

Oregon HFMA Fall Joint OR/WA/AK Board Meeting Minutes

September 16, 2015 9:00am – 11:00am

Portland, OR

***Present:** Jeff Johnson, Kim Carter, Matt Navigato, Scott Harvey, Liana Hans, Tammie Coon, Rick Sanders, Stephanie Winchester, Rachel Seeder, Joanna Martson, Nick Ihnen, Matt Miller, Jeremy Stewart*

***Absent:** Meredith Peterson, Lisa Hynes, Ben Shah*

Conducting: Jeff Johnson

Meeting was called to order at **9:01** am by Jeff Johnson.

1. Minutes from the July 2015 board meeting were approved. – Jeff Johnson
2. DeLap Audit Presentation – Steve Evans & Ryan Hepburn
 - a) “Agreed upon procedures engagement” is for the client and DeLap to identify up front the procedures used for the engagement. These procedures are recommended by the National chapter.
 - b) Reviewed report which covered Oregon Chapter year end May 31, 2015
 - c) A couple of findings around reconciliation. This stemmed from collecting sponsorship money via CVENT which is a new process to us. Norma breaks this out on the P&L but we need to work with DeLap on how they pull the data so they can reconcile. Scott to work with DeLap next year and teach them how to pull the right columns.
 - d) An outstanding check from 5 years ago still has not been cashed and now this check needs to be escheated to the state per Oregon rules. This is on our TO DO list this year.
 - e) Shout out from DeLap to **Scott** for amazing work and responsiveness.
3. Chapter Consent Items Update – Jeff Johnson
 - a) Treasurer’s Report- Scott feels we need to work on the budget process. We need committee’s to communicate better to describe expected expenses and to anticipate expenses. Sponsorship is really making up for our loss (expenses) but we don’t know if this is sustainable in future years. This joint meeting is VERY expensive and we need to do a better job planning and holding to our budget. Kim Carter will organize a post conference meeting to review this joint conference to see what we can learn. Scott recommends we look at registration fees as he feels they are still low because we keep losing money on each of the conferences.
 - b) Income statement was sent out. Note: Days cash on hand went up.



- c) Investment portfolio was sent out. We are now in line with our investment target. August results were not good (consistent with global activity) but we anticipate this to turn around.
 - d) CBSC – Reviewed during the meeting and attached
 - e) DCMS Report – Reviewed during the meeting and attached
4. Financial Report- Scott Harvey
- a) Treasurer Search for 2016-2018: Need to move more quickly on getting a Treasurer into the position so they have time to shadow with current Treasurer and so the person can be in place for the budget process. Recommend that we have Treasurer selected and approved by the February meeting. Scott will stay on and help with next year’s audit process. We ask that the board members send any recommendations on potential Treasures to the officers. Scott will document the proposed/recommended Treasure’s track and timing of bringing incumbent on so we have documentation.
 - b) Communication RE: Audit Engagement. We do not get charged for DeLap services which is why we give them the free sponsorship. DeLap will be given a Platinum status instead of the Diamond status because we reorganized our sponsorship levels and Diamond is worth 5k whereas the Platinum is more appropriate at 3k. Scott suggested we look at other audit companies (MossAdams and KPMG). Liana raised concern with new Treasurer coming in and if this was the right time to change auditors. Rachel asked what is the decision making process to select a new firm and who makes the decision. However, Jeff agreed that opening it up would be a good idea. Scott will ask if MossAdams and KPMG if they are even interested in providing this service during the conference and then will report back to the board.
5. Speaker/Facilities Authorization Policy- Matt Navigato
- Recommended change is for the Program Chairs and Facility Chair to have the ability to sign speaker and facility contracts. Note, we still need President and Treasurer to approve the expenses. Rick moved to approve this change, Joanna seconded and board approved.
6. Region 11 – Co-lead w/ San Diego 2017
- a) Joanna Martson will be co-chairing education
 - b) Tammie Coon will be co-chairing sponsorship
 - c) Ben Shah will be co-chairing core
- These individuals will start to shadow current Region 11 leaders so they better know their role.
7. Refund Criteria for Sponsorship: Should we offer a refund? Concept is to allow a 100% refund in the first 30 days and then a 50% refund through day 60. Discussion ensued



and people felt that only 30 days from date of payment as an out with a 10% processing fees (includes work to website, processing fees if credit card, banners) is appropriate.

Motion: Once a sponsor pays, they have 30 days to cancel with a 10% processing fee.

After 30 days from date of payment, there is no refund. This language will be added into the CVENT notification as all sponsors need to use CVENT to pay their sponsorship level. Tammie Coon motioned for approval, Rick second, board approved.

8. Fall President's Meeting: A big discussion is who the Region 11 planner will be moving forward. Region 11 went to an RFP for event planners. Two event planner bids came in one at 14k and the other at 10k. At the president's meeting next week a formal vote will be taken to decide on the event planner.
9. DropBox: Matt set up drop box account to share HFMA information. Oregon HFMA. Matt will invite the entire board and they can set up folders under our site as they wish. Matt talked about the program matrix which was the impetus of drop box.
10. Committee Reports
 - a) Finance Programs – Matt Miller provided an update and cautioned us on timeslot changes in the future as this causes confusion and inconvenience. Matt said February is pretty much done. Matt needed information on Pipeline deadlines and Kim suggested a master timeline in dropbox. Jeff did confirm that November 10th is the next Pipeline submission date. Everyone should take advantage of Pipeline and promote key sessions or keynotes. Kim will send appointment to Martha so she has monthly call in information and she can provide on-going updates and deadlines.
 - b) Patient Accounts Programs – Joanna provided an update on brainstorming session that took place last week with Janet and Ken. They are on point to organize sessions. December 15th is the drop dead for sessions to be finalized.
 - c) Reimbursement Programs – Jon is on point. Webinar will be the format. Matt/Jon to reach out to National to see if the Oregon Chapter can get educational hours if members listen to recorded webinars. Jon is planning a Noridian Q&A session, a Inpatient and OPPS Payment session and the last one is TBD.
 - d) Sponsorship – Rick provided an update about how AMAZING Shana is doing in sponsorship. Breaking news that Shanti from Legacy will step in as the co-chair for sponsorship to help Shana. Scott said we had one sponsor send us two checks (\$1,500x2) and we kept checking with them with no response. We made decision to move them to a 3k sponsor from the 1.5k.



- e) Activities/Facilities – Scott stated that Meredith is unavailable and said that Liz, Scott, Matt and Shana are helping with logistics at this conference. It is a big job that we are all realizing. Thanks MEREDITH!!!
 - f) Networking –Tammie updated us that we will be giving out beads on the cruise and a buzz word to steal the beads. Committee is thinking for Salishan a “selfie Bingo game.” Looking at a new member event with students.
 - g) Membership- Audrey and Angela are doing a great job. 91 short but they feel they will exceed the target. They thanked people for the call campaign. They are brainstorming on how to get more members.
 - h) Communication – November 10, 2015 is next Pipeline submission. Directory will be electronic. Tara is all ready for the first electronic version of the directory and they hope to publish and send it out in early October. Twitter wall will be up and running at this conference as well!
 - i) Certification – Stephanie Winchester talked about organizing a pilot group for the new on-line certification process (PPT Attached). Cost is \$400 per individual. Discount if we buy licenses in advance as a chapter. Price break is 20%. Stephanie will get a group together and set up study sessions and then a focus group will meet after the test process to discuss what went well and what could be improved. She is hoping to get a group together to go through the pilot so they can take the test in December. This would allow the committee to then promote in February. Stephanie is going to submit a request to buy 11 licenses to be under budget and thinks this will be about the right number for those interested. We have a goal of 10 members a year to become certified so 11 seem right.
 - j) Patient Account Problem Solving- Good faith estimate tier 1 standards is an add on to Problem Solving with Terrie H and Robin Moody.
 - k) Finance Problem Solving- All set for this meeting.
- 14) Other Business
- a) Website- Jeff stated that he gathered information from a few vendors and we only budgeted 3k for FY15-16. Jeff has recommended that we move forward with managing our website internally and then budgeting and planning for FY16-17.
 - b) QR codes - will be used this conference and we will continue to use. Please plug the QR codes so we get valuable feedback from members.
 - c) Kim stated that there is a benefit for the Platinum sponsors which offers a 3 minute introduction during lunch but there are a lot of sponsors so



we have about 45 minutes of introductions for these sponsors. She will plow through it!

- d) Scott said with the new sponsorship levels we have a lot of free member attendance coupons and we need to somehow create a check and balance so they are not reusing coupons. Jeff suggested bringing Norma into this discussion so she can manage the process.

Adjourned 11:04 am by Jeff Johnson



hfma[™] oregon chapter
healthcare financial management association

Oregon HFMA Certification pilot proposal

- ▶ Offer scholarships for 6 members who are able to complete the program between now and December
- ▶ $\$340 \times 6 = \$2,040$
- ▶ To be eligible for participation and the receiving of a scholarship we would require
 - ▶ Regular members who have been an HFMA member for at least one year
 - ▶ Members must provide us with a proposed schedule for taking the courses and exams
 - ▶ Members should keep us apprised of their progress
 - ▶ We will ask members to do an exit interview with the chair or co-chair after completion of the second course and gather participate in a chapter focus group to help us figure out best to support folks with future programs