning physician credentialing in telemedicine services.	S Rules 2	Becker	Support
SB 5401 (SHB 1049)	Health care whistleblowers	Concerning health care provider and health care facility whistleblower protections.	S Health & Long	Keiser	Neutral

SB 5460 (HB 1882)	Nurse licensure compact	Joining the nurse licensure compact.	S Health & Long	Clevelan d	Support
SB 5542 (HB 1608)	Patient care/health entities	Protecting patient care.	S Health & Long	Kuderer	Concerns
SB 5562 (HB 1551)	Communicable disease control	Modernizing the control of certain communicable diseases.	S Health & Long	Randall	Neutral
SB 5568 (HB 1565)	Background check sharing	Concerning certain providers sharing background checks.	S Human Svcs, Re	Wilson	Concerns
SB 5828	Medicaid home health rate	Concerning the medicaid home health reimbursement rate for medical assistance clients.	S Ways & Means	Clevelan d	Support

Medium Priority Bills

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
HB 1099	Health network adequacy	Providing notice about network adequacy to consumers.	H HC/Wellness	Jinkins	Neutral
HB 1215	Health care balance billing	Prohibiting balance billing by health care providers.	H HC/Wellness	Schmick	Neutral
HB 1331 (SB 5380)	Opioid use disorder	Concerning opioid use disorder treatment, prevention, and related services.	H HC/Wellness	Cody	Neutral
SHB 1399 (SSB 5449)	Paid family & medical leave	Concerning paid family and medical leave.	H Approps	Robinson	Neutral
HB 1562 (SB 5601)	Health care benefit manage.	Concerning health care benefit management.	H HC/Wellness	Stonier	Neutral
HB 1564 (SB 5569)	Nursing facilities/medicaid	Concerning the nursing facility medicaid payment system.	H Approps	Macri	Neutral
HB 1575 (SB 5623)	Collective bargaining/dues	Strengthening the rights of workers through collective bargaining by addressing authorizations and revocations, certifications, and the authority to deduct and accept union dues and fees.	H Labor & Workpl	Stonier	Neutral
HB 1593 (SB 5516)	UW behavioral health campus	Establishing a behavioral health innovation and integration campus within the University of Washington school of medicine.	H Coll & Wkf Dev	Chopp	Neutral
HB 1601	Worker protections	Creating the universal worker protections act.	H Labor & Workpl	Stonier	Neutral
HB 1651 (SB 5843)	DSHS dev. disability clients	Concerning the rights of clients of the developmental disabilities administration of DSHS.	H H Svcs & Erly	Kilduff	Neutral
HB 1726	Health care prof. students	Concerning services provided by health care professional students.	H HC/Wellness	Riccelli	Neutral
HB 1748 (SB 5734)	Hospital safety net assess.	Concerning the hospital safety net assessment.	H Approps	Jinkins	Neutral
HB 1753	Health profession fees/rules	Requiring a statement of inquiry for rules affecting fees related to health professions.	H HC/Wellness	Riccelli	Neutral

HB 1810	Rural health payment changes	Concerning rural health payment changes by the health care authority.	H Approps	Schmick	Neutral
HB 1859	Personal care services pilot	Creating a pilot project to provide personal care services for homeless seniors and persons with disabilities.	H HC/Wellness	Jinkins	Neutral
HB 1878	Small rural hospital payment	Providing enhanced payment to low volume, small rural hospitals.	H Approps	Chandler	Neutral
HB 1902	Single bill/health services	Promoting consumer ease, administrative simplification, and cost efficiency by requiring a single bill for health services covered by a qualified health plan.	H HC/Wellness	Cody	Neutral
SB 5054	Behav. health reciprocity	Increasing the behavioral health workforce by with reciprocity to increase the portability of behavioral health licenses and certifications.	S Rules 2	O'Ban	Neutral
SB 5233	Sick leave/collective barg.	Creating an alternative process for sick leave benefits for workers represented by collective bargaining agreements.	S Rules 2	Keiser	Neutral
SSB 5236	Apprenticeships	Encouraging apprenticeships.	S Ways & Means	Keiser	Neutral
SSB 5258 (HB 1728)	Isolated worker protection	Preventing the sexual harassment and sexual assault of certain isolated workers.	S Rules 2	Keiser	Neutral
SB 5380 (HB 1331)	Opioid use disorder	Concerning opioid use disorder treatment, prevention, and related services.	S Health & Long	Cleveland	Neutral
SB 5432 (HB 1393)	Behavioral health, integrate	Implementing behavioral health integration for January 1, 2020,	S Behavioral Heal	Dhingra	Neutral
SB 5446	Electronic prescriptions	Concerning electronic prescriptions.	S Health & Long	Mullet	Neutral
SSB 5449 (SHB 1399)	Paid family & medical leave	Concerning paid family and medical leave.	S Rules 2	Keiser	Neutral
SB 5487	Personal caregiver access	Providing personal caregiver access in places of public resort, accommodation, assemblage, or amusement.	S Law & Justice	Padden	Support
SB 5513 (HB 1515)	Employer-employee status	Concerning the employer-employee relationship.	S Labor & Commerc	Keiser	Neutral
SB 5539	Family & med. leave/coverage	Concerning family and medical leave program coverage.	S Labor & Commer	Braun	Neutral
SB 5569 (HB 1564)	Nursing facilities/medicaid	Concerning the nursing facility medicaid payment system.	S Health & Long	Keiser	Neutral
SB 5601 (HB 1562)	Health care benefit manage.	Concerning health care benefit management.	S Health & Long	Rolfes	Neutral
SB 5683 (HB 1771)	Family supports	Establishing the welcome to WA baby act to create family supports through universal home visiting.	S EL/K-12	Wellman	Neutral
SB 5690	Worker protections	Creating the universal worker protections act.	S Labor & Commer	Salda?a	Neutral
SB 5699	Out-of-network health care	Protecting consumers from charges for out-of-network health care services.	S Health & Long	Cleveland	Neutral

SB 5780	Health carrier networks	Concerning health carrier provider networks and enrollee protections.	S Health & Long	Becker	Neutral
SB 5836	Nursing home rates/inflation	Concerning inflation adjustments in nursing home payment rate setting.	S Ways & Means	Van De Wege	Neutral
SB 5839	Personal care services pilot	Creating a pilot project to provide personal care services for homeless seniors and persons with disabilities.	S Human Svcs, Re	Darneille	Neutral
SB 5840	Essential health coverage	Requiring maintenance of minimum essential health care coverage.	S Health & Long	Cleveland	Neutral
SB 5843 (HB 1651)	DSHS dev. disability clients	Concerning the rights of clients of the developmental disabilities administration of the department of social and health services.	S Health & Long	Wilson	Neutral
SB 5872 (HB 1878)	Small rural hospital payment	Providing enhanced payment to low volume, small rural hospitals.		Honeyford	Neutral

Low Priority Bills

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
HB 1199 (SB 5754)	Health care/disability	Concerning health care for working individuals with disabilities.	H HCWDP	Cody	Neutral
HB 1349 (SB 5454)	Geriatric behavioral health	Clarifying the definition of geriatric behavioral health worker with a bachelor's or master's degree in social work, behavioral health	H HCWDP	Schmick	Neutral
HB 1394 (SB 5431)	Behavioral health facilities	Community facilities to ensure a continuum of care for behavioral health patients.	H HC/Wellness	Schmick	Neutral
HB 1433 (SB 5647)	ARNP payment parity	Requiring health insurance payment parity for advanced registered nurse practitioners.	H HC/Wellness	Macri	Neutral
HB 1827	Adult family home admission	Protecting the health and safety of adult family home residents through admission standards	H HC/Wellness	Kilduff	Neutral
SB 5031 (SHB 1065)	Out-of-network health care	Protecting consumers from charges for out-of-network health care services.	S Health & Long	Rolfes	Neutral
SB 5396 (SHB 1023)	Adult family homes, 8 beds	Allowing certain adult family homes to increase capacity to eight beds.	S Health & Long	Keiser	Neutral
SB 5403 (HB 1423)	Adult family home egress	Concerning safe egress from adult family homes.	S Health & Long	Bailey	Neutral
SB 5431 (HB 1394)	Behavioral health facilities	Concerning community facilities needed to ensure a continuum of care for behavioral health patients.	S Behavioral Hea	Frockt	Neutral
SB 5516 (HB 1593)	UW behavioral health campus	Establishing a behavioral health innovation and integration campus within the U of W school of medicine.	S Behavioral Hea	Cleveland	Neutral
SB 5623 (HB 1575)	Collective bargaining/dues	Strengthening the rights of workers through collective bargaining	S Labor & Commer	Van De Wege	Neutral
SB 5672	Adult fam. home spec. servs	Concerning adult family home specialty services.	S Health & Long	Cleveland	Neutral

11/4/08

Lobbying Consultant Agreement

The following agreement is between Leslie K. Emerick LLC, an independent contractor, hereinafter referred to as "Consultant," and the Home Care Association of Washington, hereinafter referred to as "HCAW." For the term December 1, 2008, through November 30, 2009, Consultant agrees to advise and advocate for HCAW before the Washington State Legislature, such state agencies as appropriate, and other duties as mutually agreed upon.

In consideration of Consultant performing this work, HCAW agrees to pay Consultant $3,000.00 a month, due on the first of each month. This sum includes related expenses, such as mileage, phone, fax, e-mail, but does not include travel outside the King-Pierce-Snohomish-Thurston corridor. Any approved expenses incurred on behalf of HCAW will be submitted on a monthly basis, and will be payable within ten (10) days of receipt.

In addition to the payment above, HCAW agrees to assist in passing through payments to Consultant at $500.00 a month for a six month period to provide consulting services to Medically Intensive Home Care (MICH) providers relating to Medicaid reimbursement rates for skilled nursing. Consultant will run a bill during the 2009 Legislative Session to increase these rates. The payment will be retroactive for November 2008 and will run through April 2009. The funding for the payments will come from the participating agencies, who requested this arrangement. HCAW will not make up for any shortfall in the amount collected from the participating agencies.

While this contract does not establish a set number of hours to be worked on behalf of HCAW, both parties acknowledge that there are limitations under the retainer amount. In addition, both parties acknowledge and expect that there will be fluctuations in the amount of time spent each month on behalf of HCAW, with more time being spent during the legislative session months. Should either party believe that the compensation is not appropriate for the amount of work performed, that party may bring the matter forward for discussion and development of a mutually agreed-upon solution.

Consultant reports to the HCAW Executive Director. Consultant warrants that she has no conflicts of interest. Should a conflict or potential conflict arise during the term of the contract, consultant shall inform HCAW and an effort will be made to resolve the conflict to mutual benefit.

The terms of this agreement may be amended in writing by mutual consent. This agreement may be terminated by either party upon 30 days written notice to the other party.

Consultant acknowledges that she is an independent contractor and is solely responsible for payment of any related taxes, such as B&O and social security. This agreement shall be governed by the laws of the State of Washington.

_____	_____
Leslie Emerick, Consultant	Wendi Lynagh, Executive Director
Date:_____	Date:_____