

**HFMA – Western New York Chapter 62
Minutes of January 22, 2008 Board Meeting**



Attendance (x=present):

OFFICERS: President: Bruce K. Liebel __x__
 Pres-Elect: Lawrence E. Nowak, FHFMA __x__
 Secretary: Susan M. Brown _____
 Treasurer: Jennifer L. Dunn, FHFMA _____

DIRECTORS:

<u>Class of 2008:</u>	Rachel Davis	<u>__x__</u>	<u>Class of 2009:</u>	Christine Blidy	<u>__x__</u>
	Susan Dybas	<u>__x__</u>		Judy Conti	<u>__x__</u>
	Mary Mahaney	_____		Tamara Dickey	_____
	Michael Osborne	<u>__x__</u>		Ed Thomas	<u>__x__</u>

COMMITTEES:

- Membership:	Jill Schaefer	_____
	Mary Mahaney	_____
- Patient Financ'l Svcs:	Suzanne Roccisano	<u>__x__</u>
	John Galley	<u>__x__</u>
- Reimbursement:	Paul Sweet, CPA, FHFMA	_____
	Russell A. Previte, CPA, FHFMA	<u>__x__</u>
- Patient Access:	Debi Stull	_____
	Rose Taddio	_____
- Davis Chapter Mgt.:	Susan Dybas	<u>__x__</u>
- Activities:	Michael Sammarco, FHFMA	_____
	Mary Ann Miccichi	<u>__x__</u>
- Website:	Robert Bragg	_____
- Sponsorship	Debbie Cudzilo	_____
	Judy Conti	<u>__x__</u>
- Certification	John Eichner	_____

Meeting was called to order by Bruce Liebel at 7:36AM at the WNYHA.

A motion was made by Larry and seconded by Mary Ann to approve the minutes from the November meeting.

Presidents Report

Bruce reported:

- 1) Member Beth Barry death- HFMA will send donation for \$100 to Bosom Buddies of East Aurora.
- 2) Website/emails – 15 members are not getting emails. Bruce sent emails to see if they still wanted to receive emails. Some included CEOs that are no longer members that weren't taken off the list. Rob added the new directory to the website and will make the date change. Bruce will send an email when it has been updated. The Links section has also been updated. Rob continues to add the most current Fine Print, Board Minutes and education programs as they

are distributed and doing this on a regular basis will keep the website more current. There was discussion about the best way to communicate the PFS & Pt. Access committee meeting notices to the committee members and/or general membership. It was suggested that a broadcast message be sent to all members to help improve meeting attendance.

- 3) Awards – Four passed the Core Certification exam recently (3 WNY) and with Jenn's passing the specialty will qualify the WNY Chapter for the Silver award.
- 4) Membership – Currently at 175 members. It is possible to get an award for this if members are increased.
- 5) Yerger Awards – Often the President assists with writing and submitting the Yerger award paperwork to National. There are 7 categories. See Bruce if you have any suggestions for submission or any questions about the specific requirements as he has the application guidelines that are due to National by 4/1/08. Some suggestions discussed include member communication including the brochure to new members, Mini-LTC, & Sponsorship.
- 6) DCMS – Bruce needs rosters of committees by 1/29/08, so he can send this information to National by 1/31/08.
- 7) Chapter Survey - The Chapter Survey is done every 2 years. It is mailed to Chapter members and not mailed to Officers or Board Members. Bruce distributed copies of the Chapter Survey results for review and discussion. Table A shows that the WNY Chapter overall went from 28.6% in 2006 to 63.4% in 2008. This is close to the high for Region II. Bruce reviewed other sections of the Chapter Survey report including website (lower), communications (higher) and compared to small metro & all chapters. He is adding some of this information in the upcoming newsletter. Let Bruce know if you have any questions regarding this information. Larry noted that Bruce's improvements on Education and Newsletter helped add to the success of the survey results.
- 8) President Web-Cast – It was suggested that transition meetings be held to pass on ideas to future Board Members. As an example, Sponsorship will need to meet with the new Committee members. Another idea that other chapters have done is form a Past Presidents Club. Since Bruce will be the Regional Contact this year, he may initiate setting this up.
- 9) Region 2 Conference Call – 7 chapters participated. The Chapter Balanced Scorecard was discussed. Bruce distributed the current 2007-08 WNY scorecard. It is used to see how the chapters are performing. A total of 40 points are needed. There is a grace period this year. Starting next year, if the Chapter does not meet the required number of points, Chapter awards will be withheld, except Yerger awards. There is a National and Chapter goal. Currently 5 of the 7 Chapters in the Region are doing well. WNY currently has 75 points. The weights are changing next year and are the hand written totals on the scorecard that was distributed.
- 10) The Sponsorship Board has been updated to include the new sponsors. UNYTS has agreed to become a new sponsor. Bruce spoke to the representative at the hockey game.
- 11) The Rochester Chapter is planning a Euchre tournament on 2/2/08. Bruce plans on attending. If anyone else is interested in attending, let him know. The cost is \$10 and there will be prizes. The WNY Chapter is planning an event like this in Feb. or March and the Rochester chapter volunteered to assist.

Certification:

Bruce reported that 4 took the core exam and passed. Those taking for the second time were more aware. The specialty exam is being scheduled in February for those planning to participate. Bruce will start a group for others if they are interested in becoming certified.

Treasurer's Report:

Larry reported for Jenn the Treasurer's activity for November & December 2007.

Revenue included: Interest income - \$52, Sponsorship - \$5,000, HFMA dues rebate - \$3,703.37, Donation from the 2007 Spring Institute - \$375, Reimbursement session 11/6/07 - \$2,670.

Expenses included: Reimbursement Session 11/6/07 - \$739, Membership Directory - \$1,058, Meeting Food - \$130, Christmas Social - \$740, Spring Institute 2008 Speaker Deposit - \$1,500, CDM Session Classics deposit - \$1,000, Fall Presidents Meeting - \$821, Depreciation - \$40.

Jenn also sent a list of the sponsors that have paid and this was distributed. A motion was made by Russ to accept the Treasurer's report and seconded by Mary Ann.

Education:

Larry reported that the Chargemaster sessions are scheduled for January 30th & 31st. So far, there are 82 signed up. The Cost Report session on April 2, 2008 will be held at the Batavia Country Club. The Second Annual Spring Institute is scheduled for April 29, 2008 at the Airport Millennium in Cheektowaga. The speakers have all been set up. There is a mixture of sessions. Speakers include John Gahan, Ellen Weissman from Hodgson & Russ, Tammie Osburn and Robert Trusiak. A save the date email will be sent out soon. There is also a comedian, Jan McInnis that watches the session and wraps up at the end of the day. There will be a social get together afterwards.

Jill sent a presentation to Larry called Accounting 101, which will be scheduled at a Kaleida location for a nominal fee for non-members or free for members. They are also working on a PFS session, possible No fault section. Suzanne R. suggested that they might do an education session on the HPN. Larry said maybe they could get someone from Albany to discuss it. Other ideas include MSP and Compliance.

Communication:

Bruce plans to publish the newsletter the week of 1/28/08. Several members have assisted with articles and will have new sponsors included.

Membership

Bruce reported that Mary will be making telephone calls. There were 4 new members in December and 3 re-instated members. The current membership count is 175. Eight more members are needed to earn a bronze award. Currently we are at 90.1% member retention. The member-get-a member campaign has started.

Sponsorship

As of last year, collected \$16,000. Judy distributed a follow up list. Those in bold font are the ones that we haven't heard from. Discussion occurred about follow up on sponsors. Bruce said that we should hit the goal set for this year. Great Job!

Davis Chapter Mgt:

Susan reported that we should be on target for the reports due for the third quarter. The Communications report will be submitted for the newsletter and the Chapter Planning Tool will be updated after the Chargemaster sessions with the member/non-member attendees to meet the Educational report requirements.

Patient Financial Services:

John and Suzanne are meeting today to talk about the next committee meeting.

Reimbursement:

Russ reported that there was almost an emergency meeting on 12/6/07 to discuss the wage index deadline, but it was not needed. The Friday cost report sessions will be starting up soon.

Social Activities:

Mary Ann was commended for a great job with planning the Holiday Party, in spite of the low attendance due to the winter weather. Those attending the hockey game enjoyed themselves. Discussion occurred about an Annual Banquet (to install new officers) date and location for this year. Mary Ann to research.

Patient Access

Suzanne reported that Debi could not attend today. WCA Hospital installed an on-line registration feature. Debi S. & Rose to visit and have demo at joint meeting. Topics for upcoming meetings – open for suggestions.

Other Matters:

Send nominations for Board positions and Directors to John E. ASAP. Can nominate self. Discussion about possibly starting up a LTC Committee again.

Next meeting is February 19, 2008.

Meeting adjourned at 9:00AM.

Respectfully submitted,
Susan M. Brown
2006-07 Chapter Secretary

2008 BOARD MEETINGS:

Other Key Dates:

Tuesday	FEBRUARY 19 th	7:30 AM	WNYHA Ofc's.
Thursday	MARCH 20 th	4:00 PM	OFFSITE – TBA
Tuesday	APRIL 22 nd	7:30 AM	WNYHA Ofc's.
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LTC (Leadership Training Conf.):	April 13-15
Cost Report Seminar:	April 4 th / Batavia
Buffalo/Niagara Institute:	April 29 th , Millennium
ANI:	June 23-26 / Las Vegas, NV