Monday, December 10, 2007

Mr. Richard Humiston of Idaho, President of the Association welcomed all to the meeting and since there was several new members attending this meeting, he requested that everybody in attendance introduce themselves and indicate their roll in the organization.

President Humiston stated that Treasurer Jerry Berry of Arkansas is current on active duty with the National Guard and was unable to attend this meeting. He also stated that HSFo has had several organizational changes since the annual meeting in Sparks, Nevada. He announced the following changes: Region 2 Director Hank Fitzer has resigned this position; President Humiston announced that he has appointed Harry Roberts to complete Mr. Fitzer’s term as Region 2 Director. Mr. Jeff Roberts of Tennessee has informed HSFo that he will be unable to attend the meetings and has resigned as Resolutions chair. President Humiston then announced that Michelle McDonald will serve as the organizations Resolutions chair.

President Humiston then explained that only the Executive Board and Regional Directors are allowed to make motions and vote. Committee Chairs are allowed to move their report, but are not allowed to make seconds or vote on motions. He also stated that this meeting is run in accordance with “Roberts Rules of Order”.

Mr. Richard Humiston of Idaho, President of the Association, directed the Secretary, Mr. Jeff Reynolds of Louisiana, to call the roll of the voting members of the Board of Directors to establish the presence of a quorum. As polled and responded in attendance were 15 voting members of the board including: Richard Humiston of Idaho (President), Rick Brennan of West Virginia (Vice President), Jeff Reynolds of Louisiana (Secretary), Karen Fricke of Arkansas – proxy for Jerry Berry of Arkansas (Treasurer), Stuart Kettner of Oklahoma (Historian), Dauge Clark of New Hampshire (Region 1 Director), Harry Roberts of Delaware (Region 2 Director), Shari Bryant of North Carolina (Region 3 Director), Nancy Haber of Illinois (Region 4 Director), Stan Mead of Louisiana – proxy for Debbie Loper of Louisiana (Region 5 Director), Don Warnke of Wisconsin – proxy for Kim Austen of Minnesota (Region 6 Director), Denna Brown of Oklahoma – proxy for Brenda Weisz (Region 7 Director), Shawna DeRoussse of Nevada – proxy for Mike Torvinen of Nevada (Region 8 Director), Terry Bryant of Alabama (At-Large Director 1), and Laura Baker of Alaska (At-Large Director 2).

After the roll of voting members where taken, Secretary Reynolds confirmed that a quorum was present for this business meeting.

President Humiston stated the next order of Business is the Historians Report. He called on Mr. Stuart Kettner of Oklahoma to make the Historian Report.
**Historian Report:**

Mr. Stuart Kettner of Oklahoma presented the Historians report:

The National Association of State Human Services Finance Officers (HSFo) held its 60th Annual Conference and Business Meeting in Sparks, Nevada, from July 29 to August 3, 2007, with President Mary Fernald of Ohio presiding. Location for the Conference, President’s Reception, Banquet, and Business Meetings was the John Ascuaga’s Nugget Casino Resort in Sparks, Nevada. The Conference was hosted by Mr. Mike Torvinen of Nevada. The 371 attendees consisted of: 254 member registrants; 79 guests; and 38 youth. The President’s Reception was held on July 29, 2007. The Conference Special Event on July 31, 2007, was a historic sightseeing cruise of Lake Tahoe on the M.S. Dixie. The closing Banquet was held on August 2, 2007. All events were reported to have been well received and thoroughly enjoyed by the conference participants.

The 60th annual conference theme was “Sparking New Ideas and Mining Solutions” and included several sessions covering perspectives from Washington, some of the major challenges facing states, and numerous sessions covering the current issues of the Medicaid program and Children’s Services. The conference program received very positive evaluations from participants. Overall, the 60th Annual Conference was a tremendous success.

Since the conclusion of the Annual Conference, HSFo has held four (4) national Training sessions:

- Child Welfare Services II was held September 24 -26, 2007 at the Charleston Marriott Town Center in Charleston, West Virginia. Training was hosted by Mr. Rick Brennan and conducted by Maximus, Inc. (22 Attendees)
- Medicaid II was held October 1 - 3, 2007 at the Hampton Inn & Suites – Arundel Mills in Baltimore, Maryland. Training was hosted by Mr. Hank Fitzer and conducted by Public Consulting Group. (39 Attendees)
- TANF, Child Care & Food Stamps was held October 1 - 3, 2007 at the Courtyard by Marriott in Oklahoma City, Oklahoma. Training was hosted by Ms. Deena Brown and conducted by Maximus, Inc. (27 Attendees)
- Child Welfare Services III was held October 29 -31, 2007 at the Charleston Marriott Town Center in Charleston, West Virginia. Training was hosted by Mr. Rick Brennan and conducted by Maximus, Inc. (42 Attendees)

Evaluations for all sessions were very positive in terms of substance, quality and experience. CPE Certificates have been issued for all attendees.

Mr. Stuart Kettner moved the report be accepted and Ms. Deena Brown seconds the motion.

Motion passed with a voice vote.

President Humiston called on Mr. Jeff Reynolds of Louisiana (Secretary) to make the Secretaries Report.

**Secretary Report:**
Mr. Jeff Reynolds of Louisiana presented the Secretary’s report:

The minutes of the Annual Business meeting of the Association, held on August 2, 2007 in Sparks, Nevada have been transcribed and posted on the organization’s website. I move the suspension of the reading of the minutes and for the adoption of this report.

Mr. Terry Bryant of Alabama seconded Mr. Reynolds motion.

Motion passed with a voice vote.

President Humiston called on Mr. Jeff Reynolds of Louisiana to make the Treasurer’s Report.

Treasurer Report:

Mr. Jeff Reynolds of Louisiana presented the Treasurer’s report:

The Treasurer’s report is dated 11/30/07 and includes the Statement of Income and Expenses for the period of 12/01/2006 to 11/30/07 and the organization’s balance sheet for the period ending 11/30/07.

The balance sheet for the period 11/30/07 reflected that HSFo had Total Assets of $382,854.93, Total Liabilities of $4,600.00 and Total Equity of $378,254.93.

The Statement of Income and Expenses for the period of 12/01/2006 to 11/30/07 reflect Total Income of $286,167.92, Total Expenses of $185,826.59 with a Total Income of $100,341.33.

Mr. Jeff Reynolds of Louisiana moved for acceptance of the report and Laura Baker of Alaska seconded the motion.

Motion passed with a voice vote.

President Humiston called on Ms. Simone Roy of New Hampshire to make the Federal Issues Report.

Federal Issues Report:

Ms. Simone Roy of New Hampshire presented the Federal Issues Report:

The Federal Issues Report is 16 pages long. The organization will post the entire report on the organization’s website with hyper-links to all of the source documents.

The State of New Hampshire won its appeal to the Department’s Appeals Board (DAB), originally NH was to repay $1.7 million in training cost to Administration for Children and Families who had originally claimed that these cost were overstated. The DAB agreed with the State and reversed the entire amount of the disallowance. The decision is hyperlinked on page 2 of the Federal Issues Report.
On page 3 of the report, the Department of Health and Human Services, Office of Inspector General (OIG) has posted its 2008 work plan. The OIG will be reviewing the following items: Foster care and adoption assistance training and other administrative cost claimed under Title IV-E and project care maintenance payments under Title IV-B.

On page 5 of the report, the Centers for Medicare and Medicaid Services (CMS) is looking to stop paying for transportation and other school-based medical services that are not medical. This will have an impact of the Medicaid funding of these school-based services.

On page 6 of the report, CMS has issued a draft rule for the coverage rehabilitative services which will have an impact on child welfare agencies that are doing per-diem rate for bundled services. CMS is trying to force these agencies to a fee-for-service claiming. They are also increasing the case plan requirements.

On page 7 of the report, the SCHIP reauthorization has not been passed and Congress is working on a new bill that allow up to the 250% poverty level and 300% cap on Medicaid eligibility. The State of Wisconsin has just gotten a waiver for their SCHIP program. The waiver has addressed the crowd out provision of the SCHIP program. Contact Don Warnke for additional information on this waiver.

On page 8 of the report, On December 4, 2007, CMS releases interim final rule on optional state plan case management services. This rule defines case management and targeted case management. This rule also explains that any services that can be charged to another program should not be charged to Medicaid. They specifically mentioned foster care services.

On page 10 of the report, the TANF program will be performing improper payment audits and create a national TANF payment error rate.

On page 13 of the report, the State of Alabama lost a DAB decision on failing to achieve the required performance level for establishing paternity during Federal Fiscal Year 2003.

On page 14 of the report, in the Low-Income Home Energy Assistance Program (LIHEAP) any unspent funds can be redistributed to the States that spent their full allotment.

On page 15 of the report, there is a final rule from FEMA on management cost includes any indirect cost and administrative cost not charged directly to a project. This will most likely reduce federal funding from FEMA in the case of emergency situations due to the administrative cap and sliding scale management costs.

The detail report was handed out to the participants and will be posted on the organizations web site.

Ms. Simone Roy of New Hampshire moved for acceptance of the report. Laura Baker seconded the motion.

Mr. Doug Robinson of West Virginia complemented Simone and stated that this was one of the best reports he has seen.
Motion was passed on a voice vote.

President Humiston encourage all of the attendees to the Federal Issues report back their agencies and share it with your agencies.

President Humiston called on Ms. Deena Brown of Oklahoma to make the Membership Report.

**Membership Report:**

Ms. Deena Brown of Oklahoma presented the Membership Report:

HSFo ended the Fiscal year with 65 paid member agencies. For the current year, we already have 1 paid member agency (Oregon Department of Human Services) who is a returning member after a three year absence.

Laura Baker of Alaska has developed a pamphlet that the Membership committee can give to prospective members that list the benefits of being a member. The Membership committee asked the members to review the pamphlet and see if they would like to make any recommendations before the pamphlet is finalized.

There is a membership listing on the organizations website, Ms. Brown requested that the members access this listing and review it for correctness.

Ms. Deena Brown of Oklahoma moved for acceptance of the report. Nancy Haber of Illinois seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Rick Brennan of West Virginia to make the Time and Place Report.

**Time and Place Report:**

Mr. Rick Brennan of West Virginia presented the Time and Place Report:

At this time, the State of West Virginia is the only state that has proposed to host the HSFo’s annual conference in the calendar year of 2011. A final decision on the location of the 2011 annual conference will be made at HSFo’s spring planning meeting in Little Rock, Arkansas. If any other state is interested in submitting a proposal for the 2011, they need to contact the Time and Place Chairman, Kent Roner.

Mr. Rick Brennan of West Virginia moved for acceptance of the report. Stan Mead of Louisiana seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Ms. Laura Baker of Alaska to make the Newsletter Report.
Newsletter Report:

Ms. Laura Baker of Alaska presented the Newsletter Report:

The 2007 Fall Newsletter was distributed via USPS from Juneau, Alaska on November 14, 2007 to 1,110 recipients. Four were hand delivered in Juneau.

Article contributors to Fall Newsletter: Laura Baker (AK), Mary Fernald (OH), Shawna DeRousse (NV), and Mike Torvinen (NV). Membership information was provided by Deena Brown (OK) and corporate sponsor information and corporate article provided by Brenda Weisz (ND).

Reviewer participation: Laura Baker (AK), Dick Humiston (ID), Rick Brennan (WV), Nancy Haber (IL), Heidi Randell (OK), Terry Bryant (AL). Annual Conference program article reviewed by Stuart Kettner (OK) and 2008 Program Committee update reviewed by Hank Fitzer (MD). Don Warnke was not available.

A number of changes were made to the Newsletter, such as:
1. New HSFo Logo and colors.
2. Change from tri-fold stuffed in envelope to ½ fold mailing document.
3. Pages increased from six to eight. This resulted for two reasons: First, better format for printer preparation, binding and folding. Secondly, the annual meeting minutes as originally edited down still took almost 3 ½ pages – this was ultimately trimmed down further.
4. More content was added related to standing committee sections and updates on activities since Annual Business meeting report and Annual Conference.

Distribution Information – Mailing list for Newsletter was provided by Nancy Haber in Word label format form previous Newsletter mailing, as well as list of Conference Attendees that needed to added. Laura baker collected lists of 2007 training participants from training committee and 2007 Conference List. All of this information was subsequently entered into a spreadsheet for ease in tracking, sorting and updating. After a cursory review of duplicates and known deletes, this file was then merged into Word for the final mailing labels for the Fall Newsletter.

With these changes, the cost of producing a newsletter has increased approximately $380.00 dollars.

Newsletters were mailed first class at $0.58. Increased postage resulted from 8 page spread and heavier weight paper to hold up in mailing. Delivery to post office was pre-sorted in zip code order although not required for regular first class mailing.

I researched bulk mailing options and have provided information in Attachment A. The pro/cons for the Board’s consideration are:

Pros
- Allows for Bulk mail permit to be printed on Newsletter (no manual stamping)
- Provides some savings depending on level of bulk mailing type, i.e. first class/presorted, first class, surface mail presorted. Example: surface bulk mail would be approximately $0.25 rather than $0.41 cents; however this would go surface – flown to Seattle and then trucked to various
locations for delivery. Per 1,110 count this would result in $275.00 savings per mailing; or $100.00 when netting $175.00 annual permit fee.

- First Class Bulk mail savings not as much of a cost savings; and offset by $175.00 annual permit fee.

Cons
- One time permit imprint cost of $175.00
- Annual permit renewal $175.00 (requires 2 or more distributions)
- Bulk mail can ONLY be mailed from location that permit is issued – Juneau, AK 99803, cannot be used at any other post office.
- More manual time ensuring that information sorted properly for USPS
- If use surface bulk mail have to allow an additional 2 weeks or more for delivery time. It is already difficult to get input and distribution within 4 weeks of upcoming meetings.

Assignments and Timeline for Upcoming Newsletters

In order to make this Newsletter as informational as possible and to share the responsibilities of the Newsletter Content, each of you are asked for input as listed below.

President – President’s Letter (and mug shot). Also identify whether or not you want a member profile and if so, from whom?
Secretary – Provide writing minutes and/or publishable minutes in article ready format.
Historian – Provide pictures from business meeting and activities. For the winter 2008 volume, an article or background information on the establishment of HSFe; when, why, where, how many members, etc. (maybe work with Bob Bumbalow, Stan Mead and Richard Billera on this).
Program Committee Chair – Article on status of program committee activities; maybe draft snapshot of topics or change in program content format for readers to get them geared up for Conference.
Membership Committee Chair – Provide full list of active member agencies as of end of January 2008 and some information on why being a member is of benefit (if different from what is used on Web and Fall Newsletter.
Arrangements Committee – Provide short write-up from each on general status of upcoming planning or Conference arrangements.
Training Committee Chair – Provide an update on December 2007 Training, or other activities and new training not already included on the Upcoming Events portion of Newsletter.
Regional Directors – Provide input on issues, events, learning experiences, etc happening within your region that may be beneficial to readers.
Federal Issues – Provide a summary article on federal report as well as full report electronically. Would be better not to include the whole report but key points, etc – readers will be directed to HSFe website for full report.
Sponsor Development Committee Chair – List of current corporate sponsors; identify who is new and/or dropped. Provide Corporate Sponsor Series article (1 or 2), about 250 words.
CPE Committee Chair – Provide an update on how CPE recipients and/or credits issue since last report.

For the mailing distribution list, Ms. Baker has cross referenced to the 2007 Paid Member Agency listing from HSFe’s website and she has also compared the training list to the distribution list. There are
Ms. Laura Baker of Alaska moved for acceptance of the report. Ms. Deena Brown of Oklahoma seconded the motion.

Mr. Allyn Guffey of North Carolina asked if the newsletter is sent to any of our sponsors? Ms. Laura Baker of Alaska responded that the newsletter is sent to 118 Federal employees and 130 sponsor/consultants receive the newsletter.

President Humiston asked if the members thought it was appropriate for HSFo to be sending 130 newsletters to sponsor/consultants? Ms. Laura Baker of Alaska thought it was a good idea to review who was getting the newsletter and see if it is possible to cut down on the multiple copies going to the same company.

President Humiston asked Ms. Baker what date does the next set of articles need to be submitted for the spring newsletter? Ms. Laura Baker of Alaska stated that the articles need to be submitted to her by “close of business” January 15, 2008. Ms. Baker stated that each member must be willing to contribute in order to have a successful newsletter. Ms. Nancy Haber of Illinois supported this statement about how difficult it is to get articles for the newsletter and she would encourage everybody to support Laura in her efforts.

Motion was passed on a voice vote.

President Humiston asked the members to recognize the work that Ms. Nancy Haber of Illinois did for a number of year on the organizations newsletter with applause.

President Humiston also asked the members to recognize the work that Ms. Laura Baker of Alaska did on this year’s newsletter with applause.

President Humiston called on Ms. Mary Fernald of Ohio to make the Nominating Report.

Nominating Report:

Ms. Mary Fernald of Ohio presented the Nominating Report:

As of Monday, December 10, 2007, HSFo has not received any nominations for the board. The form for nominating is on the organizations web site if anybody wants to submit a nominee.

Ms. Mary Fernald of Ohio moved for acceptance of the report. Ms. Deena Brown of Oklahoma seconded the motion.

Motion was passed on a voice vote.
President Humiston then met with the organizations Regional Directors to discuss outreach methods to attract new members to the organizations. After much discussion President tasked the Regional Directors to perform the following task within the next quarter:

- Update their regions contact list.
- To hold a regional conference call with their regional members to discuss training, federal issues, newsletter articles, etc.
- After the conference call, the Regional Director is to send an e-mail to the Executive Board and the other Regional Directors covering the topics discussed and any issues identified.

President Humiston requested that At-Large Regional Director Mr. Terry Bryant of Alabama right an article for HSFO’s newsletter discussion that the Regional Directors will be holding conference calls to discuss the current issues within their regions.

President Humiston called on Mr. Hank Fitzer of Maryland to give an update on the Program committee activities.

**Program Report:**

Mr. Hank Fitzer of Maryland presented the following update:

The program committee started its meetings yesterday (Sunday, December 9, 2007) and they had a very productive session. The committee did not get into picking specific topics but discussed the important things the committee must do to make this a successful conference. One of the areas that they explored is to handle the new attended orientation in a different manner. It will allow us to have additional time on Monday for sessions and have a more personal way to meet new attendees. The committee is proposing to have a special orientation on Sunday night before the Presidents Reception. They are suggesting that the new attendees are identified in the registration process and they are sent a separate invitation to this orientation and also have the Regional Directors make a phone call to the new attendees to personally welcome them to the organization.

The other issue is to explore a more creative way to give the corporate sponsors a chance for promotion as opposed to the 10 minutes time slots that are currently used. We may give the corporate sponsors an opportunity to do a “case study” during a concurrent session. This would be an educational presentation but the corporate sponsor would be given more freedom to explain how their organization dealt with the specifics of the case study. This would be a little more promotional than a normal corporate sponsor lead class, but we would need to clearly identify that the session is educational and qualifies for continuing professional education (CPE). If a corporate sponsor agreed to do one of these sessions, then they would agree to give up their 10 minute time slot before the general session. The committee is hoping to free-up enough time to offer another 50 minute session.

The committee reviewed of last years evaluations and confirmed the importance of having the speakers presentations early enough to ensure that the handouts get to the participants. They also identified the importance of having microphones in the audience for questions.
The committee has done three conference calls before the fall planning meeting and they came in with a very extensive list of possible general session and break-out session topics. They want to have the general sessions cover broad topics that then lead into more technical break-out sessions. From the evaluation forms it was determined that the participants would like to see more break-out sessions.

The Program committee is still working to identify the specific topics that will be covered in each session, they will present this information to the Board at tomorrow’s meeting (Tuesday, December 11, 2007).

President Humiston then adjourned the meeting for today and notified the participants that the meetings will start at 8:00 am, Tuesday, December 11, 2007.

Tuesday, December 11, 2007

President Humiston called the meeting to order.

President Humiston called on Mr. Stan Mead of Louisiana to make the Site Selection Committee Report.

Site Selection Report:

Mr. Stan Mead of Louisiana presented the Site Selection Report:

The committee visited the Embassy Suites and the Marriott in Charleston, West Virginia. The Embassy Suites offered $144 per night and the Marriott offered $139 per night. The Embassy Suites comes with a free full breakfast in the morning and a two hour of free cocktails each night. In order to counter these benefits, the Marriott has also a buffet breakfast each morning and free cocktails Monday, Tuesday and Wednesday. They will also allow HSFo to use their old bar area for our Hospitality Suite. This is a huge area and will be ideal for the hospitality suite. The Marriott is also offering more concessions then the Embassy Suites, the Embassy Suites would charge us $250.00 per night for each hospitality room and we would need two suites for adult hospitality and one suite for the kid’s hospitality suite. The Marriott will give us the Hospitality Suite and several suits for VIP’s for free. The Site Selection committee voted on Monday, December 10, 2007 to select the Marriott as the hotel HSFo uses if the 2011 conference is awarded to Charleston, West Virginia.

Mr. Stan Mead of Louisiana moved for acceptance of the report. Mr. Terry Bryant of Alabama seconded the motion.

Motion was passed on a voice vote.

President Humiston then recognized Regional Director Mr. Harry Roberts of Delaware.

Mr. Harry Roberts of Delaware the made the following motion:

“I would like to make a motion to suspend the by-laws, in order to allow HSFo to go ahead and award the 2011 conference to Charleston, West Virginia at the Fall Business meeting.”
The motion was seconded by Mr. Stuart Kettner of Oklahoma.

President Humiston then explained that currently the by-laws indicate that conference sites are selected in the Spring Business meeting. By approving this suspension of the by-laws, the board would be allowing the conference site to be selected in the Fall Business meeting.

Motion was passed on a voice vote.

President Humiston then recognized Mr. Stan Mead of Louisiana.

Mr. Stan Mead of Louisiana the made the following motion:

“I move that HSFo awards the 2011 annual conference to the State of West Virginia.”

The motion was seconded by Mr. Dague Clark of New Hampshire.

Motion was passed on a voice vote.

President Humiston stated that the West Virginia staff was now authorized to start the negotiation process with the Marriott and enter into whatever commitments are necessary to hold that conference.

President Humiston called on Ms. Heidi Randell of Oklahoma to make the By-Laws Committee Report.

**By-Laws Committee Report:**

Ms. Heidi Randell of Oklahoma presented the By-Laws Committee Report:

In reviewing the by-laws, the only thing that Ms. Randell identified as a possible change is Article 3 on HSFo membership. Section 2 states that the annual period of membership shall be for the 12 month calendar year. However, all of the other articles in the by-laws are on the organizations fiscal year (December 1st thru November 30th).

Ms. Randell is proposing that the annual period of the membership be changed to the organizations Fiscal Year.

President Humiston stated that in order to change the by-laws we will need to follow Article 11 of the by-laws.

Mr. Richard Billera of New York stated that this difference was purposely done to avoid any confusion with the members about what year they were a member of the organization and to ensure that there was no questions about who was an active member at the December meeting.

President Humiston recommended that Ms. Randell review this issue further and determine if she wants to proceed with this change to the by-laws.
Ms. Heidi Randell of Oklahoma moved for acceptance of the report. Mr. Terry Bryant of Alabama seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Ms. Laketha Miller of North Carolina to make the Continuing Education Report.

**Continuing Education Report:**

Ms. Laketha Miller of North Carolina presented the Continuing Education Report:

There were 86 certificates issued for the annual conference in Sparks, Nevada. There were 20 certificates issued for the Child-welfare 3 training held October 29, 2007. There was 21 certificates issued for the TANF/Foodstamps training held October 1, 2007 and 40 certificates issued for the Medicaid 2 training held on October 1, 2007. HSfo received its CPE renewal notice on October 4, 2007 and according to this notice, we will be required to expand our learning objectives and move to more manageable definitions. Ms. Miller will be working on this.

Ms. Laketha Miller of North Carolina moved for acceptance of the report. Ms. Nancy Haber of Illinois seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Allyn Guffey of North Carolina to make the Arrangements Report for the 2008 conference in North Carolina.

**North Carolina Arrangements Report:**

Mr. Allyn Guffey of North Carolina presented the North Carolina Arrangements Report:

The 2008 Annual Conference for HSfo will be held in Charlotte, North Carolina from August 3, 2008 to August 8, 2008. The Conference will be held at the Marriott City Center in downtown Charlotte. Mr. Guffey stated that he will review the room nights used in Tennessee and Nevada to determine if we need to increase the room counts in the contract with the Marriott City Center. The Presidents reception will be held in at the hotel. The Tuesday afternoon event will be at Lowe’s Motorspeedway in Charlotte. Attendees will have the opportunity to stay and watch the Legends car race at the speedway. Thursday night at the banquet there will be a band playing.

Mr. Allyn Guffey of North Carolina moved for acceptance of the report. Ms. Shawna DeRousse of Nevada seconded the motion.

Motion was passed on a voice vote.
President Humiston called on Mr. Jeff Reynolds of Louisiana to make the Arrangements Report for the 2009 conference in Louisiana.

**Louisiana Arrangements Report:**

Mr. Jeff Reynolds of Louisiana presented the Louisiana Arrangements Report:

The 2009 Annual Conference for HSFo will be held in New Orleans, Louisiana and is scheduled July 26, 2009 to July 31, 2009. Mr. Stan Mead has started the process of setting up the committees to run the meeting and we will submit our conference budget to the Executive Board at the Spring Planning meeting.

Mr. Jeff Reynolds of Louisiana moved for acceptance of the report. Mr. Rick Brennan of West Virginia seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Ms. Deena Brown of Oklahoma to make the Arrangements Report for the 2010 conference in North Dakota.

**North Dakota Arrangements Report:**

Ms. Deena Brown of Oklahoma presented the North Dakota Arrangements Report:

The Annual conference in 2010 will be held in Bismarck, ND from August 1, 2010 to August 6, 2010. It will be held at the Best Western Ramkota Hotel. The room rate is $105.00 per night and the Tuesday event will be “Pitchfork” fondue.

Ms. Deena Brown of Oklahoma moved for acceptance of the report. Mr. Stan Mead of Louisiana seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Ms. Karen Fricke of Arkansas to make the Arrangements Report for the 2008 spring planning meeting in Little Rock, Arkansas.

**Little Rock Arrangements Report:**

Ms. Karen Fricke of Arkansas presented the 2008 Spring Planning Meeting Arrangements Report:

The Spring Planning meeting will be held in Little Rock, Arkansas from April 26, 2008 to April 30, 2008. The meeting will be held in the Peabody Hotel in downtown Little Rock. The room rate at the hotel will be $129.00 per night.
Ms. Karen Fricke of Arkansas moved for acceptance of the report. Mr. Stan Mead of Louisiana seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Rick Brennan of West Virginia to make the Arrangements Report for the fall 2008 and spring 2009 Planning meetings.

**Fall 2008 and spring 2009 Planning Meetings Arrangements Report:**

Mr. Rick Brennan of West Virginia presented the fall 2008 and spring 2009 Planning Meetings Arrangements Report:

For the fall 2008 Planning Meeting, Mr. Terry Bryant of Alabama has agreed to host this meeting in Montgomery Alabama. For the spring 2009 Planning Meeting, Simone Roy and Daugue Clark has agreed to have this meeting in Portsmouth, New Hampshire.

Mr. Rick Brennan of West Virginia moved for acceptance of the report. Ms. Laura Baker of Alaska seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Ms. Michelle McDonald of Maryland to make the Resolutions Report.

**Resolutions Report:**

Ms. Michelle McDonald of Maryland presented the Resolutions Report:

At this time, there have been no proposed resolutions submitted to HSFO. If you have a proposed resolution please submit it to me.

Ms. Michelle McDonald of Maryland moved for acceptance of the report. Mr. Stuart Kettner of Oklahoma seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Doug Robinson of West Virginia to make the Training Report.

**Training Report:**

Mr. Doug Robinson of West Virginia presented the Training Report:

The training committee met on Monday (December 10, 2007), the following members where present: Ms. Mary Fernald of Ohio, Mr. Jim Freydma of New Hampshire, Mr. Don Warnke of Wisconsin, Mr. Jason Sancez of New Mexico and Semoine Roy of New Hampshire. The committee agreed to the concept of a training coordinator for each subject area and the coordinator will be will be the “go to”
person for handling the registration process regardless of the host site for the training event. The committee believes that this will provide consistency and will encourage member agencies to host a training event without the burden of registration. The Training Coordinator will also be looking to the Regional Directors for help with attendance if they experience difficulty with filling a training event. The committee also developed a schedule for the coming year and a total of nine sessions will be offered, this includes the two sessions that are currently being conducted in Charleston, West Virginia. The additional sessions will be March 2008 (Medicaid II), April 2008 (Basic Cost Allocation), May 2008 (Medicaid I), June 2008 (Child Welfare II) which will be held by Tennessee, October 2008 (Advance Cost Allocation and Medicaid II) and December 2008 (Child Welfare III). Mr. Terry Bryant of Alabama has agreed to host training in conjunction with the 2008 Fall Planning meeting in Birmingham, Alabama.

Mr. Doug Robinson of West Virginia moved for acceptance of the report. Mr. Dauge Clark of New Hampshire seconded the motion.

President Humiston recognized Ms. Laura Baker of Alaska. Ms. Baker stated the importance of having the location of the class identified as early as possible. This is needed so the States can determine the most economical travel for their employees that will be attending.

Motion was passed on a voice vote.

President Humiston called on Ms. Karen Fricke of Arkansas to make the Internal Audit Report.

**Internal Audit Report:**

Ms. Karen Fricke of Arkansas presented the Internal Audit Report:

At this time, Ms. Fricke has requested the documents from the States that have held an event during the last Fiscal Year. After she has received these documents she will conduct her review and make a more detailed report at the Spring Meeting.

Ms. Karen Fricke of Arkansas moved for acceptance of the report and Ms. Deena Brown of Oklahoma seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Jeff Reynolds of Louisiana to make the Audit Resolution Report.

**Audit Resolution Report:**

Mr. Jeff Reynolds of Louisiana presented the Audit Resolution Report:

Last year Ms. Laketha Miller of North Carolina was HSFo’s internal auditor. In her report, she made five suggestions for improvement to organizations financial operations. We will go through each of Ms. Miller’s suggestions and discuss the board’s response. The following are the suggestions:
1. Recommended that procedures should be documented outlining the fiscal practice which should also include the detailed responsibilities of the Treasurer, contract accountant and the host states.
   a. The board agrees with this recommendation with the understanding that there is a wide variety in accounting skill levels among our volunteer members and we should always try and keep the requirements as simple as possible and not overly burdensome.
   b. The board will be working to develop a packet that can be given to each host state that will outline their minimum financial responsibilities when hosting an event. This packet will be sent to the members when they are notified that they will host an event.
   c. In this packet, we will establish a deadline for closing out an event of 90-days.

2. The second recommendation was that all request for disbursements be supported by invoice receipts, copies should be made of receipts that are subject to fading.
   a. The board agrees with this recommendation. At a minimum, every penny that goes out the door should be supported by a piece of paper.

3. The third recommendation is that HSFo By-Laws be amended to include a reference to the Host States as it applies to fiscal responsibility.
   a. The board agrees with this recommendation and we requested that By-Laws Chairman, Ms. Heidi Randell of Oklahoma look at this and develop the proposed language for the next planning meeting.

4. The fourth recommendation is that the members handling the organizations money be bonded.
   a. The board agrees with this recommendation but will need to explore the cost of doing this to see if it worth exploring. The board will explore this further and make a recommendation at the spring meeting in Little Rock, Arkansas.

5. The fifth recommendation is that consideration be given to procure an outside review of the organizations records to show due diligence and financial responsibility.
   a. There is no formal requirement for an independent audit and the board feels that the cost associated with procuring an independent audit exceeds the benefits that we will receive.
   b. Unless the members of HSFo want an independent audit, we will not pursue procuring an independent audit.

Mr. Jeff Reynolds of Louisiana moved for acceptance of the report and Mr. Rick Brennan of West Virginia seconded the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Richard Billeria of New York to discuss his proposal for renewal of the organizations Internet Contract.

**Renewal of Internet Contract:**

Mr. Richard Billeria of New York presented the proposed contract for internet services for the upcoming year:

In this year's contract he has put a fix stipend of $5,000.00 to cover all of the cost associated with the website redesign. This comes out to about a $100.00 per redesigned page. The rest of the contract terms are the same as last year ($26,500.00 is the total contract amount).
Mr. Stan Mead of Louisiana moved that HSFo approved the Internet Contract and Mr. Terry Bryant of Alabama second the motion.

Motion was passed on a voice vote.

President Humiston called on Mr. Stan Mead of Louisiana to discuss his proposal for an Arrangements Assistance Contract.

**Proposed Arrangements Assistance Contract:**

Mr. Stan Mead of Louisiana presented the Proposed Arrangements Assistance Contract:

Mr. Mead will be retiring in January 2008 and would like to explore the possibility of entering a contract with HSFo to assist the various arrangement committees throughout the organization. He would assist with the logistics of putting on the various events. There are two proposals he is working on, he is requesting guidance from the board on how to proceed with these proposals.

The first proposal is flat consulting contract, if someone calls him for advice on how to put on an event, he would charge an hourly rate and it would be broken down in 15 minutes increments. If the board chooses to send him on site to assist and arrangements committee, he would be reimbursed his travel and receive a daily honorarium for his time.

The second proposal is to develop a “how-to-manual” on how to put on an annual conference. This would be a fixed-price contract and he would request specific guidance on how much detail the board is looking for.

Ms. Laura Baker of Alaska moved to have “Mr. Stan Mead of Louisiana should proceed with preparing a consulting contract proposal which includes an hourly rate and a task order process which will be provide for pre-approval process with the executive board. At this time, no proposal is needed for the “how-to-manual”. Mr. Terry Bryant of Alabama second the motion

Motion was passed on a voice vote.

President Humiston informed the board that Mr. Rick Brennan of West Virginia will be the head of the Web re-designs committee and Ms. Laura Baker of Alaska will be assisting him.

President Humiston called on Mr. Jeff Reynolds of Louisiana to discuss HSFo’s Fee Schedule for the upcoming Year.

**HSFo’s Fee Schedule:**

Mr. Jeff Reynolds of Louisiana presented the proposed HSFo’s Fee Schedule:

The following are the proposed fee schedule for December 1, 2007 thru November 30, 2008:

**Annual Dues:**
• Membership: $800.00
• Corporate Sponsorship: $3,000.00

**Annual Conference Fees:**
• Member or Corporate Sponsor Early (before June 29th) Annual Conference Registration Fee: $550.00
• Member or Corporate Sponsor Annual Conference Registration Fee: $600.00
• Non-Member Early (before June 29th) Annual Conference Registration Fee: $750.00
• Non-Member Annual Conference Registration Fee: $800.00
• Federal Employee Early (before June 29th) Conference Registration: $600.00
• Federal Employee Conference Registration: $650.00
• Guest (over 19) Registration for Annual Conference: $150.00
• Youth (8 to 18) Registration for Annual Conference: $25.00
• Single Day Registration for Annual Conference: $200.00
• Half Day Registration for Annual Conference: $125.00

**Planning Meeting Fees:**
• Member or Corporate Sponsor Registration: $100.00
• Non-Member Registration: $150.00
• Guest Registration: $25.00

**Training Fees:**
• Member or Corporate Sponsor Registration: $450.00
• Non-Member Registration: $550.00
• Guest Registration: $25.00

Mr. Jeff Reynolds of Louisiana moved for the acceptance of the fee schedule and Mr. Rick Brennan of West Virginia second the motion.

Motion was passed on a voice vote.

**President Humiston then present HSFO’s annual budget for Fiscal Year 2008.**

This year’s budget was developed using last year’s actual revenue and expenditures, with the assumptions that all fees and dues will remain the same. It is assumed that there will be nine training events.

The following are the amounts in this year’s budget:

• Total Revenues: $384,700.00
• Total Expenditures: $384,185.00
• Total Income: $515.00

Mr. Rick Brennan of West Virginia moved that the Annual Budget for HSFO be approved and Ms. Laura Baker of Alaska seconds the motion.
Motion was passed on a voice vote.

President Humiston called on Ms. Shawna DeRousse of Nevada for the Sponsor Development report.

**Sponsor Development Report:**

Ms. Shawna DeRousse presented the Sponsor Development Report:

For this year, we have received on paid sponsorship from Clifton Gunderson. She has been working with Brenda Weisz of North Dakota on the duties of the Corporate Sponsor chair and she is developing an article to be included in the next HSFo newsletter.

Ms. Shawna DeRousse of Nevada moved for the acceptance of her report and Ms. Nancy Haber of Illinois second the motion.

President Humiston asked how many Corporate Sponsor did we have last year. Ms. DeRousse stated that HSFo had eleven sponsors last year.

Motion was passed on a voice vote.

President Humiston notified the board that Jim Fredyma of New Hampshire will be working with Laura Baker of Alaska and Jason Sanchez of New Mexico on the development of the CMS-64 training that HSFo will start offering.

President Humiston called on Mr. Doug Robinson of West Virginia to give an update to the Training Report.

**Update to Training Report:**

Mr. Doug Robinson of West Virginia announced the following locations for HSFo Training:

- March 2008 – Medicaid 1 in Raleigh, North Carolina
- April 2008 – Basic Cost Allocation in Oklahoma City, Oklahoma
- May 2008 – Medicaid 2 in Reno, Nevada
- June 2008 – Child Welfare 2 in Nashville, Tennessee
- October 2008 – Advanced Cost Allocation in Reno, Nevada or Boise, Idaho
- December 2008 – Child Welfare 3 in Montgomery, Alabama
- To Be Determined – Medicaid 2 in Raleigh, North Carolina

Mr. Doug Robinson of West Virginia moved for the acceptance of her report and Ms. Laura Baker of Alaska seconds the motion.

Motion was passed on a voice vote.
President Humiston called on Mr. Hank Fitzer of Maryland to give an update on the Program committee activities.

**Program Report:**

Mr. Hank Fitzer of Maryland discussed the current proposed program for the 2008 Annual conference.

**Monday, August 4, 2008**
08:00 am to 08:50 am – Introduction and Keynote Speaker
08:50 am to 09:40 am – View from Washington
09:40 am to 09:50 am – Sponsor Presentation
09:50 am to 10:05 am – Break
10:05 am to 10:55 am – Legal Issues
10:55 am to 11:45 am – State Issues from a Federal Perspective
11:45 am to 01:15 pm – Lunch
01:15 pm to 02:05 pm – Universal Health Coverage
02:05 pm to 02:55 pm – Work Force Issues
02:55 pm to 03:05 pm – Sponsor Presentation
03:05 pm to 03:20 pm – Break
03:20 pm to 04:10 pm – Fraud

**Concurrent Sessions**
04:10 pm to 05:00 pm – State to Federal ACF and State to Federal CMS

**Tuesday, August 5, 2008**
08:00 am to 08:15 am – Training Update
08:15 am to 09:55 am – Mental Health/Substance Abuse De-institutionalization
09:55 am to 10:05 am – Sponsor Presentation
10:05 am to 10:20 am – Break
10:20 am to 12:00 noon – Systems Communications

**Wednesday, August 6, 2008**
08:00 am to 08:15 am – Time and Place
08:15 am to 09:55 am – Motivational Speaker
09:55 am to 10:05 am – Sponsor Presentation
10:05 am to 10:20 am – Break
10:20 am to 11:10 am – Services for Children
11:10 am to 12:00 noon – Cost Allocation
12:00 noon to 1:25 pm – Lunch

**Concurrent Sessions**
01:25 pm to 02:20 pm – Program Integrity Audits or Electronic Benefit Transfers or IV-E Reviews
02:20 pm to 03:10 pm - Program Integrity Audits or Allocation Methods or IV-E Reviews
03:10 pm to 03:25 pm – Break

**Concurrent Sessions**
03:25 pm to 04:15 pm – CMS 64/37 or Allocation Methods or Systems of Care
04:15 pm to 05:05 pm - CMS 64/37 or Child Support or Systems of Care
Thursday, August 7, 2008
08:00 am to 08:50 am – Public Health Issues
08:50 am to 09:40 am – Baby Boom Issues
09:40 am to 09:50 am – Sponsor Presentation
09:50 am to 10:05 am – Break
10:05 am to 11:45 am – Impact of Federal Regulations; Medicaid Rehab, TCM, School Based
11:45 am to 01:00 pm – Lunch
Concurrent Sessions
01:00 pm to 01:55 pm – Money Follows the Person or Youth Corrections or Adult Day Care
01:55 pm to 02:45 pm – Members only Exchange and Conference Wrap-up
02:45 pm to 03:00 pm – Break
03:00 pm to 05:00 pm - Business Meeting

Mr. Hank Fitzer of Maryland of Nevada moved for the acceptance of her report and Ms. Nancy Haber of Illinois second the motion.

Motion was passed on a voice vote.

President Humiston called for a motion to adjourn the NASHSFO Fall Planning and Business Meeting.

President Humiston then recognized Mr. Rick Breenan of West Virginia.

Mr. Rick Breenan of West Virginia then made the following motion:

“\textit{I move for the adjournment of the 2007 NASHSFO Fall Planning and Business Meeting.}”

The motion was seconded by Mr. Stuart Kettner of Oklahoma.

Motion was passed on a voice vote.

President Humiston then announced that the 2007 NASHSFO Fall Planning and Business Meeting was adjourned.