Monday, April 18, 2011

Mr. Jerry Berry of Arkansas, President of the Association welcomed all to the business meeting, and expressed an appreciation to everyone who made the trip to Boise. President Berry thanked Dick and Tammy Humiston for all of their hard work in hosting this meeting. There was a round of applause.

Mr. Jerry Berry of Arkansas, President of the Association, directed the Secretary, Mr. Hank Fitzer of Maryland, to call the roll of the voting members of the Board of Directors to establish the presence of a quorum. In attendance were 14 voting members of the board including Jerry Berry of Arkansas (President), Deena Brown of Oklahoma (Vice President), Hank Fitzer of Maryland (Secretary), Dague Clark of New Hampshire as proxy for Brenda Weisz of North Dakota (Treasurer), Dague Clark of New Hampshire (Historian), Jim Fredyma of New Hampshire as proxy for Simone Roy of New Hampshire (Region 1 Director), Doug Robinson of West Virginia (Region 2 Director), Mary Fernald of Ohio (Region 4 Director), Karen Fricke of Arkansas (Region 5 Director), Deena Brown of Oklahoma as proxy for Cheryl Johnson of Wisconsin (Region VI), Deena Brown of Oklahoma as proxy for John Hanson of South Dakota (Region 7 Director), Rick Brennan of West Virginia as proxy for Michele Grose-Bray of Alaska (Region 8 Director), Deena Brown of Oklahoma as proxy for Melissa Lange of Oklahoma (At-Large Director 1), and Jodi Osborn of Idaho (At-Large Director 2).

After the roll call of the voting members was taken, Secretary Fitzer confirmed that a quorum was present for the business meeting.

President Berry stated that the next order of Business is the Historians Report and called on Historian Mr. Dague Clark to present the report.

Historian’s Report

Mr. Dague Clark of New Hampshire presented the Historians report as follows:

Mr. President and members of HSFo:

The National Association of State Human Finance Officers (HSFo) held its Fall Planning and Business Meeting in Lexington, Kentucky from December 4 – 8, 2010 with President Mr. Jerry Berry of Arkansas presiding. The location of the Planning and Business meeting was at the Embassy Suites. Ms. Renee Close and Mr. Stephen Gearheart and their staff of the Kentucky Department for Community Based Services hosted the Lexington event. Attendance at Lexington totaled 33. The breakdown of those attending included 23 participating in the daily meetings along with 10 guests. The Lexington Planning and Business Meeting was a success.

Mr. Clark moved for acceptance of the report. Rick Brennan of West Virginia seconded the motion. President Berry called for a vote. The report was accepted.
Secretary’s Report

Mr. Hank Fitzer of Maryland presented the Secretary’s report:

Mr. Fitzer reported that the minutes of the Fall 2010 Business meeting of the Association, held December 6 and 7, 2010 in Lexington, Kentucky had been posted to the organization’s website. Mr. Fitzer moved for suspension of the reading of the minutes and for the adoption of this report, with Rick Brennan of West Virginia seconding the motion.

President Berry called for a vote. The report was accepted.

Treasurers Report

Mr. Dague Clack of New Hampshire presented the Treasurers Report on behalf of Treasurer Brenda Weisz of North Dakota.

The report covered the organization’s Statement of Assets, Liabilities and Equity through April 14, 2011; and Statement of Income and Expenses for the period December 1, 2010 through April 14, 2011. Net income of $63,480.83 was reported for that period. The Statement of Income and Expenses is prepared on a cash basis.

Mr. Clark moved for acceptance of the report. Deena Brown of Oklahoma seconded the motion.

President Berry called for a vote. The report was accepted.

Development Coordinator’s Report

Mr. Harry Roberts of Delaware presented the following:

President Berry asked me to serve this year in the role of Development Coordinator for the purpose of being a resource to Regional Directors, forming, guiding, and monitoring their efforts in carrying out their responsibilities including enhanced outreach to their States. I would like to report on the activities to date for this business year.

The Regional Directors and I conducted a total of 2 joint conference calls thus far.

It was established that the Regional Directors would conduct structured conference calls through out the year with the States in their regions. The following topics would be used to organize the discussion during the calls.

- Newsletter contributions
- Corporate Sponsor leads
- Membership outreach to States in their region and selling HSFO membership and passing on potential new member contacts to the Membership Chair.
- Discuss Federal issues facing the States in their region using the Federal Issues report as a focus point.
- Outreach to States to encourage their attendance at the Charleston, WV conference.
- Outreach on interest in HSFO training.
Additionally, Regional Directors were provided (in EXCEL) a tool they could use in collecting information from the various State agencies. Ultimately, this would be used to develop a catalogue of the different program areas our members (and non-members) are responsible for. That would help gauge the interest level among our membership for the less obvious topics that we’ve been working hard to include in recent year’s conferences (public health, etc). Longer term, this information could help support membership renewal and recruitment and also draw in the smaller agencies that we’re missing by showing that we’re responsive to their niche needs. Information you collected using the EXCEL tool that I previously sent you (see attached).

The Regional Directors were recently provided the paid/unpaid membership listings and were asked to make outreach efforts to regional state agencies that have not renewed membership and for new membership.

While it is recognized that staff in all States are facing many demands, many officers in HSFO are carrying out their responsibilities in spite of those demands. Participation in conference calls and levels of outreach by Regional Directors has not been uniform across the various HSFO regions. Regional Directors need to step up their efforts in order for them to meet the commitment of their positions.

These results, although mixed, continue to underscore that this is a longer term process vs. a one time effort which will need to be further pursued in order for HSFO to fully take advantage of the office of Regional Director. Additionally this development effort is integral to forming future leaders for HSFO through their experience as Regional Directors.

This concludes my report.

Mr. Roberts moved for acceptance. Doug Robinson of West Virginia seconded the motion.

Discussion: President Berry briefly commented on the common problem all in the organization face with excessive work loads and staff shortages. But if the organization is to function properly, we must select and have in place members who can fully discharge the duties of their respective offices.

President Berry called for a vote. The report was accepted

**Federal Issues Report**

Mr. Dague Clark of New Hampshire presented on the following on behalf of Simone Roy of New Hampshire

**Highlights of President Obama’s FY 2012 Budget**

Highlights of President Obama’s FY 2012 Budget:
The Administration’s budget totals $3.73 trillion but reduces the deficit by more than a $1 trillion over a decade. It will reduce or eliminate more than 200 federal programs for FY 2012 and spending would be 2.7% less than the Administrations’ FY 2011 budget plan.

The President’s budget:

- Health –
  - Medicare would be funded at $562 billion, a decrease of $12 billion from 2010.
Medicaid would be funded at $270 billion, a decrease of $7 billion from 2010.
Budget requests $581 million in discretionary funding to strengthen program integrity for Medicaid and the Children’s Health Insurance program.
Children’s Health Insurance program would be funded with an additional $44 billion over the next five years and will cover an additional four million children.

- **Child Welfare** –
  - Proposes a new $250 million initiative for states to improve children’s outcomes in safety and permanency.
  - Includes a $13 million increase to the Adoption Opportunities Program, and
  - Includes a $10 million increase to the Adoption Incentives Program.

- **Child Care** –
  - Includes an additional $1.3 billion for states to support approximately 1.7 million children with child care subsidies.
  - Includes $350 million for Early Learning Challenge Fund for states to improve program quality, and
  - Head Start and Early Head Start programs are funded at $8.1 billion to serve approximately 968,000 children.

- **Child Support** –
  - Includes approximately $3.14 billion in obligations for child support enforcement administrative costs for FY 2012 with $3.9 billion included in the FY 2011 continuing resolution. This is a decrease from the $4.48 billion in actual spending in 2010, and
  - Includes an additional $5 million for Child Support Enforcement administrative costs and an additional $300 million for Child Support Incentive payments.

- **TANF** –
  - Includes $16.48 billion for state family assistance grants for FY 2012 with an additional $212 million for TANF Supplemental Grants, and
  - Includes $334 million for the TANF Contingency Fund.
  - Subject to PAYGO, the budget requests an additional $108 million in Supplemental Grants.

- **SSBG** – remains at current levels.
- **Low Income Home Energy Assistance** – decreased to ½ its FY 2011 level.
- **Community Services Block Grant** – reduced by 50%.

- **Nutrition**–
  - Proposes $73.184 billion for the Supplemental Nutrition Assistance Program, which includes restoring a cut in future benefits that was enacted under child nutrition reauthorization legislation.
  - Extends for another year the suspension of the time limit on SNAP participation of able-bodied adults without dependents.

The following information is taken from American Public Human Services Association (APHSA) at:
Child Welfare

Request for Public Comment of Federal Monitoring of Child and Family Service Programs:
The Children’s Bureau is requesting comments from States regarding the process in which the Title IV-B and Title IV-E plan requirements are reviewed. Each State has completed two rounds of CFSRs and there have been several amendments to Federal child welfare laws since the CFSR process began. Specific questions are:

1. How could ACF best promote and measure continuous quality improvement in child welfare outcomes and the effective functioning of systems that promote positive outcomes for children and families?
2. To what extent should data or measures from national child welfare databases (e.g. the Adoption and Foster Care Analysis and Reporting System, the National Child Abuse and Neglect Data System) be used in Federal monitoring process and what measures are important for State/Tribal/Local accountability?
3. What role should the child welfare case management information system or systems that States/Tribes/local agencies use for case management or quality assurance purposes play in a Federal monitoring process?
4. What roles should State/Tribal/local child welfare agencies play in establishing targets for improvement and monitoring performance towards those targets? What role should other stakeholders, such as courts, clients and other child-serving agencies play?
5. In what ways should targets and performance goals be informed by and integrated with other Federal child welfare oversight efforts?
6. What specific strategies, supports, incentives, or penalties are needed to ensure continued quality improvement and achievement of positive outcomes for children and families that are in substantial conformity with Federal child welfare laws?
7. In light of the ability of Tribes to directly operate Title IV-E programs through recent changes in the statute, in what ways, if any, should a federal review process focus on services delivered to Indian children?
8. Are there examples of other review protocols, either in child welfare or related fields, in which Tribal/State/local governments participate that might inform Children Bureau’s approach to reviewing child welfare systems?

The text of Federal Register/Vol. 76. No. 65, Wednesday, April 5, 2011 “Federal Monitoring of Child and Family Service Programs” is at:

CAPTA Reauthorization Act of 2010:
The law removes the requirement that States must prepare and submit a State Plan every five years. Instead, the State must submit a plan to the Department of Health and Human Services that will remain in effect for the duration of the State’s participation in the grant program, with additional conditions such as:

1. The State must periodically review and revise the plan to reflect any changes in the State’s strategies or programs under the grant program,
2. The State must provide notice to HHS of any substantive changes relating to the prevention of child abuse and neglect that may affect the State’s eligibility for the grant program (including statutory and regulatory changes),
3. The State must continue to provide notice to HHS of any significant changes in how the State is using grant funds which differ from those described in the State’s current State Plan, and
4. The State must continue to prepare and submit to HHS an annual report describing how the funds provided under CAPTA were used to address the purposes and achieve the objectives of the grant program.


Child Welfare, Foster Children, Child Protective Services, Head Start and Early Head Start:
Foster children who meet program age requirements are automatically eligible for Head Start and Early Head Start even if the family or foster family income exceeds income guidelines. The Office of Head Start/Early Head Start agencies to prioritize children in the public child welfare system when establishing enrollment selection criteria and selecting children and families for Head Start or Early Head Start services. Children whose custodial parents have an open case with the child welfare system but retain physical custody of their children are not automatically eligible for Head Start or Early Head Start, but a program may prioritize those children for enrollment due to the level of risk and the needs of the family.


Supplemental Nutrition Assistance Program (SNAP)

Healthy, Hunger-Free Kids Act of 2010:
The Healthy Hunger-Free Kids Act of 2010 (Public Law 111-296) has the following provisions:
1. Title I: A Path to End Childhood Hunger – Subtitle A: National School Lunch Program –
   a. Requires the Secretary of Agriculture to provide performance awards to states with outstanding performance or substantial improvement in directly certifying children who receive other public assistance as eligible for free meals under the school lunch and breakfast programs.
   b. Confers categorical eligibility for free school meals on foster children whose care and placement is the responsibility of a state foster care agency or a court.
2. Subtitle B: Summer Food Service Program –
   a. Eliminates the limitation on the number of sites private nonprofit summer food service program sponsors may operate. (Currently, private nonprofit sponsors may not operate more than 25 sites and each site is restricted to no more than 300 children.)
3. Subtitle C: Child and Adult Care Food Program –
   a. Makes family or group day care homes in an area eligible for higher child and adult care food program (CACFP) reimbursement rates as tier I homes if they are located in an area served by a school enrolling students (currently, elementary students) at least 50% of whom are certified as eligible to receive free or reduced price meals under the school lunch or breakfast programs.
4. Subtitle D: Special Supplemental Nutrition Program for Women, Infants, and Children –
a. Amends the Child Nutrition Act of 1966 to allow states to certify children participating in the special supplemental nutrition program for woman, infants, and children (WIC program) for up to one year if they receive regular health and nutrition assessments.

5. Subtitle E: Miscellaneous –
   a. Directs the Secretary to study:
      i. The causes and consequences of childhood hunger and food insecurity; and
      ii. Characteristics of households with childhood hunger and food insecurity.

The full text of the “Healthy, Hunger-Free Kids Act of 2010 Clarification of Section 241” is at:
The full text of the Healthy Hunger-Free Kids Act of 2010 (Public Law 111-296) is at:

**Medicaid**

**Health Care Reform Implementation Timeline:**
How and When the Provision of the Health Reform law will be implemented over the next several years -
2010 – 26 total, 26 in effect
1. Review of Health Plan Premium Increases
2. Changes in Medicare Provider Rates
3. Qualifying Therapeutic Discovery Project Credit
4. Medicaid and CHIP Payment Advisory Commission
5. Comparative Effectiveness Research
6. Prevention and Public Health Fund
7. Medicare Beneficiary Drug Rebate
8. Small Business Tax Credits
9. Medicaid Drug Rebate
10. Coordinating Care of Dual Eligibles
11. Generic Biologic Drugs
12. New Requirements on Nonprofit Hospitals
13. Medicaid Coverage for Childless Adults
14. Reinsurance Program for Retiree Coverage
15. Pre-existing Condition Insurance Plan
16. New Prevention Council
17. Consumer Website
18. Tax on Indoor Tanning Services
19. Expansion of Drug Discount Program
20. Adult Dependent Coverage to Age 26
21. Consumer Protections in Insurance
22. Insurance Plan Appeals Process
23. Coverage of Preventative Benefits
24. Health Centers and the National Health Services Corps
25. Health Care Workforce Commission
26. Medicaid Community-Based Services

2011- 21 total, 18 in effect
1. Minimum Medical Loss Ratio for Insurers
2. Closing the Medicare Drug Coverage Gap
3. Medicare Payments for Primary Care
4. Medicare Prevention Benefits
5. Center for Medicare and Medicaid Innovation
6. Medicare Premiums for Higher-Income Beneficiaries
7. Medicare Advantage Payment Changes
8. Medicaid Health Homes
9. Chronic Disease Prevention in Medicaid
10. CLASS Program
11. National Quality Strategy
12. Changes to Tax-Free Savings Accounts
13. Grants to Establish Wellness Programs
14. Teaching Health Centers
15. Medical Malpractice Grants
16. Funding for Health Insurance Exchanges
17. Nutritional Labeling
18. Medicaid Payments for Hospital-Acquired Infections
19. Graduate Medical Education
20. Medicare Independent Payment Advisory Board
21. Medicaid Long-Term Care Services

The summary of the proposed “Health Care Reform Implementation Timeline” is at:
http://healthreform.kff.org/timeline.aspx?gclid=CLr48yfIiq8CFQh75QodLXcyCg

**Temporary Assistance for Needy Families (TANF)**

From the National Association of State TANF Administrators: NASTA and APHSA Send Letter to House Leadership Underscoring Urgent Need for TANF Emergency Funds:
The TANF Emergency Contingency Fund (ECF) was established in ARRA to reimburse states for increased spending in three categories; basic cash assistance, nonrecurring short term benefits (car repair, rent assistance, work uniforms, etc.) and subsidized employment opportunities. Through the $5 billion ECF, states would be reimbursed 80 cents for every dollar spent above comparable levels in either FY2007 or FY2008 on any of the three categories. However, while this targeted and time limited act has provided significant relief to states in a time of fiscal crisis it is becoming increasingly clear that the need for federal support to states for the purpose of helping families in need will not disappear at the end of FY2010 and emergency funding is desperately needed for at least one more fiscal year.

The full text of the NASTA letter is at:

**Child Care**

Overview of Information Memorandum (CCDF-ACF-IM-2011-01): Guidance on Developing Emergency Preparedness and Response Plans for Child Care:
Guidance to assist States, Tribes, and Territories administering the Child Care and Development Fund (CCDF) in developing emergency preparedness and response plans for child care as part of biennial CCDF Plan submission.

Guidance recognizes the importance of disaster preparedness for child care providers to protect the health and safety of children and the important role child care plays in assisting families and communities to recover from disasters.

Developed in partnership with FEMA and with input from the National Commission on Children and Disasters, Save the Children, NACCRA and other organizations.

Resources from the Office of Child Care (OCC)
- Emergency Preparedness and Response Resources for Child Care: OCC has developed the Child Care Resources for Disasters and Emergencies website: http://www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm


**Juvenile Justice**

Administration Revises Proposal on Race to the Top Funding for Juvenile Justice:
Since the release of the fiscal year 2012 budget, the Administration has heard a great deal from the states, from the juvenile justice community, and from congressional offices about the proposal for juvenile justice spending in the President's budget. Concerns have been expressed, for example, about the potential impact on states' compliance with mandates under the Juvenile Justice and Delinquency Prevention (JJDP) Act and on other protections for system-involved young people.

Drawing on the feedback, the Administration has developed an alternative to its original Race to the Top-style incentive grants program and is now proposing that the $120 million in the budget could be allocated in the following fashion:

- $110 million as formula funding
  - $80 million under Title II, Part B of the JJDP Act—Formula Grants program
  - $30 million under the Juvenile Accountability Block Grants (JABG) program
- $10 million in a demonstration program to encourage innovation and juvenile justice system improvements.
This revamped approach would preserve, and add funding to, the important Part B Formula Grants program; continue the JABG program; and create a new discretionary funding program to encourage innovation and evidence-based reforms in the juvenile justice system, which would showcase approaches other states may then consider embracing.

More information can be found at:
http://www.ojjdp.gov/enews/11juvjust/110401.html

Child Support

Distribution of Federally Approved National Medical Support Notice: AT-11-03:

The final rule, effective January 26, 2001, implemented provisions of the Child Support Performance and Incentive Act of 1998, Public Law 105-200. These provisions require State Child Support Enforcement (CSE) agencies, under title IV-D of the Social Security Act, to enforce the health care coverage provision in a child support order and to use the National Medical Support Notice (NMSN) to aid enforcement. Tribal IV-D agencies are not required to use these forms.

The text of the AT-11-03 is at: http://www.acf.hhs.gov/programs/cse/pol/AT/2011/at-11-03.htm

The text of Public Law 105-200, “Child Support Performance and Incentive Act of 1998” is at:

http://www.ssa.gov/OP_Home/comp2/F105-200.html

Mr. Clark moved for acceptance of the report, with Deena Brown of Oklahoma seconding the motion.

There was a brief discussion on the merits of retaining this report on the site’s Members Only section, vs making available to the general public. It was pointed out that this report is one of the valuable benefits of membership.

President Berry expressed his thanks and complimented the thoroughness and quality of the report.

President Berry called for vote. The report was accepted.

Membership Report

Ms. Karen Fricke of Arkansas presented the following (amended) Membership Report on behalf of Greg Crawford of Arkansas. The text reflects corrections to paid member agency and corporate sponsor counts, offered by Mr. Ted Martin of Maryland.

Mr. President, HSFo ended the 2010 Fiscal year with 39 paid member agencies, a decrease of 10 from 49 paid member agencies for 2009.

For the 2011 Membership period December 1, 2010 through November 30, 2011, seventy-one (71) invoices have been issued. Of those seventy-one (71) invoices, 38 member agencies have paid for 2011 while one agency paid without being invoiced (Massachusetts Office of Administration and Finance).
There is six paid corporate sponsors (Northwoods Consulting, Sequoia, PCG, Sivic Solutions, Amerigroup, Clifton Gunderson).

This concludes my report.

Ms. Fricke moved for acceptance of the report, with Deena Brown of Oklahoma seconding the motion. President Berry called for a vote. The report was accepted.

**Time and Place Report**

Deena Brown of Oklahoma presented the following on behalf of Time and Place Chair Jason Sanchez of New Mexico:

**Time and Place Report**

**Spring 2011**

Boise, Idaho

The 2011 Annual Conference will be held in Charleston, West Virginia from July 31 – August 4, 2011. The conference will be held at the Charleston Marriott Town Center.

The 2011 Fall Planning Meeting will be held in San Antonio, Texas December 3-7, 2011. The Fall Planning meeting will be held at the Embassy Suites Airport/NW. Room Rate $119.

The Spring 2012 Planning Meeting will likely be in Burlington, Vermont. Plans are still being made.

The 2012 Annual Conference will be held in Baltimore, Maryland from September 16th through September 21st, 2012. The conference will be held at the Marriot Hunt Valley Inn.

The 2013 Annual Conference will tentatively be held in San Antonio, Texas. The hotel and dates will be decided at the 2011 Fall Planning Meeting.

Ms. Brown of Oklahoma moved for acceptance of the report, with Doug Robinson of West Virginia seconding the motion.

President Berry commented on the fine work performed respectively by Jim Griffin of Vermont in organizing the Spring 2012 Burlington, Vermont Planning Meeting, and by Stan Mead of Louisiana in organizing the 2011 Fall Planning Meeting in San Antonio, Texas.

There was discussion regarding the official status of San Antonio as the site for the 2013 Conference, as no motion had yet been made to finalize the site. Jim Fredyma of New Hampshire motioned to amend the report, as originally presented, to indicate that San Antonio is the “tentative” site for the 2013. Doug Robinson of West Virginia seconded the motion.
Following the above discussion, President Berry called for a vote on the report, as amended. The report was accepted, as amended. The above text reflects the amended language.

**Resolutions Report**

Mr. Hank Fitzer of Maryland presented the following on behalf of the Resolutions Chair, Ms. Michele McDonald of Maryland:

Mr. President:

At the Fall, 2010 HSFo Business and Planning Meeting in Lexington, Kentucky, the Board directed the Resolutions Chair to draft a resolution on the following, with specific regard to OIG audits of ARRA funding:

Resolved, that the National Association of State Human Services Finance Officers urges the Department of Health and Human Services – Office of the Inspector General to provide written guidance and procedures that will assist states in gathering documentation needed for auditor review.

A draft of the complete language of this Resolution accompanies this report, for comment. The Resolutions Chair will incorporate any agreed-upon edits into the final document, for presentation at the Annual Business Meeting in Charleston, W. Virginia.

To date, no other special Resolutions or requests for Resolutions have been received. Members are urged to consider appropriate submissions for FY 2011 and send these to the Resolutions Chair as soon as possible.

This concludes the Resolutions Report.

Mr. Fitzer moved for acceptance of the report. Dague Clark of New Hampshire seconded the motion.

Discussion: President Berry commented that at the Fall Planning Meeting in Kentucky, it was suggested that he also write to the OIG requesting clarity on ARRA audit issues. Since then, Mr. Berry has been directed by his state not to do so – to leave this type of communication with the OIG at the HSFo level.

President Berry called for a vote on the report. The report was accepted

Note to above: A draft of the HSFO resolution to the OIG, as well as drafts of the customary HSFo resolutions that recognize the year’s work performed by organization members and committees, was provided to those attending the Boise Planning Meeting. These will be finalized and presented at the annual business meeting in Charleston.

**By-Laws Report**

Ms. Renee Close of Kentucky presented the following:

Mr. President:
At this time, I have received no proposed changes to the By-Laws to report at the April, 2011 Spring Planning Meeting.

MS. Close moved for acceptance. Dague Clark of New Hampshire seconded the motion.

President Berry called for a vote. The report was accepted.

At this point there was an open, informal group exchange on a few issues of common concern, including Health Care Reform. President Berry then adjourned the Board Meeting for the day, with Board members scheduled to return in the afternoon for Program Committee and Regional Directors meetings.

**Tuesday, April 19, 2011**

**Newsletter Report**

Mr. Mark Story of Arkansas presented the following:

After appointment as newsletter editor by President Berry following the Bismarck Conference the first quarterly newsletter of the year was issued October 8, 2010. Many positive comments were received regarding the first edition with most enjoying the enhanced use of photographs and graphics. The focus of the newsletters was training as well as a recap of the Bismarck Conference. Two smaller editions have been published by Mr. Richard Billera covering specific and targeted topics including the President’s Christmas Greeting around the holidays. In addition, in the week prior to the spring planning meeting an edition was published including topics such as the President’s message, the upcoming national conference in West Virginia, a federal appropriations update, an article on the implementation of the health care exchange in the State of Arkansas, as well as a couple of articles regarding the Federal Funding and Accountability Act. Utilizing a list provided by Richard Billera we sent the newsletter to over 700 email addresses. These include members, corporate sponsors and other interested parties. We will continue to look for interesting ideas and items for inclusion in the newsletter and hope for your input in making it both informative and enjoyable for our membership. I would ask in particular for guidance from the board as to the proper inclusion of Sponsor related materials in future editions of the newsletter as to appropriate content, frequency, and suggested length of information to be included.

Mr. President, this concludes my report.

Mr. Story moved for acceptance of the report, with Doug Robinson of West Virginia seconding the motion.

President Berry called for the vote. The report was accepted.

**Nominating Report**

Deena Brown of Oklahoma presented the following on behalf of Nominations Chair, Mr. Jeff Reynolds of Louisiana.

Mr. President, applications for the anticipated vacant position of Historian on the Executive Board is currently being accepted. Any member interested in applying for this position is required to complete an
application and submit to the nominating committee 30 days prior to the annual conference. The required 
application form can be found on HSFo’s website and the completed applications should be submitted 
electronically to Jeff Reynolds at jeff.reynolds@la.gov. As of today, the committee has received one 
application

Ms. Brown motioned for the acceptance of the report, with Mary Fernald of Ohio seconding the motion.

President Berry called for a vote on the report. The report was accepted.

**Training Committee Report**

Mr. Richard Brennan of West Virginia presented the report as follows:

Mr. President:

We continue to move cautiously in the scheduling of Training opportunities, given the uncertainty of current state and federal funding situations, and severe limitations on out-of-state travel in many states.

We are currently scheduled to offer “Grants Administration – Fundamentals” in Juneau, Alaska, on June 13-15, 2011. Michelle Grose-Bray has worked diligently to guarantee attendance and support for this offering, and will serve as the site host. Training will be held in the Egan Room of Centennial Hall, 101 Egan Drive, Juneau, Alaska. A block of rooms has been reserved at The Prospector Hotel at $129 per night, plus 12% tax. In scheduling this Training, we experienced the first occasion in which a Training Vendor has utilized the clause enabling negotiation of fees in the case of extraordinary cost situations. The Vendor referenced unusually large airfare costs, shipping costs, travel time, and general reservation rates during tourist season. With the approval of the President Berry, we negotiated an agreement with the vendor wherein we will pay an additional $3,000 above the regular Training fee to offset most of the air fare costs of the three trainers. As Michelle obtained reasonable hotel rates, and any extra travel days are the responsibility of the trainers, we didn’t feel any need for additional payment. In return for the extra payment for air fares, we obtained agreement to register sufficient attendees to cover our costs. We have agreed on a class size of 46. This is being planned as a break-even offering, but we should realize some small margin on this Training. Additionally, we recognize the value of bringing this Training to an active Member State where such opportunities are not frequent.

As we see how general budget situations play out over the next couple of months, we will be looking to schedule some offerings through the Fall. We have a commitment with utilized sites in Lexington and Louisville to return for an additional offering each. PCG has been pushing us to schedule a Cost Allocation offering, and we are attempting to work with them to pinpoint a supportable demand. We have not as yet been able to reschedule with SAMHSA, which is very much a priority for us moving forward.

Mr. Brennan moved for acceptance of the report. Jim Fredyma of New Hampshire seconded the motion.

President Berry called for vote on the report. The report was accepted.

**CPE Committee Report**
Ms. Deena Brown of Oklahoma presented the following report for Continuing Education Chair Melissa Lange:

Mr. President, members:

The Continuing Education Committee has issued 13 CPE certificates for the “Advanced Grants Administration” training held in October, and 14 CPE certificates for the “Education and Exploration of Mental Health and Substance Abuse Financing” training held in November. Since no trainings occurred after those two trainings, there are not any certificates pending issuance.

As a member of the Program Committee, I have had continual access to annual conference draft schedules, for CPE compliance review. CPEs available at the conference should be commensurate with last year’s.

As of April 7, 2011, I had not received HSFo’s renewal application as a registered trainer, but should receive it mid-April. I will coordinate with our Executive Board, if necessary, on policy issues, and with the Treasurer for payment of the application fee, which was $660 last year.

This concludes my report.

Ms. Brown moved for acceptance. Dague Clark of New Hampshire seconded the motion.

President Berry called for a vote. The report was accepted.

**Arrangements Report-West Virginia**

Mr. Rick Brennan presented the following:

Mr. President:

While our Planning Team has continued to meet regularly, we have been proceeding cautiously in our preparations for the 2011 Annual Conference while waiting to see the impact of federal budget negotiations, overall economic conditions, and state budget and travel restrictions. Additionally, through our Legislative Session we had our energies and resources diverted. We have recently begun the final preparations for the Annual Conference, and all appears to be proceeding well.

Since our Fall Planning Meeting in Lexington, we have refocused our attention away from outreach and recruiting for the Conference, and have instead been emphasizing the cost cutting that was mandated for us. We remain within the Budget that was approved for us, and have taken steps to cut further where we can, and to prioritize the steps we will take as registration and sponsorship information comes in.

Under Doug Robinson’s direction, the website has been developed, and is currently being tested, and minor site modifications are being made. It will be up and fully operational shortly after we return to Charleston. As part of maintaining as much flexibility as possible, we have still only sent out $800 in deposits to date. We will begin finalizing commitments for all other requirements, and meeting any deposits, next week. As yet, we have not considered any form of bags, hats, or other items to give as part of Registration. We will look at that again in a few weeks.
I would like to yield to my colleague Doug Robinson to discuss his impressions of the Event site venue, the restaurant arrangement for the Board Dinner, and the Conference venue.

At this point Mr. Robinson spoke briefly on the conference Special Event.

That is our Report.

Mr. Brennan moved for its acceptance. Mark Story of Arkansas seconded.

President Berry called for a vote on the report. The report was accepted.

**Arrangements Report- Baltimore**

Mr. Hank Fitzer of Maryland presented the following:

Mr. President:

As reported at the HSFo Fall Business and Planning Meeting in Lexington, Kentucky, the HSFo 65th Annual Conference is being planned for Baltimore, Maryland for September, 2012.

The conference dates are Sunday, September 16 through Friday, September 21, 2012.

The conference site is the Marriott Hunt Valley Inn, 245 Shawan Road, Hunt Valley, Maryland. The location is in Baltimore County, approximately 19 miles north of downtown Baltimore, and approximately 30 miles from BWI Airport. By car, it is directly off of I-83, exit 20A, and has ample free parking for guests and conference attendees. Across from the hotel is the Hunt Valley Mall, which offers a large variety of dining and shopping venues. The hotel operates a free shuttle over to the mall. In front of the mall, a Light Rail stop connects Hunt Valley with downtown Baltimore, Oriole Park at Camden Yards, and Harbor Place (a 40 minute ride).

Rooms: $131 per night plus 14% tax, includes daily hot breakfast buffet in the hotel restaurant. Rooms are blocked from Friday September 14 thru Sat September 22.

The contract with Hunt Valley Inn provides for the following terms and guarantees:

850 room nights blocked, of which we must currently guarantee 85%; = 722 room nights. We have an option to revisit the guarantee no later than Sep 14, 2011 and reduce current guarantee by as much as 10%; down to a minimum of 650 guaranteed room nights. (Original contract assumed 210 overall attendees: 180 mix of state & federal attendees, speakers and sponsors, plus 30 guests).

Contract provides for food & beverage minimum of $17,000.

Pursuant to Board authorization at the Fall Planning Meeting, we have a contract for the Board Dinner on Saturday, September 15. We have paid a deposit of $100, reserving the date for approximately 50 participants. The numbers are flexible, plus or minus 10 either way.
Given the mid-September (in school) date of the Baltimore conference, we currently have made no plans for special youth events of a special youth hospitality room, as no youth attendance is anticipated. A “to do” item for the Baltimore planning group is a backup plan if registrations surprise us and we have a few youth attendees. We’ll have a few ideas for this contingency in our arrangements presentation at Charleston.

Additional contracts, deposits and funding needs:

A contract and deposit issue may develop soon with the bus service we engage for the Saturday, Monday and Tuesday activities. We have inquired on prospective 2012 rates from four Baltimore companies, and all are apprehensive about rising gas prices. Only one company has offered to lock in current rates for 2012 services if a contract is signed in 2011, but cannot guarantee how long that will remain open –possibly through September, but not a certainty. A deposit of approximately $1,200 will be needed with the bus contract. We’re going to maintain communication with the bus companies and report again at Charleston. It’s too early now, but at Charleston we might recommend an early commitment to a bus service, if it looks advantageous.

We would like to send at least one, possibly two, of the Baltimore planning staff to this year’s Charleston conference, to both assist and learn. Our top priority is to at least send the one staff member we have designated to lead registration and AV support in Baltimore. There are no out of state travel funds in our agency budget, and we cannot charge expenditures for that purpose. We request that HSFo fund the cost of up to two Baltimore staff to the Charleston conference. We estimate the cost of room and travel at a maximum of $1,600 each. To offset part of this cost, we do have a small amount of “training” funds in our budget, and can offer to pay the conference registration fee for one or both staff.

This concludes the Baltimore 2012 Arrangements Report.

Mr. Fitzer moved for acceptance of the report, with Doug Robinson of West Virginia seconding the motion.

There was a brief discussion regarding the organization’s funding of the one to two Baltimore staff that will assist at the Charleston conference. President Berry concurred that these travel costs may be treated as “prepaid” expenses, and will be accounted for in the Baltimore 2012 Conference budget.

President Berry called for a vote. The report was accepted.

**Arrangements Report- Planning, San Antonio**

Mr. Stan Mead gave the following report to the Board via conference call:

Stan contacted the San Antonio Tourist and Convention Bureau, and was assigned a sales representative to facilitate our search for an appropriate conference site. Subsequently an RFP was sent out to prospective sites, modeled after the one used for the Baltimore 2012 conference in terms of room night count and spread, along with meeting space and food and beverage requirements. A number of competitive proposals were received, some on or near the River Walk, some at other non-downtown locations. Stan intends to visit the most promising of the proposed sites while in San Antonio in June. At the Charleston conference in August, he will report to the Board and recommend 4 or 5 top prospects, to be visited by the Board during the Fall (December) Planning Meeting in San Antonio.
Following Stan’s presentation, Doug Robinson made a motion that the Board select San Antonio for the 2013 Conference. Dague Clark seconded the motion.

Discussion: It was suggested to appoint Stan as Arrangements Chair for San Antonio 2013. Stan commented on the high level of internal support that would be needed from HSFo members to staff this conference, as there would be no local support, and this would not be a state-hosted event. The Board subsequently appointed Stan Mead as Arrangements Chair for San Antonio 2013, and Stan accepted.

President Berry called for a vote on the motion to hold the 2013 Conference in San Antonio. The motion passed.

A discussion followed on prospects of Kentucky as the site of the 2014 Conference. Renee Close responded that it’s what they want to do, and will have an answer on that in a month or so. Stan proposed that, looking forward, the Fall 2012 Planning Meeting be held in the same city where we anticipate holding the 2014 conference, facilitating conference site selection.

It was suggested that early thought be given to a budget for San Antonio, considering staffing costs not historically incurred by the organization.

**Audit Report**

Mr. Doug Robinson of West Virginia presented the following:

Mr. President:

I have received the records for the 2010 conference in Bismarck from Brenda Weisz; the records for the last HS Fo fiscal year from Ted Martin; and the records for the Baltimore Business Meeting from Hank Fitzter.

During the next several months these records will be reviewed and a full report will be presented during the annual business meeting at the conference in Charleston, West Virginia.

Mr. President, this concludes my report.

Mr. Robinson moved for acceptance of the report. Deena Brown of Oklahoma seconded.

President Berry called for a vote. The report was accepted.

**Sponsor Development**

Mr. Jim Fredyma of New Hampshire presented the following:

Mr. President and members of HS Fo:

Letters and invoices for the twelve 2010 corporate sponsors were in January 2011. Members paid for 2011 include:
Payments in process include:
HMS
UMass
JP Morgan Chase

Declining sponsorship this year are Ingenix and ACS, both due to other commitments or business reasons.

No response thus far: IVA

Additional letters and invoices have been mailed to companies that expressed interest, inquired about or were referred for follow-up by members, or identified by me, as follows:
Beacon Analytics (2010 inquiry)    Myers and Stauffer (2010 inquiry)
Curam Software (Ted Martin)       Cenpatico (Doug Robinson)
ADMIN Solutions (Doug Robinson)   CGI Group, Inc. (Mary Fernald)
PayStream Advisors               Bull Services
Kronos Inc.                      MasterCard International
Gartner                         Benefitfocus
Core Solutions                   Configure, Inc.
CR Software

This completes my report.

Mr. Fredyma moved for acceptance of the report, and Rick Brennan of West Virginia seconded.

President Berry called for a vote. The report was accepted.

Program Committee

Ms. Vonnetta Allenbaugh of Oklahoma presented the Program Committee Report:

Mr. President, the 2011 HSFo Program Committee consists of 40 members, representing 22 different states.

Prior to the 2010 Fall Planning Meeting in Lexington, KY the Program Committee held four(4) conference calls. After the 2010 Fall Planning Meeting and prior to the 2011 Spring Planning meeting here in Boise, ID, the Program Committee held an additional six(6) conference calls, which occurred on:

01/14/11
01/28/11
These conference calls were essential in continuing communication to fully develop the 2011 Annual Conference Program.

The theme of the 2011 HSFO Annual Conference in Charleston, WV, July 31-August 4 is:

“Navigating the Peaks and Valleys of Health and Human Services Financial Management”

**HSFO: expertly guiding over economic and healthcare mountains to help safely deliver services to those in need**

On February 22, 2011, the Program Committee distributed “Call for Presenters” correspondence to the twelve HSFO 2010 Corporate Sponsors. As of the due date 04/01/11, we received 10 proposals from 3 corporate sponsors. Corporate sponsors not presenting a session, will be given an opportunity to make a 10-minute sponsor presentation at various designated times throughout the program.

At this time the agenda has been developed and the program committee will continue to work on firming up speakers and moderators for each session.

Remaining scheduled conference calls will be held:
04/29/11
05/13/11
06/03/11
06/24/11
07/08/11

As program committee chair, I would like to take a moment to commend program committee members who made extraordinary efforts to participate in conference calls and work on program agenda development, despite the unprecedented pressures of their jobs during a time of fiscal crisis within most States.

This concludes my report.

Ms. Allenbaugh moved for acceptance of the report. The motion was seconded by Rick Brennan of West Virginia.

President Berry called for a vote. The report was accepted.

This concluded the 2011 Spring Business Meeting. President Berry adjourned the meeting.