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

HCAW
BOARD PACKET

June 21, 2019

https://global.gotomeeting.com/join/578730749
Phone: (571) 317-3122
Access Code: 578-730-749

HCAW June 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: 6/21/19		**Time:** 9:30 a.m. – 12:00 p.m.	**Location:** https://global.gotomeeting.com/join/578730749 (571) 317-3122 / 578-730-749	
TIME	**TOPIC**	**DISCUSSION**	**PLAN OF ACTION**	**RESPONSIBLE**
9:30 a.m.	Call to Order	Welcome/Updates	Review	Marilou
9:35 a.m.	Approval of Minutes	• May 2019	Approval	All
9:40 a.m.	Financial Report	• Review and approval of May 2019 financials • 2019-2020 Draft Budget	Review/Approval Discuss/Approval	Amber/all Christine/all
10:20 a.m.	Executive Director Report	• Highlights • Committee Assignments	Review Review	All
10:30 a.m.	Committee Reports	• Public Policy Report • Region X Report	Review Review	Leslie Brent
11:00 a.m.	Strategic Plan	• Review of accomplishments • Tabled Items • Planning for 2019 Retreat	Review Discussion Discussion	All
12:00 p.m.	Adjournment	Review of key deliverables/action items/decisions		Marilou
	Next Meeting	August 16, 2019 at 9:30am		

Board Meeting Minutes
Friday, May 31, 2019
Teleconference
9:30AM – 12:00PM

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

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

ATTENDANCE

Board: Marilou Church, President; Rachel Manchester, President-Elect; Amber Hahn-Keenan, Secretary/Treasurer; Directors Gretchen Anderson, Kyle Long, Tammi Reeser, Nate Smith, Alisa Van Sickle; Brent Korte, Ex-Officio;
Staff: Donna Goodwin, Clinical Director; Christine Opiela, Executive Director
Not in Attendance: Directors Geoff Meinken, Melinda Moore; Leslie Emerick, Public Policy Director

CALL TO ORDER

Marilou welcomed everyone and called the meeting to order at 9:36AM. She welcomed and introduced HCAW's new Directors: Geoff Meinken, Tammi Reeser, and Alisa Van Sickle.

It was moved and seconded to approve the minutes from the April 19, 2019 Board meeting. Motion carried.

I. FINANCIAL REPORT

Christine reviewed the April 2019 financials:

- The Annual Conference income and expenses will show in the May 2019 reports. This is best practices as the conference overlapped both April and May.
- Under budget for dues renewal income, which may be a trend in the industry with the new and upcoming regulations and changes.

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

II. EXECUTIVE DIRECTOR'S REPORT

Christine reviewed highlights from her report:

- The Board agreed to continue meeting the third Friday of each month from 9:30am – 12:00pm. The Board will not meet during July or December. The annual retreat will be held September 20th at Memorial Home Care Services in Yakima.
- Greg Pang requested the HCAW Board send a letter to the DOH regarding the CON in Clark County. The Board agreed to provide a letter of support requesting the DOH allow PeaceHealth SW to submit amended 2015 data or begin using 2016-2018 data.

It was moved and seconded to send the Department of Health a letter requesting they allow PeaceHealth SW to submit amended 2015 data or begin using 2016-2018 data. Rachel Manchester abstained. Motion carried.

- Board members were offered an opportunity to change committees with the start of the new year. Christine reminded Board members it is their responsibility to either chair or be an active participant on a committee.
- With Amber's appointment to Secretary/Treasurer, the bank signers for both Columbia Bank and Baird will need to be updated.

It was moved and seconded to remove Larissa Jording and add Amber Hahn-Keenan to the Columbia Bank and Baird accounts. Motion carried.

V. 2019-2020 BUDGET

The Board reviewed the draft 2019-2020 budget:

- The budget will need to be approved in June so it can be implemented starting July.
- Income is currently higher than expenses if budgeted provider dues stays the same. The 2018-19 budgeted amount was not reached and there is the potential for additional losses in the future. If the budgeted amount of $215,000 is to stay the same, HCAW will need to change prospective members or building a larger Affiliate member base.
- Donna's actual expenses are far lower than budgeted in 2018-19 and may stay under $10,000. The draft budget is decreased from $50,000 to $25,000 as her role is evolving and she may be asked to provide additional services.
- If the Board would like to meet in person more frequently, the budget will need to account for travel reimbursement.
- It was recommended the Finance Committee and Christine meet to identify several options for increasing income or decreasing expenses. A final draft budget will be provided during the June board meeting.

V. OTHER BUSINESS

Christine began board orientation covering the Association's history, roles & responsibilities, and general

There being no other business, the meeting was adjourned at 11:35am.

SUMMARY OF ACTION ITEMS

- Christine to send a calendar of 2019-2020 board meetings.
- Christine to send committee volunteer forms and descriptions.
- Christine to work with Greg Pang on sending a letter of support to DOH.
- Christine to coordinate with Columbia Bank and Baird on changing signers.
- Finance Committee to review and update the draft budget for the next board meeting.

DRAFT

Home Care Association of Washington
Actual vs. Budget Performance
For the Month and Eleven Months Ended May 2019

	May 19	Budget	$ Over Budget	Jul '18 - May 19	YTD Budget	$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4000 · Provider Dues	15,995.74	17,916.66	-1,920.92	182,199.05	197,083.34	-14,884.29	215,000.00
4010 · Affiliate Dues	249.68	333.34	-83.66	2,803.40	3,666.66	-863.26	4,000.00
4100 · Annual Meeting/Conv - Spring	34,290.00	0.00	34,290.00	36,310.00	48,000.00	-11,690.00	48,000.00
4110 · Conf Trade Show Booth	6,665.00	0.00	6,665.00	6,665.00	25,000.00	-18,335.00	25,000.00
4200 · Workshops/Seminars	0.00	3,750.00	-3,750.00	21,742.70	41,250.00	-19,507.30	45,000.00
4240 · Job Target/Career Board	0.00	125.00	-125.00	476.06	1,375.00	-898.94	1,500.00
4250 · Newsletter Ads/Subscriptions	0.00	54.16	-54.16	75.00	595.84	-520.84	650.00
4280 · Sponsorships/Endorsements/Rebat	2,500.00	0.00	2,500.00	3,000.00	2,500.00	500.00	2,500.00
4285 · Affiliate Sponsor	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	7,500.00
4310 · OCS OASIS Partnership	0.00	125.00	-125.00	0.00	1,375.00	-1,375.00	1,500.00
4385 · Website Advertising	0.00	83.34	-83.34	0.00	916.66	-916.66	1,000.00
5000 · Interest & Dividends	21.43	0.00	21.43	234.69	0.00	234.69	0.00
Total Income	59,721.85	22,387.50	37,334.35	253,505.90	329,262.50	-75,756.60	351,650.00
Expense							
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.34	-0.01	134,616.63	132,916.66	1,699.97	145,000.00
7010 · Service Charge Expense	156.88	416.66	-259.78	2,774.54	4,583.34	-1,808.80	5,000.00
7020 · Staff Travel	12.06	416.66	-404.60	1,457.65	4,583.34	-3,125.69	5,000.00
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	38,200.00	38,200.00	0.00	41,900.00
7150 · Lobbyist Expenses	87.50	125.00	-37.50	1,144.87	1,375.00	-230.13	1,500.00
7180 · Clinical Director	1,162.50	4,166.66	-3,004.16	9,027.75	45,833.34	-36,805.59	50,000.00
7190 · Clinical Director Expenses	0.00	250.00	-250.00	0.00	2,750.00	-2,750.00	3,000.00
7195 · Policy & Advocacy	604.00	208.34	395.66	1,183.67	2,291.66	-1,107.99	2,500.00
7230 · Insurance	108.33	166.66	-58.33	1,176.38	1,833.34	-656.96	2,000.00
7240 · Office Supplies/Equipment	0.00	41.66	-41.66	587.21	458.34	128.87	500.00
7250 · Printing/Stationery	5.70	125.00	-119.30	289.52	1,375.00	-1,085.48	1,500.00
7260 · Photocopies	0.00	83.34	-83.34	8.90	916.66	-907.76	1,000.00
7270 · Telephone	60.00			600.00			
7290 · Tech. Dev/Maint/Website	210.61	222.50	-11.89	2,197.69	2,447.50	-249.81	2,670.00
7310 · Postage	0.00	54.16	-54.16	615.72	595.84	19.88	650.00
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	1,250.00	1,375.00	-125.00	1,500.00
7400 · Membership Certificates	0.00	20.84	-20.84	0.00	229.16	-229.16	250.00
7520 · Board Meetings Expense	0.00	208.34	-208.34	36.46	2,291.66	-2,255.20	2,500.00
7530 · President's Travel Expense	0.00	166.66	-166.66	0.00	1,833.34	-1,833.34	2,000.00
7540 · Strategic Planning	0.00	125.00	-125.00	1,380.35	1,375.00	5.35	1,500.00
7560 · Taxes	0.00	0.00	0.00	0.00	100.00	-100.00	100.00
7580 · Miscellaneous	0.00			53.51	0.00	53.51	0.00
7600 · Unallocated Contingency	0.00	41.66	-41.66	0.00	458.34	-458.34	500.00
7700 · Annual Mtg/Convention Spring							
7710 · Speaker	8,839.47	0.00	8,839.47	8,839.47	6,000.00	2,839.47	6,000.00
7715 · Food and Beverage	16,259.76	0.00	16,259.76	16,259.76	35,000.00	-18,740.24	35,000.00
7720 · Technology	4,876.53	0.00	4,876.53	4,876.53	5,500.00	-623.47	5,500.00
7725 · Hand Outs	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	1,500.00
7730 · Lodging	2,198.38	0.00	2,198.38	2,198.38	2,700.00	-501.62	2,700.00
7740 · Travel	566.02	0.00	566.02	566.02	2,000.00	-1,433.98	2,000.00
7700 · Annual Mtg/Convention Spring - Other	1,044.41			1,044.41			
Total 7700 · Annual Mtg/Convention Spring	33,784.57	0.00	33,784.57	33,784.57	52,700.00	-18,915.43	52,700.00
7900 · Workshops/Seminar Expense							
7910 · Speaker	0.00	1,250.00	-1,250.00	5,937.23	13,750.00	-7,812.77	15,000.00
7915 · Food and Beverage	0.00	366.66	-366.66	1,129.70	4,033.34	-2,903.64	4,400.00
7920 · Technology	360.00	250.00	110.00	3,960.00	2,750.00	1,210.00	3,000.00
7925 · Hand Outs	0.00	208.34	-208.34	1,922.06	2,291.66	-369.60	2,500.00
7930 · Lodging & Transportation	0.00			816.43	0.00	816.43	0.00
7900 · Workshops/Seminar Expense - Other	0.00	125.00	-125.00	3,149.00	1,375.00	1,774.00	1,500.00
Total 7900 · Workshops/Seminar Expense	360.00	2,200.00	-1,840.00	16,914.42	24,200.00	-7,285.58	26,400.00
Total Expense	52,335.48	24,947.48	27,388.00	247,299.84	324,722.52	-77,422.68	349,670.00
Net Ordinary Income	7,386.37	-2,559.98	9,946.35	6,206.06	4,539.98	1,666.08	1,980.00
Other Income/Expense							
Other Income							
9000 · Baird Change in Market Value	-6,156.66			-6,506.38			
9100 · Baird Income and Distributions	371.77			3,682.00			
Total Other Income	-5,784.89			-2,824.38			
Net Other Income	-5,784.89			-2,824.38			
Net Income	**1,601.48**	**-2,559.98**	**4,161.46**	**3,381.68**	**4,539.98**	**-1,158.30**	**1,980.00**

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

	May 19	May 18
Ordinary Income/Expense		
Income		
4000 · Provider Dues	15,995.74	17,352.12
4010 · Affiliate Dues	249.68	120.43
4100 · Annual Meeting/Conv - Spring	34,290.00	8,400.00
4110 · Conf Trade Show Booth	6,665.00	0.00
4280 · Sponsorships/Endorsements/Rebat	2,500.00	0.00
5000 · Interest & Dividends	21.43	19.32
Total Income	59,721.85	25,891.87
Expense		
7000 · Management/Facilities/Staff/Equ	12,083.33	8,750.00
7010 · Service Charge Expense	156.88	148.62
7020 · Staff Travel	12.06	498.09
7100 · Executive Director	0.00	6,400.00
7130 · Lobbyist/Legislative Consultant	3,700.00	3,200.00
7150 · Lobbyist Expenses	87.50	0.00
7180 · Clinical Director	1,162.50	0.00
7195 · Policy & Advocacy	604.00	0.00
7230 · Insurance	108.33	103.14
7250 · Printing/Stationery	5.70	0.00
7270 · Telephone	60.00	0.00
7290 · Tech. Dev/Maint/Website	210.61	0.00
7310 · Postage	0.00	24.20
7700 · Annual Mtg/Convention Spring		
7710 · Speaker	8,839.47	392.79
7715 · Food and Beverage	16,259.76	85.09
7720 · Technology	4,876.53	2,085.60
7725 · Hand Outs	0.00	155.00
7730 · Lodging	2,198.38	959.90
7740 · Travel	566.02	384.71
7700 · Annual Mtg/Convention Spring - Other	1,044.41	0.00
Total 7700 · Annual Mtg/Convention Spring	33,784.57	4,063.09
7900 · Workshops/Seminar Expense		
7920 · Technology	360.00	477.00
Total 7900 · Workshops/Seminar Expense	360.00	477.00
Total Expense	52,335.48	23,664.14
Net Ordinary Income	7,386.37	2,227.73
Other Income/Expense		
Other Income		
9000 · Baird Change in Market Value	-6,156.66	452.81
9100 · Baird Income and Distributions	371.77	344.18
Total Other Income	-5,784.89	796.99
Net Other Income	-5,784.89	796.99
Net Income	**1,601.48**	**3,024.72**

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

	May 31, 19	May 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · PCB Checking 0944	99,434.82	73,091.17
1010 · PCB Money Mkt	95,558.69	139,311.39
1020 · Baird Cash and Equivalents	30,019.80	31,170.26
1030 · Bairds Investment Assets	96,274.69	98,512.20
1050 · Paypal	3,590.76	2,058.02
Total Checking/Savings	324,878.76	344,143.04
Accounts Receivable		
1200 · Accounts Receivable	582.00	4,010.00
Total Accounts Receivable	582.00	4,010.00
Other Current Assets		
1300 · Prepaid Expenses	16,658.33	117.00
1310 · Prepaid Insurance	433.36	412.88
1375 · Prepaid Workshop Expenses		
1380 · Prepaid Workshop Speaker Fee	5,000.00	5,000.00
1375 · Prepaid Workshop Expenses - Other	2,160.00	2,160.00
Total 1375 · Prepaid Workshop Expenses	7,160.00	7,160.00
Total Other Current Assets	24,251.69	7,689.88
Total Current Assets	349,712.45	355,842.92
TOTAL ASSETS	**349,712.45**	**355,842.92**
LIABILITIES & NET ASSETS		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	1,162.50	0.00
Total Accounts Payable	1,162.50	0.00
Other Current Liabilities		
2110 · Deferred Dues		
2115 · Provider Dues	111,970.22	121,464.89
2120 · Affiliate Dues	1,747.79	843.05
Total 2110 · Deferred Dues	113,718.01	122,307.94
2175 · Deferred Workshop Income	10,875.00	11,175.00
2360 · Payable to HCAW PAC	2,477.00	180.00
Total Other Current Liabilities	127,070.01	133,662.94
Total Current Liabilities	128,232.51	133,662.94
Total Liabilities	128,232.51	133,662.94
Net Assets		
3000 · Unrestricted Net Assets	202,129.25	202,129.25
32000 · Retained Earnings	15,969.01	22,805.77
Net Income	3,381.68	-2,755.04
Total Net Assets	221,479.94	222,179.98
TOTAL LIABILITIES & NET ASSETS	**349,712.45**	**355,842.92**

Home Care Association of Washington
Statement of Activites
For the Eleven Months Ended May 31, 2019 and 2018

	Jul '18 - May 19	Jul '17 - May 18
Ordinary Income/Expense		
Income		
4000 · Provider Dues	182,199.05	172,794.57
4010 · Affiliate Dues	2,803.40	3,127.22
4100 · Annual Meeting/Conv - Spring	36,310.00	44,607.00
4110 · Conf Trade Show Booth	6,665.00	19,160.00
4200 · Workshops/Seminars	21,742.70	36,090.18
4240 · Job Target/Career Board	476.06	200.00
4250 · Newsletter Ads/Subscriptions	75.00	650.00
4280 · Sponsorships/Endorsements/Rebat	3,000.00	2,500.00
4285 · Affiliate Sponsor	0.00	5,000.00
5000 · Interest & Dividends	234.69	150.76
Total Income	253,505.90	284,279.73
Expense		
7000 · Management/Facilities/Staff/Equ	134,616.63	96,250.00
7010 · Service Charge Expense	2,774.54	3,711.28
7020 · Staff Travel	1,457.65	3,578.41
7100 · Executive Director	0.00	70,400.00
7110 · Executive Director Expenses	0.00	5,850.28
7130 · Lobbyist/Legislative Consultant	38,200.00	35,200.00
7150 · Lobbyist Expenses	1,144.87	1,501.21
7180 · Clinical Director	9,027.75	0.00
7195 · Policy & Advocacy	1,183.67	0.00
7230 · Insurance	1,176.38	1,134.59
7240 · Office Supplies/Equipment	587.21	436.60
7250 · Printing/Stationery	289.52	0.00
7260 · Photocopies	8.90	0.00
7270 · Telephone	600.00	0.00
7290 · Tech. Dev/Maint/Website	2,197.69	234.00
7310 · Postage	615.72	638.94
7370 · NAHC Dues/Other Memberships	1,250.00	1,250.00
7520 · Board Meetings Expense	36.46	401.85
7540 · Strategic Planning	1,380.35	0.00
7560 · Taxes	0.00	52.00
7580 · Miscellaneous	53.51	10.00
7700 · Annual Mtg/Convention Spring		
7710 · Speaker	8,839.47	567.79
7715 · Food and Beverage	16,259.76	29,596.69
7720 · Technology	4,876.53	5,585.60
7725 · Hand Outs	0.00	1,577.39
7730 · Lodging	2,198.38	8,106.59
7740 · Travel	566.02	1,083.33
7700 · Annual Mtg/Convention Spring - Other	1,044.41	0.00
Total 7700 · Annual Mtg/Convention Spring	33,784.57	46,517.39
7900 · Workshops/Seminar Expense		

Home Care Association of Washington
Statement of Activites
For the Eleven Months Ended May 31, 2019 and 2018

	Jul '18 - May 19	Jul '17 - May 18
7910 · Speaker	5,937.23	2,006.44
7915 · Food and Beverage	1,129.70	2,069.19
7920 · Technology	3,960.00	2,213.00
7925 · Hand Outs	1,922.06	138.54
7930 · Lodging & Transportation	816.43	0.00
7900 · Workshops/Seminar Expense - Other	3,149.00	16,920.00
Total 7900 · Workshops/Seminar Expense	16,914.42	23,347.17
Total Expense	247,299.84	290,513.72
Net Ordinary Income	6,206.06	-6,233.99
Other Income/Expense		
Other Income		
9000 · Baird Change in Market Value	-6,506.38	278.38
9100 · Baird Income and Distributions	3,682.00	3,200.57
Total Other Income	-2,824.38	3,478.95
Net Other Income	-2,824.38	3,478.95
Net Income	**3,381.68**	**-2,755.04**

	TOTAL					
	Jul '17 - Jun 18	2017-2018 Budget	Jul 18 - April 19	2018-19 Budget	2019-20 Budget	Comments for 2019-20 budget
Ordinary Income/Expense						
Income						
4000 · Provider Dues	190,146.69	215,000.00	166,203.31	215,000.00	200,000.00	HCAW did not meet budgeted goals for Provider membership. We will need to focus on either getting more members or adjusting who our main focus should be (i.e. newly licensed agencies) *See 2018 & 2019 membership data*
4010 · Affiliate Dues	3,269.08	2,000.00	2,553.72	4,000.00	4,000.00	Lower than budgeted for Affiliate members *See 2018 & 2019 membership data*
4100 · Annual Meeting/Conv - Spring	45,582.00	45,000.00	2,020.00	48,000.00	40,000.00	$35,690 realized in May - lower than budgeted
4110 · Conf Trade Show Booth	19,160.00	16,500.00	0.00	25,000.00	12,500.00	$7,660 realized in May for exhibitors only (8 paying)
4200 · Workshops/Seminars	51,970.18	20,000.00	21,742.70	45,000.00	50,000.00	Expected $21,800+ for OASIS workshop reg *(realize in June)* Looking to add a 3rd in person workshop, increasing online content, and possibly selling OASIS workbooks to offset printing costs
4240 · Job Target/Career Board	200.00	1,500.00	476.06	1,500.00	1,250.00	Relatively good showing for first year with new platform but did not meet budget amt - will need to promote more YourMembership offers mini career fairs we can have at our conference
4250 · Newsletter Ads/Subscriptions	650.00	500.00	75.00	650.00	500.00	Sold one sponsored newsletter and there is the potential for more. Did not get to focus on as much this year.
4280 · Sponsorships/Endorsements/Rebat	2,500.00	15,000.00	500.00	2,500.00	5,000.00	$5000 realized in May for Annual Conf sponsorships
4285 · Affiliate Sponsor	5,000.00	10,000.00		7,500.00	7,500.00	McKesson on board but has not paid yet; Shield has not renewed. Recommend 3 affiliate sponsors for next fiscal year.
4300 · Health Care Reform Income	0.00	2,000.00	0.00	0.00	0.00	*Not sure what this COA is for so following previous years and not budgeting anything*
4310 · OCS OASIS Partnership	0.00	0.00	0.00	1,500.00	1,500.00	HCAW has reached "elite" status with OASIS Answers so we receive a $100 rebate for every exam registrant. While we had 26 exam registrants in 2018, we've budgeted for the min (15 reg) if we partner with OASIS Answers again. *Not sure what 2019 income will be from this yet as event takes place in June*
4370 · Miscellaneous Income	0.00	0.00		0.00		*Don't typically budget for this*
4385 · Website Advertising	0.00	1,000.00	0.00	1,000.00	1,000.00	Did not focus on in 2018/19 but can do so this year - keeping budget the same
5000 · Interest & Dividends	169.52		213.26			*Don't typically budget for this*
Total Income	318,647.47	328,500.00	193,784.05	351,650.00	323,250.00	
Expense						
7000 · Management/Facilities/Staff/Equ	115,000.00	105,000.00	122,533.30	145,000.00	145,000.00	Yearly management fee
7010 · Service Charge Expense	5,560.76	2,900.00	2,617.66	5,000.00	3,500.00	This will include the First American charges until we can close in January 2020 ($21.50/m) *Charges may have been bigger in 2017-18 because Prov dues were processed via CC but thiis year was via check*
7020 · Staff Travel	3,578.41	1,000.00	726.03	5,000.00	2,000.00	Does not include MoW expenses or OASIS workshop travel reimbursement *Christine did not go to a few industry conferences this year where HCAW is traditionally represented. Will pick back up again this year (i.e. NAHC conference)*
7100 · Executive Director	76,800.00	76,800.00	0.00	0.00	0.00	*ED role is now part of management fee*
7110 · Executive Director Expenses	5,936.06	6,500.00	0.00	0.00	0.00	*See above*
7130 · Lobbyist/Legislative Consultant	38,400.00	38,400.00	34,500.00	41,900.00	44,400.00	*Leslie's rate increased to $3,700/m last fall*
7150 · Lobbyist Expenses	1,501.21	1,500.00	1,057.37	1,500.00	1,750.00	Buffering as there are a few conferences Leslie would like to attend to network and learn *This includes any that we need to split with WSHPCO and hotel stays*
7180 · Community Liaison/Consultant			7,865.25	50,000.00	15,000.00	Reduced budgeted amount but still higher than actual in case HCAW needs more assistance.
7190 · Community Liaison/Consultant Expenses			0.00	3,000.00	1,500.00	In case Donna needs to attend any local meeting.
7195 · Policy & Advocacy	0.00	2,500.00	500.00	2,500.00	2,500.00	Includes yearly contracted fee for SoftEdge and for more to attend MoW (does not include Greg's MoW reimbursement as given this month) *SoftEdge is realized each month ($1500/yr)*
7230 · Insurance	1,237.73	2,000.00	1,068.05	2,000.00	3,000.00	HCAW has D&O insurance but needs general liaiblity to cover physical inventory.
7240 · Office Supplies/Equipment	456.59	150.00	587.21	500.00	750.00	
7250 · Printing/Stationery	0.00	0.00	269.75	1,500.00	1,000.00	Did not print postcards or branded supplies (i.e. letterhead) last year
7260 · Photocopies	0.00	0.00	8.90	1,000.00	500.00	Most done in house. Any jobs too large to be done in house go into #7250 (i.e. membership reneal packets)
7270 · Telephone			480.00	720.00	720.00	$60/m charge from CPMS
7290 · Tech. dev/Maint/Website	234.00	2,000.00	1,776.47	2,670.00	3,000.00	Wild Apricot is increasing fees 20% soon and I would like to see if there are any other AMS available *(annual WA cost will be $2,073.60 = $144 x 20%; monthly cost will be $2,304 = $160 x 20%)*
7310 · Postage	638.94	200.00	615.72	650.00	750.00	Would like to do more physical mailings - I get the impression these have more impact than electronic notices (for i.e. membership renewals)
7360 · Product/Service Development	0.00	0.00	0.00	0.00	0.00	*Not sure what this COA is for so following previous years and not budgeting anything*
7370 · NAHC Dues/Other Memberships	1,250.00	1,500.00	1,250.00	1,500.00	1,500.00	Keeping in line with last year's budget in case NAHC, etc. increase their dues this year

	TOTAL					
	Jul '17 - Jun 18	2017-2018 Budget	Jul 18 - April 19	2018-19 Budget	2019-20 Budget	Comments for 2019-20 budget
7390 · Legislative Bulletins	0.00	0.00	0.00	0.00	0.00	
7400 · Membership Certificates	0.00	0.00	0.00	250.00	250.00	Did not do a professional reprint - would like to redesign and professionally print this year
7440 · Public Relations/ Awards	0.00	0.00	0.00	0.00	0.00	*Not sure what this COA is for so following previous years and not budgeting anything*
7450 · Committee & Task Force Support			0.00	0.00	1,500.00	request from Membership Committee
7455 · Committee & Task Force Speaker	0.00	0.00	0.00	0.00		
7450 · Committee & Task Force Support - Other	0.00	0.00	0.00	0.00		
Total 7450 · Committee & Task Force Support	0.00	0.00	0.00	0.00	1,500.00	
7520 · Board Meetings Expense	401.85	3,000.00	36.46	2,500.00	3,000.00	Did not reimburse for travel but will need to if we meet in person quarterly. This is also where food for board meetings is coded
7530 · President's Travel Expense	0.00	2,000.00	0.00	2,000.00	1,000.00	While Marilou will most likely not ask to be reimbursed, we'd like to budget for it just in case.
7540 · Strategic Planning	0.00	1,000.00	1,380.35	1,500.00	6,000.00	This accounts for an outside facilitator to come in (~$5K) plus F&B and supplies
7560 · Taxes	52.00	100.00	0.00	100.00	100.00	*Estimated*
7580 · Miscellaneous	10.00		53.51		0.00	*Don't typically budget for this*
7600 · Unallocated Contingency	0.00	500.00	0.00	500.00	500.00	
7700 · Annual Mtg/Convention Spring						
7710 · Speaker	567.79	6,000.00	0.00	6,000.00	6,000.00	Conference total is $5,380 but don't have Bill's travel expenses yet - if you include the cost of Scott's books, total is $6,505
7715 · Food and Beverage	29,712.18	35,000.00	0.00	35,000.00	35,000.00	F&B costs were $16,259.76
7720 · Technology	5,585.60	5,500.00	0.00	5,500.00	5,500.00	AV total was $4876.53
7725 · Hand Outs	1,577.39	3,000.00	0.00	1,500.00	1,500.00	didn't print any handouts this year - leaving $ just in case
7730 · Lodging	8,106.59	2,700.00	0.00	2,700.00	2,700.00	this year's total (incl staff) was $2146.72
7740 · Travel	1,492.08		0.00	2,000.00	2,000.00	staff travel TBD but it's quite low
Total 7700 · Annual Mtg/Convention Spring	47,041.63	52,200.00	0.00	52,700.00	52,700.00	
7900 · Workshops/Seminar Expense						
7910 · Speaker	7,006.44	15,000.00	5,937.23	15,000.00	15,000.00	OASIS Answers is typically $10K and any expenses for the Fall and/or Winter programs will go here.
7915 · Food and Beverage	3,545.43	4,400.00	1,129.70	4,400.00	3,000.00	
7920 · Technology	2,330.00	4,800.00	3,600.00	3,000.00	3,600.00	Includes RCTC Online University
7925 · Hand Outs	138.54	3,500.00	1,922.06	2,500.00	3,000.00	Includes Blueprint for OASIS workbooks
7930 · Lodging	0.00	1,500.00	816.43	0.00	1,500.00	Speakers
7900 · Workshops/Seminar Expense - Other	17,280.00		3,149.00	1,500.00	3,500.00	
Total 7900 · Workshops/Seminar Expense	30,300.41	29,200.00	16,554.42	26,400.00	29,600.00	
Total Expense	328,399.59	328,450.00	193,880.45	349,670.00	321,520.00	
Net Ordinary Income	-9,752.12	50.00	-96.40			
Other Income/Expense						
Other Income						
9000 · Baird Change in Market Value	-1,000.54		-349.72			
9100 · Baird Income and Distributions	3,915.90		3,310.23			
Total Other Income	2,915.36		2,960.51			
Net Other Income	2,915.36		2,960.51			
Net Income	**-6,836.76**	**50.00**	**2,864.11**			

Executive Director Report
June 2019

Office Updates

Board Calendar

The 2019-2020 board calendar was sent out a few weeks ago, but I've included it in this packet. The Board typically meets every third Friday from 9:30am – 12:00pm except in July and December. Please note the dates on the board calendar are subject to change, but we'll notify you immediately if any do.

Committee Assignments

With the new year, there is an opportunity to change the committee structures. Below is a list of board members who are chairs, liaisons, or members. While many of you are part of the Public Policy Committee, I've only listed those who will have a more active role. While the President-Elect traditionally chairs this committee, please note Greg Pang is considering the position. If he accepts, Rachel will become a board liaison instead of the chair.

Annual Meeting/Education Committee: Rachel Manchester (Co-Chair), Gretchen Anderson (Co-Chair), Amber Hahn-Keenan (Member)

Membership Committee: Rob Krause (Co-Chair), Kyle Long (Co-Chair), Nate Smith (Co-Chair)

Public Policy Committee: Rachel Manchester (Board Liaison), Geoff Meinken (Member)

Website Task Force: Melinda Moore

If you are not listed above or would like to change committees, please let me know where you would like to serve in an active role. If you don't see a committee you feel you'd be a good fit for, please consider if we need another committee (i.e. Marketing/Communications).

Strategic Plan

Board members were asked to review current strategic plan progress for the goals and strategies they are assigned to and make recommendations for tabling ideas to be completed at a later date. We'll be going over the strategic plan during the board meeting, so please make sure you have met with your teammates to review any pending action items.

Staff Vacation

I'll be out of the office during the below dates in July. The office will have limited staff available and I will have limited access to my email and phone.

- Monday, July 15 – Tuesday, July 16
- Tuesday, July 23 – Sunday, July 28

Board

Attendance Sheet

I'll be adding an attendance tracking sheet to board packets going forward. As per your governing documents, board members are allowed 2 absences before a vacancy may be declared. We realize there are times where you are unable to join due to prior commitments (i.e. work travel, etc.) so we'll mark "E" for these excused absences.

Policy Acknowledgement Agreement – ***please return to Christine***

All board members are required to fill out the Policy Acknowledgement Agreement included in the board packet. This is a confirmation you have received copies of the Antitrust Guidelines and the Whistleblower, Document Retention, and Conflict of Interest Policies. These are all included in HCAW's Policies & Procedures Manual which has been sent out with the packet and is held on the Board Members Only page (login required).

Financial

2019-2020 Budget Review

HCAW's fiscal year runs July 1st – June 30th. We will be reviewing the final draft budget for the next fiscal year to be approved at the June board meeting. We reviewed the first draft at the last board meeting and the Finance Committee met to work on the final draft. The Board's main concern was the budgeted income for provider memberships. HCAW has come in under budget over the past few years and there may be fewer renewing members as agencies tighten budgets to prepare for PDGM.

Changes Under Income:

This final draft has been updated to reduce the budgeted provider income and increase income in other areas. The provider income is still high and HCAW will need to update our value proposition and look to other ways to bring in provider members (i.e. bringing Kindred back on board).

We've also updated the budgeted income for workshops/seminars and the career board. The Annual Meeting/Education Committee will be considering offering another face-to-face workshop to help bring in additional income. There is also a possibility to sell the Blueprint for OASIS books for next year's workshop to help offset printing costs.

The career board will be marketed more to bring in more employers to post jobs. YourMembership powers our career board and they offer additional services like a mini career fair at our conference.

Changes Under Expenses:

We reduced the budgeted amount for Donna's fee from $25,000 to $15,000. As her role changes, she may be taking on more work but it would need to change drastically to exceed the $15,000 budgeted amount.

We also reduced the amount saved for the website. This was originally $5,000 in case HCAW moved to another AMS, but that most likely won't happen this next fiscal year. The amount was reduced to include Wild Apricot's fees (including the 20% increase) as well as a small buffer in case we would like to add any new features we'd have to pay for.

Technology

Wild Apricot – *possible approval needed*

Wild Apricot is increasing their fees 20% on accounts that do not use them as a payment processor. They have not created their own system and are instead using an established payment processor called Affinipay. Their rates are the same as PayPal (2.9% + $0.30 per transaction) and there is no fee as long as we fill out an annual survey. "To continue with no monthly fees, your organization must complete a PCI compliance questionnaire once a year."

I have not been able to put together a task force to evaluate your current AMS (Association Management Software) but both Greg and Melinda have agreed to help do an evaluation. While your AMS functions okay, there are some features that can be enhanced to improve visitors' experiences.

HCAW pays $144 for a yearly contract with Wild Apricot, which is paid as one lump sum in June. If you do not change payment processors, your fee will increase to $172.80/m or $345.60/yr. I hesitate to change payment processors as you may end up changing to another AMS who either doesn't work well with Affinipay or offers a discount with their own payment processor. HCAW has also had some issues with payment processors in the past and I'd prefer to not add to it.

If the Board is okay with staying with PayPal as our payment processor then we won't need Board approval. If the Board prefers to change to Wild Apricot's payment processor, Affinipay, to save, then we will need the Board to approve.

Education

2019 NAHC Conference – *October 13-15, 2019 | Seattle, WA*

Since this year's meeting is in our backyard, I have reached out to NAHC to see how we can assist with their meeting. I'll keep you updated with more information as it becomes available.

2019 Conference Surveys

We are still collecting conference surveys but I have attached a collection of results so far. If you have not filled out the survey, please look for an email that would have been sent from Survey Monkey on behalf of info@hcaw.org. If your agency blocks Survey Monkey, you can use the PDF survey but please include your name when sending back to the Office. All survey information is confidential so this is only to make sure you receive your certificate of completion.

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

BOARD CALENDAR

2019-2020

We will be using GoToMeeting for all virtual board meetings. The meeting link and access code will be different for each meeting, so please refer to the call-in information provided in your calendar invite.

the below meeting dates and times are subject to change

July - no meeting

August
Friday, August 10 | 9:30am - 12:00pm

September Strategic Review
Friday, September 20 | Start/End Time TBD
Memorial Home Care Services, Yakima

October
Friday, October 18 | 9:30am - 12:00pm

November
Friday, November 15 | 9:30am - 12:00pm

December - no meeting

January
Friday, January 17 | 9:30am - 12:00pm

February
Friday, February 21 | 9:30am - 12:00pm

March
Friday, March 20 | 9:30am - 12:00pm

April - TBD
Sea/Tac area

May
Friday, May 15 | 9:30am - 12:00pm

June
Friday, June 19 | 9:30am - 12:00pm

2311 N 45th St, #337
Seattle, WA 98103
P: 425-775-8120
F: 206-693-4367
info@hcaw.org
www.hcaw.org

2019-2020 Board Meeting Attendance

Board Member	Meeting Dates								
	June	Aug	Sept	Oct	Nov	Jan	Feb	March	April
Marilou Church									
Rachel Manchester									
Amber Hahn-Keenan									
Gretchen Anderson									
Brent Korte									
Kyle Long									
Geoff Meinken									
Melinda Moore									
Tammi Reeser									
Nate Smith									
Alisa Van Sickle									

E = excused
R = retired

Per HCAW's Bylaws (Article VIII; Section 5):
Attendance: To enable maximum efficiency of the Board of Directors, meeting attendance is expected. After two (2) absences within a year, a vacancy may be declared.

Therefore with ten (10) meetings set for the year board members must attend 8, unless excused.

Policy Acknowledgement Agreement

As part of the Home Care Association of Washington's requirements for the IRS, we must keep this form on file. These policies are included in HCAW's Policies & Procedures Manual and you may ask for a copy at any time. Please acknowledge you have received the following:

- Whistleblower Policy
- Document Retention Policy
- Conflict of Interest Policy
- Antitrust Guidelines

_____
Full Name (printed)

_____
Signature

_____
Date

2019 Annual Conference Survey

as of 5.28.19

Please rate the Pre-Conference Sessions you attended according to the scale provided:

	Poor	Unsatisfactory	Satisfactory	Good	Excellent	N/A
"Home Health OASIS and Quality Measures and Reports" with Marian Essey	0	0	1	0	9	15
"OASIS D Review" with Linda Krulish	0	0	1	0	9	14

Comments:

- Very thorough and well-organized presentation re. Quality measures. Marian is very knowledgable and a skilled, dynamic presenter. Thank you! Linda's presntation was also very helpful and well put together. Excellent presentation style and knowledge
- Its unfortunate more people were not able to attend the preconference as this was incredibly informative information
- I wish I had brought more team members with me. It was fabulous and informative.

Please rate our Keynote presentations:

	Poor	Unsatisfactory	Satisfactory	Good	Outstanding	N/A
Wednesday: "Leading in Times of Change" with Scott Carbonara	0	0	2	6	16	1
Thursday: "Home Care and Hospice: A View from Washington 2019" with Bill A. Dombi, Esq	0	0	2	7	13	3

Comments:

- Both very well done and useful info.
- would like to have his pp

- My one comment about the Key Note speaker is that by the following day, I could not really recall specifics of what he said. He was entertaining in the moment but it lacked sustance, at least for me. Maybe the book will be better.
- Scott Carbonara was amazing!

Please rate the Wednesday Breakout Sessions you attended:

	Poor	Unsatisfactory	Satisfactory	Good	Excellent	N/A
10:15am: "Sepsis" with Patricia Howell	0	0	4	7	0	11
10:15am: "Palliative Dementia Care: Minding the Gap" with Barbara Walker and Julie Johnson	0	0	7	4	1	8
11:30am: "OASIS Updates & Hot Topics" with Jane Hawk	0	0	2	5	3	10
11:30am: "Quality Cycle Management: It's the Journey Not the Destination" with Bernadette Smith and Tom Cannon	0	1	2	4	1	12
11:30am: "Navigating Telehealth: Success & Pitfalls" with Rich Curry and Brent Korte	0	0	2	4	1	11
2:00pm: "Continuing to Ignite Employee Engagement in Times of Change" with Scott Carbonara	0	0	2	2	15	4

2:00pm: "Item-Specific Coding in the Hospice Item Set" with Kathie Belsky	0	0	2	3	0	13
2:00pm: "Advance Care Plan" with Laurel Jackson	0	0	2	2	0	16
3:30pm: "Bed Bug Basics for Homecare" with Angela Dickson	0	0	2	1	0	13
3:30pm: "HHVBP – Deep Dive into the Data and CY 2019 Changes" with Christopher Attaya	0	0	4	5	9	5
3:30pm: "VBP for Home Health and Legislative Policy Update: How state public policy impacts you!" with Leslie Emerick	0	1	1	2	5	11

Comments:

- All very relevant and good info.
- The sepsis person gave too much personal information and also recommended not getting the Shingles vaccine which was not in her preview or would question her knowledge base on that...

Please rate the Thursday Breakout Sessions you attended:

	Poor	Unsatisfactory	Satisfactory	Good	Excellent	N/A
8:30am: "Washington State Legislative & Regulatory Update" with Leslie Emerick	0	0	1	6	10	5

10:30am: "PDGM – The Who, What, Why, What Now, and How: Part I" with Nick Seabrook	0	0	1	4	14	2
10:30am: "Medicare Advantage Opportunities" with Ginny Kenyon and Nick Johnson	0	0	2	3	1	14
11:45am: "PDGM – "The Who, What, Why, What Now, and How: Part 2" with Nick Seabrook	0	0	1	5	15	2
11:45am: "PDGM – "Is Your Business Adapting to Change?" with John Marshall	0	1	1	0	4	11

Comments:

- Nick's PDGM presentation was very helpful- great overview of all the changes.

Please rate the following Conference Events:

	Poor	Unsatisfactory	Satisfactory	Good	Outstanding	N/A
Exhibitor Showcase on Tuesday and Wednesday	0	0	5	13	4	2
Wine Raffle and Silent Auction on Wednesday	0	0	3	9	4	8
Awards Luncheon on Thursday	0	0	2	7	7	8

Please rate the following and add any comments to explain your rating:

	Poor	Unsatisfactory	Satisfactory	Good	Outstanding	N/A
Overall Education Programming	0	0	1	14	10	0
Online Registration	0	0	3	12	7	2
Conference Location	0	2	7	13	3	0
Hotel Accommodations/ Ambiance	0	1	10	10	3	1
Conference Meals	0	1	7	8	9	0
Overall Enjoyment	0	0	1	17	7	0

Comments:

- I would prefer to have it easier to print the agenda...I had to copy and print it to print before the mtg.
- I was not thrilled with the hotel. I thought it was new but seemed more like a Motel 6 with a make over. Prefer location close to airport
- The hotel is very dated and not the cleanest. The food was heavy on carbs
- Hotel chairs were uncomfortable to sit in long periods of time.

Please provide feedback on the following to help us improve future conferences:

What did you especially like about the conference?

- This was one of the best pre-conference days in the last few years. Very relevant and something to implement or make change immediately
- location and friendliness of vendors, presenters
- Variety of topics; prepping for the future
- valuable content related to PDGM, regulatory updates; engaging keynote speaker
- PDGM information given what our industry is facing.
- Loved the presentations by Scott Carbonara!
- Everyone was extremely friendly and helpful. I appreciate that the HCAW board were very approachable.
- It was organized and well-run. The facilities were really good.
- The pre-conference was excellent. I liked having good break out options.
- Update on HH reimbursement/Oasis/Engaging employees
- The best sessions/education in the past 5 years of me attending.
- Networking
- This conference was MUCH better than conferences in recent memory.
- Employee Engagement sessions; location
- The preconference was fantastic and great keynote speaker

- Nick Seabrook and Bill Dombi, also Jane Hawk
- great programming and well organized!
- The presenter were not only knowledgable but made a point to make their presentations entertaining/engaging
- The education on HHVBP and PDGM was really well done
- Speaker

What did you dislike about the conference?

- wish there was more clinical/field applicable information
- Some topics where sped through; head was left spinning
- Some of the speakers just read to use the regulations without providing input or real world examples of how to operate with the new regulations. The breakfast on Thursday.
- Hated that "ADR Process" was canceled, abruptly. The other options weren't satisfying.
- Location. Traffic off of I-5 (towards Belevue) is very slow, especially at the time the conference gets out.
- Sepsis...our hsp has this alot and not sure she was that knowledgeable
- Location
- The hotel. Also conference rooms were too cold.
- Rooms were a little tight
- Not enough clinical sessions
- Some of the breakout sessions were poorly organized (dementia speakers)
- not crazy about the location- hotel not very 'user friendly' and difficult to drive from the south.
- nothing really; well done; it was disappointing to not have more attendees
- Chairs were uncomfortable
- The accomadations were just OK, and some other speakers were not fully prepared

What suggestions can you give us for program topics and/or speakers for future conferences?

- more therapy specific interventions/topics
- More examples of innovative programs, operational scorecard development
- The daily cost is a bit high. Perhaps offering a no-meals option or something to decrease costs.
- I really enjoy the motivational speakers. I would like more conferences on PDGM. Also, what to expect and Best practice during CHAP surveys.
- More topics that would apply to clinical staff such as documentation, telehealth, pain management alternatives in the home health setting. I would really like to see more field staff attending HCAW conferences.
- I have a couple that I will need to look up and send in
- PDGM; how to recruit and retain staff.
- More employee engagement topics; Clinical sessions; Leasership/Management session;
- HH and HO coordination of care models

- I would like to see topics like Home Health patient rising acuity, chronic wound pathways in home health, Barriers to progress such as "the non-compliant patient", Community resources in long term planning
- Continue with VBP, leadership, and PDGM

Please describe your role at your agency. You may check multiple categories if more than one apply:

Home Health--Medicare-Certified:	20	**Home Care:**	6	**Hospice Care Center:**	9
Home Health--Private Duty:	5	**Hospice:**	15	**Home Infusion Provider:**	0

Comments:

- Autism Related Services
- Community Based Care Management program based out of Highline Hsp
- HCAW

With regard to locations for future conferences, please rank the following:

	Undesirable	Acceptable	Attractive	Preferred	No Opinion
Northwest Washington	6	4	6	7	0
Bellevue/Redmond	2	5	11	5	0
Sea/Tac	2	7	7	7	0
Southwest Washington	9	8	4	2	0
Eastern Washington - Spokane/Tri-Cities	10	9	5	0	0
Central Washington - Wenatchee, Yakima	11	6	7	0	0
Downtown Hotel	5	7	9	0	2
Suburban Hotel	2	10	6	2	2
Airport Hotel	4	10	6	2	2
Resort	4	7	6	2	4

Comments:

- Walla Walla would also be a central Washington location that would be attractive
- Wenatchee is great, Yakima has poor hotels and conference capacity, unsafe town
- prefer easy drive in I5 in Seattle -Tacoma area, or easy access from airport in Eastern WA

2019 Annual Conference Survey

Please rate the Pre-Conference Sessions you attended according to the scale provided:

	Poor	Unsatisfactory	Satisfactory	Good	Excellent	N/A
"Home Health OASIS and Quality Measures and Reports" with Marian Essey						
"OASIS D Review" with Linda Krulish						

Comments:

Please rate our Keynote presentations:

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Thursday: "Home Care and Hospice: A View from Washington 2019" with Bill A. Dombi, Esq						

Comments:

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11:30am: "OASIS Updates & Hot Topics" with Jane Hawk						
11:30am: "Quality Cycle Management: It's the Journey Not the Destination" with Bernadette Smith and Tom Cannon						
11:30am: "Navigating Telehealth: Success & Pitfalls" with Rich Curry and Brent Korte						
2:00pm: "Continuing to Ignite Employee Engagement in Times of Change" with Scott Carbonara						
2:00pm: "Item-Specific Coding in the Hospice Item Set" with Kathie Belsky						

2:00pm: "Advance Care Plan" with Laurel Jackson						
3:30pm: "Bed Bug Basics for Homecare" with Angela Dickson						
3:30pm: "HHVBP – Deep Dive into the Data and CY 2019 Changes" with Christopher Attaya						
3:30pm: "VBP for Home Health and Legislative Policy Update: How state public policy impacts you!" with Leslie Emerick						

Comments:

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10:30am: "PDGM – The Who, What, Why, What Now, and How: Part I" with Nick Seabrook						

10:30am: "Medicare Advantage Opportunities" with Ginny Kenyon and Nick Johnson						
11:45am: "PDGM – "The Who, What, Why, What Now, and How: Part 2" with Nick Seabrook						
11:45am: "PDGM – "Is Your Business Adapting to Change?" with John Marshall						

Comments:

Please rate the following Conference Events:

	Poor	Unsatisfactory	Satisfactory	Good	Outstanding	N/A
Exhibitor Showcase on Tuesday and Wednesday						
Wine Raffle and Silent Auction on Wednesday						
Awards Luncheon on Thursday						

Please rate the following and add any comments to explain your rating:

	Poor	Unsatisfactory	Satisfactory	Good	Outstanding	N/A
Overall Education Programming						
Online Registration						

Conference Location						
Hotel Accommodations/ Ambiance						
Conference Meals						
Overall Enjoyment						

Comments:

Please provide feedback on the following to help us improve future conferences:

What did you especially like about the conference?

What did you dislike about the conference?

What suggestions can you give us for program topics and/or speakers for future conferences?

Please describe your role at your agency. You may check multiple categories if more than one apply:

Home Health-- Medicare-Certified:		**Home Care:**		**Hospice Care Center:**	
Home Health-- Private Duty:		**Hospice:**		**Home Infusion Provider:**	

Other:

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

With regard to locations for future conferences, please rank the following:

	Undesirable	Acceptable	Attractive	Preferred	No Opinion
Northwest Washington					
Bellevue/Redmond					
Sea/Tac					
Southwest Washington					
Eastern Washington - Spokane/Tri-Cities					
Central Washington - Wenatchee, Yakima					
Downtown Hotel					
Suburban Hotel					
Airport Hotel					
Resort					

Comments:

Please include your name and email to receive your certificate of completion. Your answers will remain confidential.

Name:

Email Address:

THANK YOU!

June 18, 2019

HCAW June Updated 2019 Public Policy Report

Prepared by Leslie Emerick, Director of Public Policy

Governor Jay Inslee signing the historic Long-Term Care Act (2SHB 1087) into law!

Legislative Overview

Session ended April 28th and the Governor continued to sign bills through May 21, 2019. Most bills will go into effect 90 days after the end of the legislative session which will be July 28, 2019. It is typically quiet right after session and state agencies are evaluating what they need to do over the interim and begin making timelines for their work. They also start development on their budget decision packages which will be submitted to the Governor by the end of October.

Here are some bills we will be following for implementation impacts over the interim:

HB 2158 **Creating a workforce education investment to train Washington students for Washington** jobs passed the legislature. The bill had a 20% health professions B & O Tax increase which HCAW opposed. At this time, I am not sure how or which professions or health care agencies may be impacted and am asking for further clarification. The Department of Revenue will put out an analysis later in the summer.

2SHB 1087 Long-Term Care Trust Act : HCAW supported this legislation that allows for in-home services to be used to support a patient's ability to stay in their homes longer before entering the state Medicaid system. Establishes the Long-Term Services and Supports Trust Program (Trust Program) to provide benefits for long-term services and supports to qualified individuals who need assistance with at least three activities of daily living. Establishes eligibility requirements for the Trust Program for persons who pay a premium of 0.58 percent of a person's wages for a specific amount of time. The Olympia newspaper article 5/13/19: https://www.theolympian.com/latest-news/article230361474.html

HB 1175 - Concerning authorization of health care decisions by an individual or designated person. Signed by the Governor: HCAW strongly supports this bill for our hospice agencies. The bill expands a list of designated persons authorized to provide informed consent for health

care treatment to incapacitated persons. Provides limited immunity to health care providers or facilities that render health care in reliance on a declaration of an adult providing informed consent. Prohibits a person authorized to provide informed consent from requesting or obtaining medication to end a qualified patient's life under the Death with Dignity law where that patient is an incapacitated person. Expands the list of methods for executing a health care directive to include use of a notary public or other individual authorized by law. Authorizes criminal penalties under the perjury statutes for false declarations.

State Operating Budget 2019-2021

The House budget bill, ESHB 1109 , was signed on May 21st. Here are the highlights of the final operating budget. Budget bill went into effect 5/21/2019.

Home Health Rate Increase and Workgroup (will be scheduled later in summer)

(33) The authority shall facilitate a home health work group consisting of home health provider associations, hospital associations, managed care organizations, the department of social and health services, and the department of health to develop a new medicaid payment methodology for home health services. The authority must submit a report with final recommendations and a proposed implementation timeline to the appropriate committees of the legislature by November 30, 2019. The work group must consider the1 following when developing the new payment methodology:

(a) Reimbursement for telemedicine;

(b) Reimbursement for social work for clients with behavioral health needs;

(c) An additional add-on for services in rural or underserved areas;

(d) Quality metrics for home health providers serving medical assistance clients including reducing hospital readmission;

(e) The role of home health in caring for individuals with complex, physical, and behavioral health needs who are able to receive care in their own home, but are unable to be discharged from hospital settings; and

(f) Partnerships between home health and other community resources that enable individuals to be served in a cost-effective setting that also meets the individual's needs and preferences.

Private Duty Nursing (This funding starts in January 2020)

(23) $229,000 of the general fund—state appropriation for fiscal year 2018, $229,000 of the general fund—state appropriation for fiscal year 2019, and $458,000 of the general fund—federal appropriation are provided solely to increase the daily rate for private duty nursing in adult family homes by $63.77

(38) Sufficient amounts are appropriated in this section to increase the hourly rate by ten percent for registered nurses and licensed practical nurses providing skilled nursing services for children who require medically intensive care in a home setting. This rate increase begins January 1, 2020.

(39) Sufficient amounts are appropriated in this section to increase the daily rate by ten percent for registered nurses and licensed practical nurses providing skilled nursing services to medically intensive children's program clients who reside in a group home setting. This rate increase begins on January 1, 2020.

(p) $51,000 of the general fund—state appropriation for fiscal year 2018, $51,000 of the general fund—state appropriation for fiscal year 2019, and $102,000 of the general fund—federal appropriation are provided solely to increase the daily rate for private duty nursing in adult family homes by $63.77.

Palliative Care Roadmap: (will be scheduled later in summer)

(24) $25,000 of the general fund provided solely for the development of a palliative care road map to provide information and guidance to providers, patients, families, and caregivers of individuals living with a serious or life-threatening illness. The department must work in consultation with appropriate stakeholders, including but not limited to, the health care authority, the department of social and health services, and hospital-based, outpatient, and community-based palliative care providers. Hard copies must be available for distribution no later than September 30, 2020.

Department of Health Issues

Clark County CON Issue: Greg Pang, Community Home Health and Hospice and Hospice has been working on the issue of an inaccurate assessment for Hospice CON with the DOH. There is a follow-up meeting in Vancouver on June 26th that I plan on attending. As I understand it, in 2018, the in-home hospice Certificate of Need (CON) rules were updated to use the statewide average admission rates to hospice as the baseline for determining if a specific WA county needs additional in-home hospice agencies. The DOH currently uses historical 2015-2017 agency-specific admissions data to establish 2020 projections. This data has been requested by the DOH and for many years has been reported by all hospice agencies annually. Clark County is currently served by three hospice agencies: Community Home Health & Hospice, Kaiser Permanente, and PeaceHealth Southwest. The DOH recently reported Clark County needs an additional 1.27 hospice agencies by 2020. This was based off the 2015-2017 data provided by these three agencies. In reviewing their submitted data, PeaceHealth Southwest noticed they under-reported their 2015 reporting data by error. This meeting is an effort to correct the error in reporting data. HCAW Board has written a letter in support of this effort to current the error to DOH.

2019 Rural Palliative Care Education Series June 25, 2019, 12-1:00 pm

- Sponsored by the DOH Washington Rural Palliative Care Initiative

"Assessing Your Telehealth Capabilities for Palliative Care: Develop From Where You Are"
This series is open to all rural communities in Washington state. To register please go to:

https://nwth.zoom.us/meeting/register/28c7a316d8f38f0034538d7d4481ef37

Panelists will discuss technology, workflow, and best practice considerations when setting up a palliative care telehealth program and offer in-depth analysis to a rural hospital working to set up a palliative care telemedicine program. Moderated by Bonnie Burlingham, State Office of Rural Health Program Manager Washington State Department of Health. Panelists include:

Denny Lordan is the Telehealth Partnering Manager for Providence St. Joseph Health. Denny has been involved in the development of telehealth networks, programs and services for over 20 years. He is also involved regionally and nationally in advocacy efforts to advance the field of telehealth and remove legal and regulatory barriers that inhibit the growth of clinical programs and services.

Tammy Arndt is the Director of Northwest Telehealth and coordinates the technical delivery and support for the Rural Palliative Care Telehealth Case Consultations. She is the Eastern Washington Board Member of the Northwest Regional Telehealth Resource Center, a certified Telehealth Program Manager, and winner of the 2018 Mary Selecky Award from the Washington Rural Health Association for her outstanding contributions to rural health.

Deb Watson RN, BSN, MBA, NEA-BC is the Clinical Project Manager, at Pullman Regional Hospital. She is the Clinical Coordinator for the Rural Palliative Care Telehealth Case Consultations and helps sites prepare cases, coordinates panelist preparation, and moderates the sessions. She leads Pullman's palliative care services development.

Palliative Care-Rural Health Integration Advisory Team (PC-RHIAT): I am still participating on the advisory team for the Community Engagement Workgroup. No update this month. To learn more about the Washington Rural Palliative Care Initiative please visit : https://waportal.org/partners/home/washington-rural-palliative-care-initiative

Certified Nursing Assistant Fee Increase: Despite our opposition, the CR-103 has been filed on for CNA Fees which proposes increasing application and active renewal fees, as well as adjustments to the late renewal penalty, for all nursing assistants. For questions or additional information, please contact Tracie Drake, Program Manager, at (360) 236-2986.

WAC 246-841-990 Nursing assistant—Fees and renewal cycle. (1) Credentials must be renewed every year on the practitioner's birthday as provided in chapter 246-12 WAC, Part 2.

(2) The following nonrefundable fees will be charged for registration credentials:

Title of Fee	Fee
Application - Registration	$((~~65.00~~)) 85.00
Renewal of registration	((~~70.00~~)) 95.00
Duplicate registration	10.00
Registration late penalty	50.00
Expired registration reissuance	52.00

(3) The following nonrefundable fees will be charged for certification credentials:

Title of Fee	Fee
Application for certification	$((~~65.00~~)) 85.00
Certification renewal	((~~70.00~~)) 95.00
Duplicate certification	10.00
Certification late penalty	50.00
Expired certification reissuance	52.00

(4) Nonrefundable fees will be charged for medication assistant endorsement credentials:

Title of Fee	
Application for endorsement	$25.00
Endorsement renewal	10.00

Department of Employment Security

Paid Family & Medical Leave reporting starts July 1, 2019: This information is designed to help employers prepare for the reporting and remitting premiums for the first-time starting July 1, 2019. For more information now, visit http://www.paidleave.wa.gov/employers.

About the program: In 2017, Washington's Legislature passed a paid family and medical leave law. Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits to workers. A premium of employee gross wages will fund the program, with the cost shared by both employees and many employers. The Employment Security Department administers the program.

For more information:

Subscribe to our e-newsletter

Go to our reporting page

Participate in a reporting webinar

Health Care Authority (HCA) Issues

Home Health Decision Package: HCAW has requested a meeting with HCA to discuss a potential home health rate increase decision package for the Governor's budget next session. Because the Home Health Workgroup will not begin until late in the summer, it would be too late to propose a rate increase in the agencies Decision Packages that they submit to the Governor. We want to review the fiscal note from SB 5828 from this past session and address the inaccuracies and to determine what actual increase rates might cost and if there is any way to determine cost offsets. A date and time have been requested for this meeting prior to the home health workgroup meeting. More to come!

Adult Palliative Care Rules: HCA has scheduled the first stakeholder workgroup meeting for establishing a draft for the rules and has invited a team of palliative care providers for development of the proposal on July 26, 2019. They also have to work with CMS to amend the State Plan Amendment (SPA) to get permission for billing. They did find additional billing codes that appear to work for home health and hospice providers. There will be no prior authorization required. More to come!

Labor and Industries Issues

Executive, Administrative, and Professional ("EAP" or "white collar") exemptions from the Minimum Wage Act: The department plans to start rulemaking to begin the process on implementing this legislation. This will have a very negative impact on home care agencies. The department was not asked by the legislature to do these rules so I believe that we can fight back with terminology such as "agency overreach".

If you have concerns, I would strongly recommend that you attend the public hearings around the state this summer. I plan to attend the hearing in Tumwater on July 15th. Public hearings are scheduled for several dates in July and August, and the department is accepting comments through September 6th. More information is available at:
https://www.lni.wa.gov/WorkplaceRights/Wages/Overtime/OvertimeRules/default.asp

Public Policy Updates

Bree Collaborative Palliative Care Workgroup: I have been attending this workgroup since the beginning and our last meeting was on June 14th. The group is creating and reviewing recommendations for providing palliative care in the state. They are focusing on a funding mechanism for reimbursement for palliative care. Here is a link to the meeting materials:
http://www.breecollaborative.org/topic-areas/current-topics/palliative-care/

WA State Dementia Collaborative: I am still on the Health and Medical Subcommittee. Our next meeting is June 19th. Here is a link to the website outlining the activities of the collaborative:
https://www.dshs.wa.gov/altsa/dementia-action-collaborative
If anyone wants to order some more Dementia Roadmaps for your agency, please go to:
www.dshs.wa.go/altsa/dementa-action-collaborative

Region X Report

Liaison(s): Brent Korte

Activity

- Legislative committee and councils are meeting to provide direct guidance to NAHC staff on positions and strategy. CEO evaluation committee is meeting next week.
- Significant activity taking place around recruiting new and past members while providing value to current members
- Annual meeting—hope we can encourage attendance as it's local
- Hospice proposed rule-need board opinion.

Assistance needed from the Board

- None