Home Care Association of Washington
Actual vs. Budget Performance
For the Month and 12 Months Ended June 30, 2020

	June 20	Budget	$ Over Budget	Jul '19 - Jun 20	YTD Budget	$ Over Budget	Notes
Ordinary Income/Expense							
Income							
4000 · Provider Dues	9,121.38	17,916.63	-8,795.25	124,867.29	215,000.00	-90,132.71	
4010 · Affiliate Dues	75.83	333.37	-257.54	1,918.09	4,000.00	-2,081.91	
4100 · Annual Meeting/Conv - Spring	-5,212.50	0.00	-5,212.50	5,187.50	40,000.00	-34,812.50	June includes the shared portion paid out.
4110 · Conf Trade Show Booth	0.00	0.00	0.00	0.00	12,500.00	-12,500.00	
4200 · Workshops/Seminars	0.00	24,000.00	-24,000.00	9,733.10	48,000.00	-38,266.90	
4240 · Job Target/Career Board	0.00	104.13	-104.13	119.25	1,250.00	-1,130.75	
4250 · Newsletter Ads/Subscriptions	0.00	41.63	-41.63	0.00	500.00	-500.00	
4280 · Sponsorships/Endorsements/Rebat	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	
4285 · Affiliate Sponsor	0.00	625.00	-625.00	0.00	7,500.00	-7,500.00	
4310 · OCS OASIS Partnership	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	
4385 · Website Advertising	0.00	62.50	-62.50	0.00	750.00	-750.00	
5000 · Interest & Dividends	3.29	0.00	3.29	102.10	0.00	102.10	
Total Income	3,988.00	43,083.26	-39,095.26	141,927.33	336,000.00	-194,072.67	
Expense							
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.37	-0.04	144,999.96	145,000.00	-0.04	
7010 · Service Charge Expense	0.00	279.11	-279.11	934.71	3,500.00	-2,565.29	
7020 · Staff Travel	0.00	50.00	-50.00	312.74	2,000.00	-1,687.26	
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	44,400.00	44,400.00	0.00	
7150 · Lobbyist Expenses	0.00	145.87	-145.87	1,356.01	1,750.00	-393.99	
7180 · Clinical Director	1,227.75	2,083.37	-855.62	15,177.75	25,000.00	-9,822.25	
7190 · Clinical Director Expenses	0.00	125.00	-125.00	0.00	1,500.00	-1,500.00	
7195 · Policy & Advocacy	0.00	125.00	-125.00	3,250.00	2,500.00	750.00	
7230 · Insurance	113.75	250.00	-136.25	1,348.78	3,000.00	-1,651.22	
7240 · Office Supplies/Equipment	0.00	62.50	-62.50	0.00	750.00	-750.00	
7250 · Printing/Stationery	0.00	83.37	-83.37	0.00	1,000.00	-1,000.00	
7260 · Photocopies	0.00	41.63	-41.63	0.00	500.00	-500.00	
7270 · Telephone	0.00	60.00	-60.00	300.00	720.00	-420.00	
7290 · Tech. Dev/Maint/Website	0.00	416.63	-416.63	1,053.05	5,000.00	-3,946.95	
7310 · Postage	0.00	62.50	-62.50	0.00	750.00	-750.00	
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	0.00	1,500.00	-1,500.00	
7400 · Membership Certificates	0.00	20.87	-20.87	0.00	250.00	-250.00	
7450 · Committee & Task Force Support	0.00	125.00	-125.00	0.00	1,500.00	-1,500.00	
7520 · Board Meetings Expense	0.00	250.00	-250.00	300.00	3,000.00	-2,700.00	
7530 · President's Travel Expense	0.00	83.37	-83.37	0.00	1,000.00	-1,000.00	
7540 · Strategic Planning	0.00	0.00	0.00	4,258.56	6,000.00	-1,741.44	
7560 · Taxes	0.00	0.00	0.00	10.00	100.00	-90.00	
7600 · Unallocated Contingency	0.00	41.63	-41.63	0.00	500.00	-500.00	
7700 · Annual Mtg/Convention Spring							
7710 · Speaker	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	

Home Care Association of Washington
Actual vs. Budget Performance
For the Month and 12 Months Ended June 30, 2020

	June 20	Budget	$ Over Budget	Jul '19 - Jun 20	YTD Budget	$ Over Budget	Notes
7715 · Food and Beverage	0.00	0.00	0.00	0.00	35,000.00	-35,000.00	
7720 · Technology	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	
7725 · Hand Outs	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	
7730 · Lodging	0.00	0.00	0.00	0.00	2,700.00	-2,700.00	
7740 · Travel	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	
Total 7700 · Annual Mtg/Convention Spring	0.00	0.00	0.00	0.00	52,700.00	-52,700.00	
7900 · Workshops/Seminar Expense							
7910 · Speaker	0.00	10,000.00	-10,000.00	0.00	15,000.00	-15,000.00	
7915 · Food and Beverage	0.00	1,500.00	-1,500.00	0.00	3,000.00	-3,000.00	
7920 · Technology	360.00	300.00	60.00	4,320.00	3,600.00	720.00	
7925 · Hand Outs	0.00	3,000.00	-3,000.00	0.00	3,000.00	-3,000.00	
7930 · Lodging & Transportation	0.00	750.00	-750.00	0.00	1,500.00	-1,500.00	
7940 · Other Workshops/Seminar Expe	0.00	291.63	-291.63	3,275.00	3,500.00	-225.00	
7900 · Workshops/Seminar Expense - (	0.00			275.00	0.00	275.00	
Total 7900 · Workshops/Seminar Expense	360.00	15,841.63	-15,481.63	7,870.00	29,600.00	-21,730.00	
Total Expense	17,484.83	36,055.85	-18,571.02	225,571.56	333,520.00	-107,948.44	
Net Ordinary Income	-13,496.83	7,027.41	-20,524.24	-83,644.23	2,480.00	-86,124.23	
Other Income/Expense							
Other Income							
9000 · Baird Change in Market Value	808.88			-17,474.42			
9100 · Baird Income and Distributions	192.64			3,797.07			
Total Other Income	1,001.52			-13,677.35			
Net Other Income	1,001.52			-13,677.35			
Net Income	**-12,495.31**			**-97,321.58**			

Home Care Association of Washington
Statement of Activities
For the Month Ended June 30, 2020 and 2019

	June 20	June 19
Ordinary Income/Expense		
Income		
4000 · Provider Dues	9,121.38	16,601.46
4010 · Affiliate Dues	75.83	249.68
4100 · Annual Meeting/Conv - Spring	-5,212.50	5,575.00
4200 · Workshops/Seminars	0.00	18,093.00
5000 · Interest & Dividends	3.29	20.52
Total Income	3,988.00	40,539.66
Expense		
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33
7010 · Service Charge Expense	0.00	167.11
7020 · Staff Travel	0.00	9.04
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00
7180 · Clinical Director	1,227.75	637.50
7195 · Policy & Advocacy	0.00	125.00
7230 · Insurance	113.75	108.33
7250 · Printing/Stationery	0.00	0.80
7270 · Telephone	0.00	60.00
7290 · Tech. Dev/Maint/Website	0.00	210.61
7700 · Annual Mtg/Convention Spring		
7730 · Lodging	0.00	951.58
7700 · Annual Mtg/Convention Spring - Other	0.00	1,125.00
Total 7700 · Annual Mtg/Convention Spring	0.00	2,076.58
7900 · Workshops/Seminar Expense		
7910 · Speaker	0.00	10,000.00
7915 · Food and Beverage	0.00	162.15
7920 · Technology	360.00	360.00
7930 · Lodging & Transportation	0.00	965.31
Total 7900 · Workshops/Seminar Expense	360.00	11,487.46
Total Expense	17,484.83	30,665.76
Net Ordinary Income	-13,496.83	9,873.90
Other Income/Expense		
Other Income		
9000 · Baird Change in Market Value	808.88	5,454.71
9100 · Baird Income and Distributions	192.64	735.95
Total Other Income	1,001.52	6,190.66
Net Other Income	1,001.52	6,190.66
Net Income	**-12,495.31**	**16,064.56**

Home Care Association of Washington
Statement of Financial Position
As of June 30, 2020 and June 30, 2019

	Jun 30, 20	Jun 30, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 · PCB Checking 0944	72,168.61	106,606.90
1010 · PCB Money Mkt	65,675.40	95,578.33
1020 · Baird Cash and Equivalents	33,485.25	30,417.76
1030 · Bairds Investment Assets	85,322.55	102,067.39
1050 · Paypal	1,000.00	1,242.45
Total Checking/Savings	257,651.81	335,912.83
Accounts Receivable		
1200 · Accounts Receivable	15,825.00	12,875.00
Total Accounts Receivable	15,825.00	12,875.00
Other Current Assets		
1300 · Prepaid Expenses	3,700.00	16,533.33
1310 · Prepaid Insurance	341.25	325.03
1375 · Prepaid Workshop Expenses		
1380 · Prepaid Workshop Speaker Fee	5,000.00	0.00
1375 · Prepaid Workshop Expenses - Other	1,800.00	1,800.00
Total 1375 · Prepaid Workshop Expenses	6,800.00	1,800.00
Total Other Current Assets	10,841.25	18,658.36
Total Current Assets	284,318.06	367,446.19
TOTAL ASSETS	**284,318.06**	**367,446.19**
LIABILITIES & NET ASSETS		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	87,486.85	26,067.82
Total Accounts Payable	87,486.85	26,067.82
Other Current Liabilities		
2110 · Deferred Dues		
2115 · Provider Dues	54,728.27	99,608.76
2120 · Affiliate Dues	455.02	1,498.11
Total 2110 · Deferred Dues	55,183.29	101,106.87
2175 · Deferred Workshop Income	1,425.00	0.00
2360 · Payable to HCAW PAC	0.00	2,727.00
Total Other Current Liabilities	56,608.29	103,833.87
Total Current Liabilities	144,095.14	129,901.69
Total Liabilities	144,095.14	129,901.69
Net Assets		
3000 · Unrestricted Net Assets	237,544.50	218,098.26
Net Income	-97,321.58	19,446.24
Total Net Assets	140,222.92	237,544.50
TOTAL LIABILITIES & NET ASSETS	**284,318.06**	**367,446.19**

HCAW July 2020 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: 07/16/20		**Time:** 3:30-5:00p.m.	**Location:** Virtual	
TIME	**TOPIC**	**DISCUSSION**	**PLAN OF ACTION**	**RESPONSIBLE**
3:30 p.m.	Call to Order	Welcome/Updates • Welcome incoming board members • Kepra issue • Update on Margaret Shepherd		Rachel
3:35 p.m.	Financial Review	• Outstanding A/R • Dues Renewals	Review/Approval	Christine/All
3:50 p.m.	RFP Process	• Review current RFP • Next steps	Approval	Rachel/All
4:15 p.m.	CPMS Proposal	• Q&A	Discussion	Christine/All
		– Christine to drop off call –		
4:25 p.m.	Closed Board Discussion	• Review WWWs • Discuss management proposals • Next steps	Discussion	Rachel/All
5:00 p.m.	Adjournment	• Review of key deliverables/action items/decisions		Rachel
Next Meeting	TBD			

Board Meeting Minutes
Thursday, July 16, 2020
Teleconference
3:30 – 5:00PM

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: Rachel Manchester, President; Gretchen Anderson, President-Elect, Amber Hahn-Keenan, Secretary/Treasurer, Marilou Church, Past President; Directors Shelly Davidson, Geoff Meinken, Melinda Moore, Sheena Paylor, Alisa Van Sickle; Brent Korte, Ex-Officio
Staff: Leslie Emerick, Public Policy Director; Donna Goodwin, Clinical Director; Christine Opiela, Executive Director
Not in Attendance: Director John Singletary

CALL TO ORDER

Rachel welcomed everyone and called the meeting to order at 3:37PM. She welcomed HCAW's new board members: Sheena Paylor, John Singletary, and Shelly Davidson.

It was moved and seconded to approve the June 23, 2020 minutes. Motion carried.

Margaret Shepherd, long-time friend and founding HCAW member, has passed away. With approval from her son, HCAW will send an email notifying the community of her passing.

I. FINANCIAL REVIEW

Financial Report:
Christine reviewed the financial reports:

- Dues are slow to come in and HCAW has extended the 5% early renewal discount to renewing members. Members who need a little more grace are handled on a case-by-case basis.
- A/P aging is CPMS' fee before approved reduction.
- Uncleared transactions include refund checks from cancelled annual conference and OASIS workshop, and PDGM summit revenue share to NAHC.

It was moved and seconded to put June 2020 financials on file. Motion carried.

II. RFP PROCESS

Christine gave an overview of suggested edits to the draft RFP. Board discussed changes and finalized deadlines. Rachel will send the final draft to recommended firms and collect responses.

DRAFT

The Board will review received proposals and select approximately three firms to interview. Christine shared questions used during the 2018 RFP process and will send additional questions to Rachel for consideration. Board members are encouraged to join all interviews and provide feedback throughout the selection process.

III. CPMS PROPOSAL

Christine shared the reduced management services options. Each tier includes basic administrative support and assistance during the RFP and transition process.

Christine reviewed the reduced management fees for Jan-June 2020. Each monthly fee has been lowered based on the reduction of hours. Typical monthly expenses (i.e. GoToMeeting, telephone) will be wrapped into these reduced fees. HCAW is responsible for other expenses (i.e. SoftEdge renewal).

The Board will discuss these options during a closed session.

IV. CLOSED SESSION

Discussion around CPMS' reduced fee proposal for $38,601.68.

It was moved and seconded to approve CPMS' reduced fee proposal. Motion carried.

Reviewed with new board members CPMS' reduced services options with varying monthly fees. These services will continue until the expected transition date of September 30, 2020.

It was moved and seconded to approve CPMS' services change to general admin for $2,500/month until September 30th. Motion carried.

The Board discussed next steps for the RFP process. HCAW will extend the RFP to Donna Goodwin and Leah Scott, CPA for individual services. The Executive Committee will oversee the process and communicate to the rest of the Board. Goal is to send RFP out by Friday, July 24th. The review and approval process will be quick, so Board members were reminded to keep an eye on communications.

SUMMARY OF ACTION ITEMS

- Christine to finalize RFP and interview questions and send to Rachel.
- Executive Committee to notify Christine of approved CPMS fees and services.
- Rachel to send RFP to recommended firms, Donna Goodwin, and Leah Scott, CPA and track responses.
- Gretchen to schedule Executive Committee call on Tuesday, July 21 at 2:30PM. Confirm Christine is available.
- Christine to send Doodle poll for August meeting.

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