



Board of Directors Meeting

WNY Hospital Association

Amherst, NY

Tuesday, August 23, 2016

Meeting Record

Attendees:

Officers:		Committees	
President:	Ryan Caster	LINK	X
President-Elect:	Steve Chizuk	Educational Program	X
Secretary:	David Bonk	Certification	X
Treasurer:	Seth Hennard		X
Class of 2017:	Justin Reid	Educational Program	P
Class of 2017:	Rachel Davis		X
Class of 2017:	Mike Schoell	Webinar	X
Class of 2017:	Allison Spara	Social Events	A
Class of 2018:	James Stabel	Reimbursement	A
Class of 2018:	Pam Thanki		A
Class of 2018:	Chirico Rozsa	Sponsorship	X
Class of 2018:	Bruce Liebel	Membership	X
Co-Chair:	Kristen Davis	Communication	X
Co-Chair:	Vanessa Hinderliter	Membership	A
Co-Chair:	Chris Eckert	Region 2	A
Co-Chair:	Eric Reeners	Founders	P
Co-Chair:	Jill Johnson	Newsletter / Webmaster	P
Co-Chair:	Liz Krause	Newsletter	A
Co-Chair:	Joseph Romano	Reimbursement / Sponsorship	A
Co-Chair:	Cathy Hamilton	Revenue Cycle	P
Co-Chair:	Mary Mahaney	Revenue Cycle	X
Co-Chair:	Chelsey Kelchlin	Social Events	X
Co-Chair:	David Brooks	Webinar	A
Co-Chair:	Bob Levesque	Strategic Plan Advisor	P
Co-Chair:	Stephanie Bottomley	Certification	p
Co-Chair:	Larry Nowak	Davis Chapter Management	X

X – Present

P – Phone

A – Absent

Guests: N/A

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<ul style="list-style-type: none"> • Next event: Women’s Initiative. Discussion ensued regarding changing to financial/health and wellness program content based on speakers and potential for drawing attendance from all genders. Full day program, 1-1 ½ hours per speaker. Dr. Gupta will speak on motivation and mental health topics with two other speakers followed by networking/happy hour and massage. Event to be held at the Foundry. <ul style="list-style-type: none"> ○ M. Schoell discussed Hudson Valley’s Women’s Initiative which had over 70 attendees and was open to non-member public. ○ R. Caster supported the concept and discussed National emphasis on program diversity and innovation. • Meeting set up with ACHE to discuss a joint event tentatively scheduled for January, 2017. • LTC Institute in progress should be wrapped up next week. • Kathy Hamilton discussed charge master program to be presented by Jean Russell to be presented in January, 2016. Dates are being confirmed. • M. Mahaney expressed concern over potential date conflicts with tentatively scheduled Worker’s Compensation program also scheduled for last week of October (10/26 or 10/27) at the Hilton with Russ Friedman. No conflicts were identified. • M. Schoell discussed webinar committee activities and collaboration with Region II. <ul style="list-style-type: none"> ○ Revenue Cycle working with Freed Maxick on speaker/program ○ Working on second program, still looking at topics/speakers utilizing list of speakers from Region II. • R. Caster suggested presentation of updated education programs and hours at next meeting. • S. Chizuk inquired as to who prepares event flyers. C. Kelchlin volunteered. 		
<p>6. Review & Approval of financial statements – July 31, 2016 Revenues and Expense and August 31, 2016 Balance Sheet (5 minutes)</p>	<p><i>S. Hennard (Assistant Treasurer)</i></p>	<p><i>Action: Approved Motion: C. Rozsa Second: M. Mahaney Object/Abstained: 0</i></p>
<ul style="list-style-type: none"> • S. Hennard reported the June and July financial statements will be presented at the August board meeting. • Not much difference from prior period. Approximately \$77-\$78k in cash does not include minor amounts owed to Rochester (\$400) and website update (\$500). • A/R includes amounts from Rochester and 2016-17. • Income Statement: Golf Event approximately \$7.2k in revenue and \$6.5k in expense. Profit of approximately \$700 to be split with Rochester. • Mini-LTC still needs reconciliation with other chapters regarding expenses covered by WNY. • 990 due August 1, 2016 was completed and submitted. • Conflict of interest policy: reconciliation needed of Board Members still needing to submit. 		

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7. Strategic Plan	<i>Bob Levesque</i>	<i>Informational</i>
<ul style="list-style-type: none"> • B. Levesque reviewed his summary of the Chapter's strategic plan (distributed by email prior to meeting) • Plan was last updated in 2007 for a two year period. • February, 2013 a session was held to update the plan and produced a SWOT analysis which was presented to the Board and a group of volunteers during a ½ day session. • Members had volunteered to develop a strategic plan at that time, however no plan was developed. • Assuming the Board is in favor of developing a plan during the 2016-17 Chapter year, B. Levesque volunteered his services in coordinating the plan. B. Levesque also recommended utilizing a CAT team from National to assist in the plan's development. If a CAT team is utilized the chapter is responsible for all out-of-pocket expenditures of the CAT team volunteer from National, but not the time of the volunteer. Bob further explained the need for a commitment from all Board members to be involved in the process which should require approximately two sessions to complete the process. • R. Caster inquired as to whether other chapters have used a CAT and offered that Nancy Reese a former CAT team member now works for Freed Maxick and may be an alternate resource. • B. Levesque deferred to B. Liebel as a resource on whether other chapters have used a CAT team. B. Liebel explained that many chapters have dropped the use of a CAT team after requirement to use a CAT was dropped by National. B. Liebel also recommended using Nancy Reese as an alternative. R. Caster offered to contact Carla DiAngelo of the Rochester Chapter to inquire about Rochester's process for developing the Rochester Chapter's strategic plan. S. Chizuk explained that Rochester had used a CAT team and the Strategic Plan was developed in one session. A discussion ensued regarding the process used during the last strategic planning session and whether any of the materials were still available. • Actions to be taken: <ul style="list-style-type: none"> → R. Caster to speak with Nancy Reese with regard to interest and availability. → B. Levesque suggested a timeframe of October/November to begin the process. 		
8. Certification update (10 min)	<i>D. Bonk (Certification chair)</i>	<i>Informational</i>
<ul style="list-style-type: none"> • No updates. • D. Bonk explained that typically no real movement on training sessions is made until after the Region II conference. • R. Caster inquired whether there would a certification course held prior to the Region II conference. D. Bonk explained that it was his understanding that a session would be conducted the day before the conference. • S. Chizuk inquired whether there was a need for a study group since the revision was made to 		

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<p>the exam format. D. Bonk explained that many candidates are still nervous about taking the exam and the new study group focuses primarily on the Business of Health Care or Part I of the exam and very little has been offered to-date with respect to Operational Excellence and case studies contain in Part II of the exam.</p> <ul style="list-style-type: none"> B. Liebel inquired as to whether certified member CPE requirements were being monitored and whether they have been informed of any potential deficiency in meeting their requirements prior to certification renewal. D. Bonk indicated he would look into this matter. 		
<p>9. Membership Update (5 min)</p>	<p><i>B. Liebel (Membership Chair)</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> B. Liebel updated the Board on membership renewals and provided a listing of non-renewing members. B. Liebel has sent 2 emails so far to non-renewing members and will follow-up with phone calls next. B. Liebel asked if anyone had any information relating to members identified on the non-renewal list that were missing contact information. Board members collectively volunteered information relating to the non-renewals. M. Schoell inquired to status of membership compared to last year. B. Liebel responded that membership was down but the list members the committee was having difficulty contacting had increased. Currently we are at approximately 170 renewed members compared to approximately 190 last year. M. Mahaney inquired whether the electronic directory of members was distributed. 		
<p>10. Sponsorship Review (10 minutes)</p>	<p><i>C. Rozsa (sponsorship Chair)</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> In J. Romano's absence, C. Rozsa informed the group that preliminary discussions for this year's sponsorship had taken place and typically the sponsorship drive begins in September. 		
<p>11. Committee reports</p>	<p><i>Committee Chair's</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> Reimbursement 	<p><i>J. Stabel/J. Romano</i></p>	
<ul style="list-style-type: none"> J. Romano and J. Stabel were absent. R. Caster directed the Board's attention to J. Romano's Reimbursement Committee Report which was distributed prior to the meeting. The Board had no questions with respect to the Committee's report as submitted. 		
<ul style="list-style-type: none"> Revenue Cycle 	<p><i>M.Mahaney/C. Hamilton</i></p>	
<ul style="list-style-type: none"> Committee met August 12th and was well attended (11 members). Two events upcoming: Worker's Comp in October and Charge Master in January. R. Caster offered the education committee's assistance in preparing flyers for the events. 		

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<ul style="list-style-type: none"> • Social 	<i>Chelsey Kelchlin/Alison Spara</i>	
<ul style="list-style-type: none"> ▪ Bison’s game scheduled for August, 27th at Coca-Cola Field. Currently, 20 members are attending and the Chapter has committed to minimum of 25 attendees. The event will include 2 hours of food and 3 hours of drink. Tickets are \$25 for adults and \$15 for children. ▪ September 21st Miss Buffalo cruise sponsored by Aurora Healthcare Resources open to WNY, Rochester and Syracuse Chapters – free for HFMA members and \$10 for guests. Open bar and “Buffalo’s Best” cuisine 6:30 – 8:30. ▪ M. Schoell inquired as to whether an October fall happy hour was being planned since it has historically been a well-attended event. C. Kelchlin explained that no fall happy hour was currently on the schedule due to happy hours associated with the Women’s event in September and the Annual Institute in December, but would look into it. ▪ L. Nowak inquired as to whether a Bison’s Game flyer was distributed to the Rochester Chapter for distribution. C. Kelchlin explained one had not been distributed, but she would look into getting flyer out to the Rochester Chapter. ▪ Golf attendance was down. M. Schoell discussed that attendance has been continuing to decline and the Board may want to consider directing efforts toward other events. 		
<ul style="list-style-type: none"> • Newsletter 	<i>J. Johnson/Liz Krause</i>	
<ul style="list-style-type: none"> ▪ In the absence of J. Johnson and L. Krause, R. Caster informed the Board the summer newsletter had been published and reminded members to submit articles for the upcoming newsletter due sometime in October. 		
<ul style="list-style-type: none"> • Region II update 	<i>C. Eckert/V. Hinderliter</i>	
<ul style="list-style-type: none"> ▪ R. Caster discussed the Region II event. ▪ Region II Fall Conference is scheduled for October 19th – 21st at Turning Stone. <ul style="list-style-type: none"> – Flyer is expected to come out within the next week. – The event will provide 12.5 CPE’s. 		
<ul style="list-style-type: none"> • Other 		
<ul style="list-style-type: none"> ▪ None 		
12. Other Business (2 minutes)	<i>Entire group</i>	<i>Information</i>
<ul style="list-style-type: none"> • R. Caster discussed the Paul Sweet Gala and whether the Chapter should make an additional contribution to defray costs based on a request by the WNYHA. R. Caster commented that the Chapter is still holding the proceeds raised at the holiday party and it would be a nice gesture to help subsidize the cost. Raised question as to whether a contribution should be one-time or 		

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<p>annual and at what amount.</p> <ul style="list-style-type: none"> • M. Mahaney questioned why the proceeds of the Christmas raffle had not been turned over to WNYHA to support the Paul Sweet Gala and also, whether we the Chapter should not have an annual raffle as a potential revenue stream to fund the Paul Sweet Scholarship Fund. R. Caster explained that it was originally thought that a larger one time donation would be made and therefore the money was held until a decision regarding the timing and amount was made. • M. Schoell expressed a concern with regard to making an annual commitment to subsidize both the dinner and the scholarship without having a sustainable revenue source for such funding. • R. Caster suggested a one-time donation in the amount of \$1,000-\$1,500 be donated based on the intentions of the Chapter's prior-term officers. • Discussion ensued regarding the amount and any tax or by-law restrictions that may be applicable. • D. Bonk inquired whether there was any literature related to the operation of the scholarship. L. Nowak will provide literature. • S. Chizuk offered holding a 50/50 raffle at education events. <p>Action: R Caster proposed rounding the proceeds of the holiday party raffle up to \$1,000 as a contribution to help subsidize the 2016 Paul Sweet Gala. Motion: M. Mahaney Second: D. Bonk Object/Abstained = 0</p> <ul style="list-style-type: none"> • M. Mahaney raised a question as to whether a drawing would be held for tickets to the Region II as had been done in the past prior to the conferences early-bird registration. R. Caster will confer with Chris Eckert. 		
13. Adjournment	<i>R. Caster (President)</i>	<i>Action</i>
<ul style="list-style-type: none"> • The president thanked everyone for their participation. • The meeting adjourned at 8:45 a.m. EST. 		
<p>Next meeting: October 25, 2016</p>		
<p>Location: WNY Hospital Association Amherst, NY</p>		