Monday, December 3, 2012

President Hank Fitzer called meeting to order.

President Fitzer had some items before starting the meeting. He thanked Louisiana for hosting the Planning meeting stating that they did an excellent job. Thanks to Jeff Reynolds and his staff, and Stan Mead for the arrangements with the hotel.

He thanked Karen Fricke for putting the reports together, printing them and getting the reports to the meeting.

He thanked the Corporate sponsors for supporting us in this effort.

He announced that Dick Humiston was awarded the Accounting Services contract, congratulations. He thanked Ted Martin for his services over the past few years, and for the personal assistance that he has given him.

He announced that he appointed Doug Robinson to At Large Regional Director 2.

He informed Stan Mead that this was a great hotel, not only do they supply you with a toothbrush if you forgot yours, but also they supplied a missing gavel.

President Fitzer had provided a copy of the agenda for the Fall Planning and Business Meeting to each attendee.

President Fitzer asked for acceptance of the agenda.

Brenda Weisz of North Dakota made the motion and Karen Fricke of Arkansas seconded the motion.

The motion passed; the agenda was accepted.

President Fitzer reminded attendees that only the voting members that are recognized during the roll call from member agencies can make motions or can second motions. Also, that in this meeting the Committee Chair can make a motion to accept their report and only voting members can second the motion. He asked of everyone if you do not feel that we will be able to hear you to please deliver your reports from the microphone\podium.

President Hank Fitzer asked Secretary Clark of New Hampshire 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 Hank Fitzer of Maryland
(President), Brenda Weisz of North Dakota (Vice President), Dague Clark of New Hampshire (Secretary), Vonneeta Allenbaugh of Oklahoma (Treasurer), Karen Fricke of Arkansas (Historian), Dague Clark of New Hampshire proxy for James Giffin of Vermont (Region 1 Director), Brian Reynolds of Delaware (Region 2 Director), Karen Fricke of Arkansas as proxy for Conitha King of Alabama (Region 3 Director), Meka Gaines of Ohio (Region 4 Director), Scott Carson of Arizona proxy for Jason Sanchez of New Mexico (Region 5 Director), Region 6 Director (Vacant), Scott Carson of Arizona (Region 7 Director), Michelle Grose Bray of Alaska (Region 8 Director), Hank Fitzer of Maryland proxy for Gregg Holland of Maryland (At Large Director 1) and Doug Robinson of West Virginia (At Large Director 2).

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

President Fitzer stated that there are bound copies of the reports and that most of the reports are in the booklet.

**Secretary’s Report (Reading of the Minutes)**

President Fitzer asked Secretary Clark to read the minutes of the 65th Annual Conference.

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

Mr. President, Executive Board and members of HSFo:

The minutes of the Annual Business meeting of the Association, held September 19, 2012 in Hunt Valley, Maryland have been posted to the organization’s website. I move for suspension of the reading of the minutes and for the adoption of this report.

Second: Brenda Weisz of North Dakota.

Discussion: none

Vote:
- Those in favor say: Aye
- Opposed: Nay (none)

The report was accepted.

**Historian’s Report**

President Fitzer stated that the next order of business is the Historian report and called on Historian Ms. Karen Fricke to present the report.
Ms. Karen Fricke of Arkansas presented the Historian report as follows:

Mr. President, HSFo Members:

The National Association of State Human Services Finance Officers (HSFo) held its 65th Annual Conference and Business meeting in Baltimore, Maryland, from September 15 through September 21, 2012 with President Deena Brown of Oklahoma presiding. The Hunt Valley Inn was the location of the Conference, the President’s Reception, the Banquet and Business Meeting. Mr. Hank Fitzer, Mr. Ted Martin, and the Baltimore arrangements committee members hosted the conference.

The inclusion of “Workshops” at the annual conference started in West Virginia in 2011, and continuing with this new component, a pre-conference workshop on Medicaid was held Sunday, September 16th. These workshops provide attendees with valuable educational content and also exposure to the high quality and content contained in HSFo regular training classes. The Sunday workshop was very well attended. The President’s Reception followed Sunday evening.

The conference program began Monday, September 17th with keynote speaker Dr. Charles Milligan, Jr., Deputy Secretary, Health Care Financing, Maryland Department of Health and Mental Hygiene. The conference program featured expanded panel formats on topics such as: View from Washington by NCSL, FFIS and NAMD, Medicaid Implementation of Health Care Reform by past and present Medicaid Directors, and a Casey Family presentation on Current Issues in Foster Care including financing and waivers. Other sessions provided information on current topics such as: Updates on Legal Issues, Trauma Informed Care across Systems, Proposed Rules for Reform of Grants, Cost Principles and Single Audit, Program Impact of Sequestration, Substance Abuse and the Growing Impact of Psychotropic Drugs on Child Services, and Coordinating Services at Aging and Disability Resource Centers. Overall the combination of quality presenters delivering the most current information on cutting edge topics provided valuable educational content to all attendees. As a result the evaluations reflect a very positive response from attendees.

Unfortunately heavy rain altered some of Tuesday’s Team Building Special Event and the trip to Fort McHenry. However, not even flash flooding could deter the Maryland Crab Fest. Forced under roof by the rain, participants literally rubbed elbows with each other, ate large quantities of crab, and enjoyed an ultimate networking experience.

There were 187 total conference attendees, consisting of 114 employees and retired employees of state federal and local governments, 28 representatives of our corporate sponsors, 17 Non-corporate sponsor presenters, and 28 adult guests.

The closing Annual conference Banquet was held on Thursday, September 20, 2012. All events were well attended and based on feedback the conference was a success. Since the 2012 Annual Conference, HSFo has held one (1) National Training session on Advanced Medicaid in Little Rock, Arkansas October 15 through October 18, 2012.
Motion to accept report: Karen Fricke of Arkansas
Second: Dague Clark of New Hampshire

Discussion:

It was asked which is the correct report the one in the book or the one that was read? Karen Fricke answered that the one that was read is the correct report.

Rick Brennan stated that there also was a Medicaid Intermediate training held on October 10-12.

Doug Robinson of West Virginia moved to accept the report as amended. Brenda Weisz of North Dakota seconded.

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

It was asked why there wasn’t anyone from Kentucky at this meeting? It was stated that they could not travel. It was asked if we did not offer to pay for their travel, as they are the host of the Annual Conference in 2014. President Fitzer stated that, no we did not offer to pay for their travel.

It was also discussed if Past Presidents should have the right to vote in these meetings as ex officio members. It needs to be cleared up if they can vote, if they cannot vote, or if they can only vote if they are still working for a member agency. It was decided that it should be clarified in during the discussion after the by-laws report.

**Development Coordinator’s Report**

Mr. Harry Roberts of Delaware presented the Development Coordinator report as follows:

President Fitzer 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 anticipated activities for this business year.

The Regional Directors and I will conduct 3-4 joint conference calls.

The Regional Director calls will be structured as follows.

- Newsletter contributions obtained.
• Corporate Sponsor leads secured.
• Results of membership outreach to States in their regions and selling HSFO membership and passing on potential new member contacts to the Membership Chair.
• Results of outreach to States to encourage their attendance at the Columbus, OH conference.

Additionally, Regional Directors will be provided various tools they can use in making outreach efforts to regional state agencies that have not renewed membership and for new membership. Examples include the 2012 HSFO list of contacts for the States including paid membership history and (when sent) a list of the 2013 HSFO membership invoices arranged by region.

In turn, Regional Directors will conduct quarterly conference calls with the States in their region that will be structured as follows.

• Solicit newsletter contributions
• Seeking 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 Columbus, OH conference.

Finally, Past President Brown requested that a special committee be formed to re-look at the role of the regional directors. The volunteers for that special committee are Mr. Doug Robinson of West Virginia, Mr. Jerry Berry of Arkansas, Ms. Melissa Lange of Oklahoma, Mr. Harry Roberts of Delaware and Ms. Mary Fernald of Ohio. As of the writing of this report on 11/19/12, I am planning on conducting an initial conference call prior to the Fall Planning meeting and a meeting during our time in Baton Rouge to begin the process of formulating recommendations to the HSFO Board.

This concludes my report and I move for its acceptance.

Second: Brenda Weisz of North Dakota

Discussion: none

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

**Federal Issue’s Report**

Mr. Dague Clark of New Hampshire presented the Federal Issue’s report for Ms. Simone Roy of New Hampshire as follows:
Due the length of the report, I will only cover some of the highlights of the report and include the entire report in the minutes.

**President Obama’s Re-election and Federal Funding**

APHSA “This Week In Washington” Election Results Overview:
Congress will have just seven weeks; about 16 scheduled legislative days, to address the looming "fiscal cliff." The fiscal cliff consists of three components:
1. Expiration of the Bush-era tax cuts;
2. Sequestration, consisting of $1.2 trillion in mandatory, across-the-board funding cuts; and
3. The debt ceiling limit. While it is clear that leaders in both parties want to avoid an economic calamity, it is unclear whether they can convince their rank and file to make the necessary concessions. The most likely scenario is a short-term fix while work continues on crafting a "grand compromise" that would include tax reform, entitlement reform, and funding cuts.

In the short term, the primary fight will be over whether to maintain all of the Bush-era tax cuts, keep none of them, or adopt the President's position of maintaining the tax cuts for families earning less than $250,000/year and letting them expire for families earning more than that amount. Also on the short-term agenda is a determination of the amount, if any, and distribution of the mandatory funding cuts. Members of Congress and the Administration are particularly concerned that the cuts slated for the Department of Defense budget could undermine national security. Several human service programs are exempt from the mandatory cuts, including Temporary Assistance for Needy Families (TANF), the Supplemental Nutrition Assistance Program (SNAP), Medicaid, the Children's Health Insurance Program (CHIP), child nutrition programs, the Child Care and Development Block Grant (CCDBG), foster care, and Supplemental Security Income (SSI). However, federal administrative expenses for these programs are subject to the cuts as are numerous other human service programs, and there is concern that if the defense cuts are eliminated, human service programs could be subject to deeper cuts.

The President's election ensures that the Patient Protection and Affordable Care Act (ACA) will remain largely untouched and its implementation will pick up speed. First is the November 16 deadline for states to tell the Administration whether they will implement a health insurance exchange. Medicaid expansion is a year away, and the individual mandate takes effect in 2014. A new round of legal challenges is also likely, primarily to the law's requirement that many religiously affiliated employers must provide insurance coverage that includes contraceptive care. Eventually the law may have another date with the Supreme Court.

The full report, APHSA's This Week in Washington is at:
An APHSA Innovation Center Issue Brief - A Framework for Alternative Human Service Financing:

This issue brief is one in a series published as part of the American Public Human Services Association’s Pathways initiative. Each issue brief is designed to introduce a critically important facet of public human services and explore promising concepts that support Pathways, APHSA’s vision for transforming how health and human services are provided in this country. Public human services must move in new directions if we are to meet increased demand for assistance at a time of tight budgets and heightened public expectations for effective outcomes in the work we do.

This paper examines some of the alternative possibilities that can move human services away from its current unsustainable trajectory and toward viable new funding options. It also explains how funds that are already available for human service needs can be used in a more productive and efficient manner and can support sustainable and meaningful outcomes.

Significant factors signal a fiscal environment that demands fresh ideas and alternatives if human services is to remain viable and meet the demands and accountability expected of it. These alternatives must particularly address the need for innovations, modern business practices, program integration and interoperability, multi-agency and cross-sector collaboration, and investments linked to outcomes rather than outputs. If scarce human service dollars are to achieve the most effective possible social return on investment, they must lead to sustainable, long-term, positive outcomes that reduce reliance on government services and improve the lives of those served. The reforms in human service policy and governance we call for in Pathways must accompany any viable alternative financing approaches; these reforms will allow us to be far more effective in using the dollars we have and will help assure that public investments will result in far better client outcomes.


Medicaid

CMS Report: More Growth in Medicaid Managed Care, Health Plan Enrollment:
The Centers for Medicare and Medicaid Services (CMS) 2011 Medicaid Managed Care Enrollment Report, released on November 8, 2012, showed that the number of Medicaid beneficiaries who were in some form of managed care increased in 2011. Medicaid health plans, in particular, saw a sharp rise in enrollment in 2011 compared to 2010. According to the report, over 74% of all Medicaid beneficiaries were in some form of managed care in 2011, which includes those receiving comprehensive benefits either through Medicaid health plans or enhanced fee-for-service (Primary Care Case Management or PCCM) and limited benefit plans, up from 71.5% in 2010. For Medicaid health plans, enrollment grew to 29 million, adding more than 2.5 million members in 2011. An increase in general Medicaid enrollment and new managed care programs/expansions in California, Illinois, Mississippi, and
Nebraska were the drivers of this growth. These Medicaid health plan enrollees now represent over half of all Medicaid beneficiaries.

“The upward trends in this latest report confirm what we’re seeing on the ground: that states, regardless of whether they’re leaning towards or away from Medicaid expansion, are continuing to look to Medicaid health plans as a way to help alleviate the fiscal pressures they’re facing,” said Thomas L. Johnson, president and CEO of Medicaid Health Plans of America (MHPA). “States governments understand that via the managed care model, health plans ensure access to care, improve quality, and allow for lower, more predictable costs than traditional fee-for service Medicaid.”


NGA Launches Virtual Health Resource Center New Website Provides One-Stop Shop for Health Policy Information October 16, 2012

The National Governors Association (NGA) today unveiled a new website, State Health Policy Options. The site, http://statepolicyoptions.nga.org, is a virtual resource center developed by NGA that will make it easier to explore potential solutions to health policy problems that state policymakers face. The website also will provide policymakers with innovative approaches from expert analysis and the experience of states in their efforts to improve health care access, affordability and quality.

“With the always evolving health care system, this website is designed to give states a place to find information on a variety of health care problems they might be facing,” said NGA Executive Director Dan Crippen. “Our hope is that this virtual resource center will give states unlimited ideas on how to solve their individual health care problems, learn from other states, identify viable policy options and considerations and stay informed of the federal health policy landscape.”

The website focuses on various topics, including:

- **Planning for 2014:** Provides information and analysis relevant to health insurance exchanges, Medicaid and insurance subsidy and tax credit policies that increase health insurance coverage once the Affordable Care Act changes required by 2014 come into effect;
- **Cost Containment:** Examines state initiatives to reduce Medicaid costs and maintain access to quality care for beneficiaries;
- **Improving System Performance:** Explores ways to lower health care costs, improve the quality of care and provide access to many people as possible;
- **Prevention and Health Promotion:** Considers how states can use their various roles to promote better health among state residents;
- **Workforce:** Focuses on how states can develop effective workforce planning and development strategies to respond to the growing demand on health care; and
Health Information Technology: Shares ways to improve system performance, support patient self-management, support widespread adoption of electronic health records and design effective health information exchanges.

Each of the topic areas includes policy options for states; case studies of state-led efforts; federal regulations, guidance and grant opportunities for states; and expert sources with subject matter expertise.

To view the new website, please visit: http://statepolicyoptions.nga.org.

Child Welfare

Making It Work: Using the Guardianship Assistance Program (GAP) to Close the Permanency Gap for Children in Foster Care

With the support of Casey Family Programs, organizations with a long-standing interest in ensuring permanent families for children in foster care and in supporting kinship guardianship assistance programs, worked together to research and prepare this report, Making It Work: Using the Guardianship Assistance Program (GAP) to Close the Permanency Gap for Children in Foster Care. The report focuses specifically on states’ implementation of the Title IV-E Guardianship Assistance Program, which was established in the Fostering Connections to Success and Increasing Adoptions Act of 2008. At the time of publication (October 2012), 29 states, the District of Columbia and one Indian tribe, had received approval to operate GAP from the Children’s Bureau in the Administration on Children, Youth and Families in the U.S. Department of Health and Human Services; officials in each were interviewed for the report. The goal of this report is to highlight the leadership and good work being done by those state child welfare agencies and the Port Gamble S’Klallam Tribe, sometimes in partnership with relative caregivers and other stakeholders, to ensure more children in foster care have access to permanent families and relative guardians when appropriate.

The report describes the key elements and challenges of GAP implementation and lessons learned to date. It offers suggestions to states that have not yet applied for GAP funds or are in the early stages of GAP implementation. It also includes for each of the jurisdictions interviewed a narrative summary and fact sheet describing GAP implementation activities. Those involved hope the report will help move the nation closer to the goal of a permanent family for every child.

The full report is at: http://www.napcwa.org/Home/docs/GAP-report-110212.pdf

That concludes the report and I move for the acceptance of the report.
Second: Doug Robinson of West Virginia

Discussion: none

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

Membership Report

Mr. Scott Carson of Arizona presented the Membership report as follows:

HSFO as an organization and a membership body has been and continues to experience stagnant and in many cases declining membership and conference attendance. The continuation of this trend will have significant negative impacts on the fiscal and informational viability of this organization.

As such, the focus of the Membership Chair (MC) and the Regional Directors (RD) over the coming year will consist of a multi-pronged approach to identify reasons for and barriers to retention and recruitment; and, identify and implement an array of methods for retaining and building the organization’s base.

Summary of Recent HSFO Membership:

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<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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<tr>
<td><strong>Membership Count</strong></td>
<td>65</td>
<td>65</td>
<td>49</td>
<td>39</td>
<td>44</td>
<td>38</td>
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*Source: HSFO Membership Tracking Report*

This shows a decrease of about 42% from the high in 2007 and 2008.

Example of Proposed Activities and Efforts:
• Quarterly MC and RD conference calls
  - discuss best practices, plan for the next quarter’s activities/emphasis, exchange contacts, etc.

• Quarterly issuance of membership report and related activity summary
  - increased communication amongst members and the board as to where we are at with our efforts and what is/isn’t working

• Quarterly RD outreach to regional contacts (telephonic contact and/or electronic mail)
  - development of consistent messages and standardized

• Development and maintenance of a contact list by region and in total
  - enhancements will include org charts by entity, area(s) and function(s) overseen by area, etc.

• Marketing of annual conference and trainings
  - institute targeted group calls by members with “like” areas of oversight (e.g. TANF, Child Care, etc.)
    * Possibly include subject matter experts and other interested parties to increase value and demand
  - use feedback from both members and non-members to help set conference topics

• Active marketing and outreach by all members
  - impact through numbers and span of contact

• Increased use of and referrals to the website
  - explore expanded ways to improve the website as a marketing and resource tool
  - when possible, mention HSFO to contacts and refer them to the website

• Increased communication with corporate sponsors and community partners
  - explore expanding conference attendance to partners that may not be fiscal but are decision makers and impact fiscal

• Increased circulation of the newsletter and key dates
  - impact through increased reminders and exposure

I move to accept report.

Second: Michelle Grose-Bray of Alaska

Discussion:
That it was an excellent report, focused and revealing.

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

**Time and Place Report**

Mr. Hank Fitzer of Maryland presented the Time and Place report for Ms. Michele McDonald of Maryland as follows:

Mr. President, members,

The 2013 Spring Planning Meeting will be held Saturday, April 6 - Wednesday, April 10, 2013 at the Silver Legacy Resort and Casino in Reno, NV.

The 2013 Annual Conference will be held Sunday, July 28 - Friday, August 2, 2013 at the Double Tree by Hilton, in Columbus, Ohio.

The Time and Place committee is looking for Volunteers to host the 2013 Fall Planning meeting, and the 2014 Spring Planning Meeting. Please contact me at michele.mcdonald@maryland.gov if you are interested.

The 2014 Annual Conference will be held Sunday, July 27 - Friday, August 1, 2014 at the Seelbach Hilton in Louisville, Kentucky.

HSFO is looking for a state to volunteer to host the 2015 Annual Conference.

I move for acceptance of this report.

Second: Dague Clark New Hampshire

Discussion:

It was stated that we should do not use the word casino in any publication concerning the Spring Planning meeting. Many members that were present in Baton Rouge stated that they would not be able to go in the spring because the Planning Meeting will be in Reno. It was stated that when we had the Annual Conference in the area we used the word “Sparks” instead of “Reno” in all publications. The response was that the conference actually was in Sparks, not Reno, and that is why the word Sparks was used. It was discussed that we need to be careful on how we advertise the Spring Planning Meeting, to be able to ensure the largest attendance possible.
It was asked about where the 2015 conference will be held, because we should have a Planning Meeting at the site to be able to review the hotels in the area. It was stated that the 2015 Annual Conference site has not been selected. It was asked as to when is a drop dead date for us to decide? It was stated that we will be meeting on this topic this afternoon, and that Stan Mead will report on what is decided tomorrow.

Scott Carson of Arizona offered to host the Fall Planning Meeting in 2014 in Arizona. Also Dick Humiston of Idaho offered the Spring Planning Meeting of 2014 in Oregon.

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

Resolutions Report

Ms. Brenda Weisz of North Dakota presented the Resolution report for Mr. Stephen Gearheart of Kentucky as follows:

I’m presenting the following Report on behalf of Resolutions Chair Mr. Stephen Gearheart of Kentucky.

To date, no Resolutions have been received. Members are urged to consider appropriate submissions for FY 2013 and send them to the Resolutions Chair as soon as possible. I move for acceptance of the report.

Second: Karen Fricke of Arkansas

Discussion: none

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

By-Laws’ Report

Mr. Scott Carson of Arizona presented the By-Laws report for Mr. Jason Sanchez of New Mexico as follows:

The By-Laws chair in consultation with the By-Laws committee is reviewing the By-Laws for proposed changes. There have been no proposed changes to the By-Laws received to date. It is recommended that the full membership review the By-Laws posted on the website.
This would allow the opportunity for full disclosure and discussion of suggested revisions. I move for acceptance of the By-Laws report.

Second: Brian Reynolds of Delaware

Discussion:

It was discussed that we need to clarify if Past Presidents can vote or not. It was asked why not have them vote? It was stated that it was tradition to not have the Past Presidents vote.

It was also stated that we need to clarify what constitutes a quorum at the Annual Meeting.

The following two proposed changes to the by-laws will be sent to the By-Law Chairperson:

ARTICLE VI. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Regional Directors and the five officers of the Association with the President as Chairperson of the Board. Past Presidents shall be ex officio members of the Board of Directors, however, shall not have voting privileges as a Member of the Board, unless they are an elected member of the Board. The Board shall give active leadership to the Association in fulfilling its stated aims with consistency and continuity to purpose and activities from year to year.

ARTICLE VIII. MEETINGS

Section 3. One-half of the voting members registered and in attendance at the annual conference at a regular meeting shall constitute a quorum for the transaction of business.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

Newsletter’s Report

Ms. Karen Fricke of Arkansas presented the Newsletter report on behalf of Mr. Mark Story of Arkansas as follows:

The first newsletter of the current federal fiscal year has been prepared and is out to members of the board for their review. The newsletter will be sent out to over 700 email addresses in the week after the Baton Rouge planning meeting. Those receiving the newsletter will include members, corporate sponsors and other interested parties.
The focus of this edition was the conference in Baltimore, Maryland, the election of new HSFO officers, and training reviews and opportunities. 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.

Mr. President, this concludes my report and I move for acceptance.

Second: Doug Robinson of West Virginia.

Discussion:

It was discussed that some people have not been receiving the newsletter. It was decided that the newsletter should be approved by the Executive Board and then sent out through the website, because the web-master has the most up to date e-mail list.

It was asked if the newsletter was posted on the website, and the answer is yes it is posted.

It was stated that the Regional Directors need to be given enough time to submit articles to the newsletter. So they need to know some time prior to the distribution of the newsletter to be able to submit possible articles.

It was stated that the newsletter should have news, and being news, it should be sent out quickly.

It was stated that the Newsletter Committee Chair has been out sick off and on for months.

President Fitzer said that he would have a discussion with the Newsletter Committee Chair concerning expectations of the newsletter.

It was stated that the newsletter should be an advertisement for the conference and for marketing after the conference. Therefore, there should be a set schedule for distribution of the newsletter.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

Nomination Report
Ms. Deena Brown of Oklahoma presented the Nomination report as follows:

Mr. President,

Applications for the anticipated vacant position of Historian on the Executive Board are currently being accepted. Any member interested in applying for this position is required to complete an application and submit it to the nominating committee. The required application form can be found on HSFO’s website and the completed applications should be submitted electronically to Deena Brown at deena.brown@okdhs.org.

As of today no applications have been received.

I respectfully move for the acceptance of my report.

Second: Doug Robinson of West Virginia

Discussion: none

Vote:
   Those in favor say: Aye
   Opposed: Nay (none)

The report was accepted.

**Training Report**

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

**FALL 2012 HSFO TRAINING REPORT**

Since the 2012 Annual Conference in Baltimore, we have only conducted one scheduled Training Session. Medicaid II – Intermediate was held October 10-12, 2012, at the Holiday Inn Presidential in Little Rock, Arkansas, and was conducted by Public Consulting Group (PCG). This was the initial offering of this Training, and there was a significant emphasis on Health Care Reform. We were very fortunate to have HSFO Past President Richard Billera serve as an on-site representative and host for the offering, both for his vast Medicaid expertise as well as for his evaluation of and input into an initial offering that should be one of our primary Training offerings going forward. Additionally, Mr. Billera has provided valuable feedback on the quality of the offering, the scheduling and facilities, etc.

Unfortunately, attendance was not very strong. We had 23 Registrants, with 12 from Arkansas, 2 from Oklahoma, 3 from Vermont, 2 from Ohio, and 1 each from Alabama, New Jersey, Utah, and Idaho. There can be a number of reasons for the low attendance at a Training that should have had a high demand, and the Board has been considering all of
the possibilities. However, when combined with relatively weak registration for the last Training in May, we will be moving cautiously in scheduling for the near future. We had scheduled an offering of Advanced Grants Administration for November 13-15, 2012, in Columbus, Ohio. However, due to some scheduling difficulties that arose for the Vendor, and lateness in getting an Agenda to post, we were forced to cancel that offering. We were able to avoid paying cancellation fees by “rescheduling” an offering at that facility in May 2013 and tentatively reschedule for the fall of 2013. We will have discussions with the Board to determine exactly which Training to offer at that time.

There is currently potential for a Cost Allocation offering in Richmond, VA, in April 2013. Both Mr. Billera and I have had discussions with Agency staff in Virginia as they seek to meet a very real need. We will carefully assess their expectations of local Agency staff that would attend to determine whether there is sufficient base to support such Training before scheduling.

Others items that will require Board consideration include the appropriate level of Training Fees, the timing of release of RFPs for new offerings (such as Child Welfare Training), identifying perceived areas of “need” and demand, consideration of Special Topics offerings, and the level of “risk” the Organization is willing to take in scheduling Training offerings.

Motion to accept report: Rick Brennan of West Virginia
Second: Brenda Weisz of North Dakota

Discussion:

There was much discussion concerning HSFO sponsored training. Arizona stated that they would be interested in hosting a training, because they have a lot trouble traveling, but they have a lot of funding for training.

It was stated that we need to look on this on a case-by-case basis. That it is not ideal to have just one state represented in any one training, because there is very little ability to network with other states. Also that networking is one of the great things about the trainings in that the attendees tend to keep in touch with each other long after the trainings.

Ohio also stated that they would be interested in hosting a training. It was stated that another issue with having only one state represented in a training is that the contracted vendors do not like it either. One of the reasons for this is that it takes additional work on the part of the vendor to make the standard training, a state specific training. Once again it was stated that we would look at all trainings on a case-by-case basis.

It was stated that currently the CPEs are approved for a group format and the training for a set number of days. It would take additional effort to get CPEs established for specialized topics.
It was recommended that we move the trainings to high population areas in an effort to fill up the trainings. The response was that in recent years that the training sites have been selected in more centralized parts of the country that are served by a number of airlines in an effort to increase attendees.

It was stated that federal employees need training in cost allocation, that there are ten federal regions and that both the federal and state employees would benefit from a training with both parties present in a training.

It was discussed that the current model is to have a state host a training, guaranteeing a number of attendees (usually between 15-20) and having the training open to anyone else with the remaining training slots open to other states. Then if the training does not fill up, the host state can have the remaining slots.

It was suggested that since the attendance has been low in the last two trainings, that if a state is willing to guarantee a large number of slots, then we should let that state host the training.

It was stated that one time a few years back a state did not meet it’s guaranteed number of slots, and the training was very poorly attended.

It was suggested that we should look at the training contracts to see what is in the contracts as a guide to what we can and cannot do concerning training.

It was stated that training is one of the best tools that we have to represent and market the organization, and that we should be using training to promote the organization. It was echoed that the promoting and marketing of the organization is particularly important in this economic environment.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

**CPE Committee Report**

Ms. Brenda Weisz of North Dakota presented the CPE Committee report for Ms. Margaret Wahrer of Kentucky as follows:

Prior to reading the report, Ms. Weisz stated that the report in the book is incorrect the number should be 32. (The following report shows the correct number.)
The Committee issued 32 CPE certificates for the HS Fo 65th Annual Conference held in Baltimore, MD, September 6-20, 2012. This concludes my report and I move for acceptance.

Motion to accept report as amended Ms. Brenda Weisz of North Dakota
Second: Brian Reynolds of Delaware

Discussion:

It was stated that there was also a training where CPEs were issued. The exact number of CPEs was not known, so the report was amended to read approximately 12 CPEs were issued.

It was stated that NASBA was auditing the Cost Allocation training in Lexington, KY. It was stated that it is normal for NASBA to audit trainings from time to time. It was also noted that in the past HS Fo submitted a lot of documentation concerning the trainings with the application to be certified, but now the documentation is not requested by NASBA. They are only requesting an attestation that the trainings cover what we state they contain. Therefore, we might expect to see more audits in the future.

It was discussed that there was an issue with CPE being requested for the Annual Conference, in that the attendees did not fill out the form requesting CPEs during the conference, but they had signed all of the evaluations. Then the attendees requested CPEs at a later date. Requesting the CPEs at a later date makes it harder for the person issuing the CPEs.

It was discussed that in the past, we used to list a lot of “specialized trainings”, on the CPE applications, but now we need to break these out a little more. It was also stated that “specialized trainings” does not meet a lot of the states requirements for trainings, the states need more traditional accounting training.

Brenda Weisz of North Dakota made a motion to accept the report as amended, and Brian Reynolds of Delaware seconded.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

Arrangement Reports for Annual Conferences

Ohio Conference (2013)
Ms. Mary Fernald of Ohio presented the Conference report for the 2013 HSFo Annual Conference in Columbus, OH as follows:

Mr. President, members of the Board:

The HSFo 2013 66\textsuperscript{th} Annual Conference will be held in Columbus, Ohio from Sunday, July 28, 2013 to Friday, August 2, 2013 at the Double Tree by Hilton Columbus-Worthington, 175 Hutchinson Avenue, Columbus, Ohio 43235. Room rate will be the government per diem rate of $94.00 plus state and local taxes which currently total 16.75%. The room rate includes breakfast and Wi-Fi in guest and meeting rooms. A budget has been drafted and will be presented at the Fall Business meeting for consideration. If approved, Ohio will proceed quickly to secure contracts and firm plans for the 2013 conference. Suggested activities were presented at the 2012 annual business meeting in Baltimore, Maryland.

Respectfully Submitted,

Mary Fernald, Past President, Regional Director and Arrangements Chair

This concludes my report, I move for acceptance.

Second: Michelle Grose-Bray from Alaska

Discussion:

There was a discussion as the report stated that the conference goes through Friday, and it’s it actually Thursday? It was stated that the dates match the dates that are listed on the HSFo website.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

Kentucky Conference (2014)

Ms. Brenda Weisz of North Dakota for Ms. Margaret Wahrer of Kentucky presented the Conference report for the 2014 HSFo Annual Conference in Louisville, KY as follows:

The Site Selection Committee for the 2014 67\textsuperscript{th} Annual Conference met in Louisville, Kentucky, July 16-17, 2012 to review the top five hotel finalists for consideration. The committee was comprised of Deena Brown, Brenda Weisz, Stan Mead, Mary Fernald, Margaret Wahrer, and Renee Close. Ten hotels responded to the Request for Proposal.
Based on those proposals, the top five sites selected for visits included The Brown, Ramada Plaza East, The Galt House, Hyatt Regency, and the Seelbach Hilton. Following promising tours and luscious meals at each of the sites, the committee selected the Hilton Seelbach. This luxurious hotel was built in 1886 with 30 rooms atop the Seelbach Restaurant & Café. In 1907, following several expansions, a Bavarian-style beer hall, the Rathskeller was built in the basement of the structure. In 1918, F. Scott Fitzgerald stayed at the Seelbach, inspiring the wedding of Tom and Daisy Buchanan of the 1925 novel, *The Great Gatsby*, to be filmed here. These are but a few of the many historical facts and events that occurred at this historical Louisville landmark. The Seelbach has been contracted to the HSFo for July 25, 2014 through August 2, 2014 at the prevailing government rate. The rate applies for the three days immediately prior and immediately after the contracted dates. HSFO has guaranteed a minimum of $35,000 in food and beverage service. During the conference, HSFO will be the primary tenant of the hotel. Below are a few pictures of the Seelbach Hilton.

Lobby – side view

Lobby – front view
Exterior view
Rathskeller

Standard Two-Beds
While visiting Louisville, the committee was treated to a tour of the Muhammad Ali Museum, the Kentucky Derby Museum, Louisville Slugger Museum and Factory, and Ms. Potters (a local eatery). The Louisville Visitor and Conference Center’s Minerva Garcia provided excellent planning of the visit. She showcased Louisville and its opportunities for the conference.

Motion to accept report: Brenda Weisz of North Dakota  
Second: Doug Robinson of West Virginia

Discussion:

Mr. Stan Mead asked that the spelling of his name be corrected, as there is no “e” at the end of his name.

The site review committee stated that it is a very nice hotel.

Mary Fernald of Ohio stated that she was part of the site selection committee as well and should be added to the report.

Brenda Weisz of North Dakota moved to accept the amended report with dropping the “e” at the end of Meade and including Mary Fernald. (Please note that the report listed above reflects these changes).

Second: Doug Robinson of West Virginia
Vote

   Those in favor say: Aye
   Opposed: Nay (none)

The report was accepted as amended.

**Arrangements Report – Planning: Reno, Nevada**

Mr. Stan Mead of Louisiana presented the Arrangements update for the HSFo Spring Planning meeting in Reno, NV as follows:

He stated that it was an update and not a report, so he does not have anything in writing. He stated that the rate at the hotel is $89/night with a 13% tax and an $8 night resort fee. There was a long discussion concerning how the resort fee should be list on the website, if only the total should be listed, or if it should be broken out.

Mr. Mead went on to state that we received a very good deal from the hotel. They gave us free breakfasts for 3 days, then added ten free breakfasts for spouses. He went on to say that this Planning Meeting will be a lot like it was in San Antonio, in that HSFo will be hosting the Planning Meeting. Therefore, he will be looking for a lot of volunteers. If anyone wants to come on Friday to help, it would be appreciated.

It was asked if Scott Mayne and Mike Torvinen both of Nevada were requested to assist with the Planning Meeting? It was stated that they were contacted, but we have not heard back from them.

It was asked if the hotel was downtown, or if it was in the outskirts of town. It was stated that the hotel was right downtown.

Motion to accept the update: Doug Robinson of West Virginia
Second: Brenda Weisz of North Dakota

Discussion: (Noted above, as the discussion took place prior to the vote.)

Vote:

   Those in favor say: Aye
   Opposed: Nay (none)

The update was accepted.

**Audit Committee Report**

Ms. Michelle Grose-Bray of Alaska presented the Auditor’s report as follows:
Mr. President, Board Members, Regional Directors, Past Presidents and guests:

We will begin auditing the Annual conference held in Baltimore, MD, the fall 2011 Business/Planning meeting held in San Antonio, TX, the Spring 2012 Business/Planning meeting in Burlington, VT, and the financial records maintained by Mr. Ted Martin.

A full audit report will be available the annual conference in Columbus, OH with an update at the Spring Business/Planning Meeting in Reno, NV.

I move for acceptance of this report.

Second: Dague Clark of New Hampshire

Discussion:

It was recommended to change the word “presented” to “available” in the following sentence:

A full audit report will be presented the annual conference in Columbus, OH with an update at the Spring Business/Planning Meeting in Reno, NV.

Michelle Grose-Bray of Alaska moved to accept the report as amended.

Second: Dague Clark of New Hampshire

Please note that the report listed above is the report as amended.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted as amended.

President Fitzer stated that we are ahead of schedule, and that he would like to have the Sponsor Development Report read this morning rather than tomorrow afternoon. The members agreed to hear and discuss the report this morning.

President Hank Fitzer asked the sponsor in the room to leave during the presentation.

**Sponsor Development Report**

Mr. Doug Robinson of West Virginia presented the Sponsor Development report as follows:

Good day Mr. President, Board Members, and Past Presidents:
Hank, thank you selecting me to serve as your Sponsor Development Chair. I look forward to working closely with the Board to retain our current sponsors and work on finding new ones.

Invoices have been prepared, but not mailed, awaiting the final decisions on fees for the next year. The invoices will be mailed in early January 2013.

At your request Mr. President, a letter was prepared and sent to our corporate sponsor community inviting them to register and attend this business meeting. I am glad to report we have several corporate sponsors in attendance at this meeting.

This concludes my report and I move for acceptance.

Second: Michelle Grose-Bray of Alaska

Discussion:

Stan Mead recognized the valued support received from our corporate sponsors, and Doug Robinson’s work with our sponsors.

The Sponsorship Committee Chairperson stated that we already have a pre-paid sponsor for next year, that is, if the fees do not go up. Also another sponsor will be coming back and has agreed to help with the Annual Conference.

It was stated that we will be moving the PO Box, so we need to wait to send out the invoices until we have the new PO Box. We should have the new PO Box on Thursday.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

President Hank Fitzer adjourned the meeting and stated that there will be a closed session this afternoon starting at 1:00.
Tuesday, December 4, 2012

Internet Contract

Discussion of the Internet contract was as follows: President Fitzer stated that this is the same contract as we have had for 3 or 4 years. One thing that is not here is the redesign of the website. He went on to say that there should be one or two options for the website to choose from at the Spring Planning Meeting. A discussion followed if it is the Webmaster’s responsibility, or the Website Redesign Committee’s responsibility, to develop the redesign of the website. It was decided that it was the Website Redesign Committee’s responsibility.

It was asked if we have an off-site storage of all of our data, and the response was that yes we do have off site storage.

There was a general discussion that HSFo needs to have a central location for all contracts, and have contingency plans should a contractor not be available to perform the duties outlined in each contract.

Motion was made by Mr. Doug Robinson of West Virginia to amend the contract as follows:

The Executive Board will work with the Webmaster to develop a disaster recovery plan and risk assessment.

Seconded by Brian Reynolds of Delaware.

Discussion:

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The contract was accepted as amended.

Treasurer’s Report

Ms. Vonnetta Allenbaugh of Oklahoma presented the Treasurer’s report as follows:

Mr. President, Executive Board and HSFo members;

You have before you the Treasurer’s reports including the Statement of Income and Expenses for the period of 12/01/11 through 11/30/12, and the Balance Sheet for the period ending 11/30/12. Statements are prepared on a cash basis.
The Balance Sheet through 11/30/12 reflects Total Assets of $253,693.69, Total Liabilities of .00 and Total Equity of $253,693.69.

The Statement of Income and Expenses for the period of 12/01/11 through 11/30/12 reflects; Total Income of $228,672.17, Total Expenses of $253,103.19, with a total net <loss> of <$24,431.02>.

Mr. President, this concludes the Treasurer’s Report and I move this report be accepted.

Ms. Allenbaugh moved for acceptance of the report with Mr. Dague Clark of New Hampshire providing a second to the motion.

Discussion: none

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The report was accepted.

**Review of the Fee Schedule**

President Fitzer of Maryland asked for a review of the fee schedule. Requesting no changes to the fees for the coming year.

The proposed fee schedule was handed out and is included in the minutes as follows:

**Proposed 2013 – HSFo Fee Schedule**

**Annual Dues:**
- Membership: $1,000.00
- Corporate Sponsorship: $3,000.00

**Annual Conference Fees:**
- Member or Corporate Sponsor Early (date TBD) Annual Conference Registration: $600.00
- Member or Corporate Sponsor Annual Conference Registration: $650.00
- Non-Member Early (date TBD) Annual Conference Registration: $900.00
- Non-Member Annual Conference Registration: $950.00
- Federal Employee Early (date TBD) Annual Conference Registration: $650.00
- Federal Employee Annual Conference Registration: $700.00
- Guest (over 19) Registration for Annual Conference: $175.00
- Youth (8 to 18) Registration for Annual Conference: $50.00
• Single Day Registration for Annual Conference: $250.00
• Half Day Registration for Annual Conference: $150.00

**Planning Meeting Fees:**
• Member or Corporate Sponsor Registration: $150.00
• Non-Member Registration: $200.00
• Guest Registration: $50.00

**Training Fees:**
• Member or Corporate Sponsor Registration: $500.00
• Non-Member Registration: $700.00
• Guest Registration: $50.00

Mr. Hank Fitzer of Maryland made a motion to accept the fee schedule.

Seconded by Mr. Dague Clark of New Hampshire.

Discussion:

There was a discussion concerning the potential need to raise training fees to account for the additional costs of the new training contracts. This followed with a discussion of what is the roll of training? We currently have a wash for training in the agencies budget, if the roll of training is for recruitment, we will need to budget for a loss of funds for training activities to be able to ensure that we are able to hold a number of trainings during this next year.

It was suggested that we could pass the fees other than training, and wait until after the training report is given to approve the training fees.

It was also suggested that if the fees were approved now, the Executive Board can change fees at any time. It was stated that it would be okay to have a small loss concerning training, because of the marketing and recruitment value of the trainings.

It was asked if we have any data that shows that training is effective in recruiting new members? The response was that yes, we have had new members join and old members come back after attending a training.

It was also stated that the Annual Conference was a recruiting tool, but now with membership and attendance down at the Annual Conference, there is a great need for training as a recruiting tool.

There was a discussion concerning using other organizations mailing lists to help try to recruit more attendees to our trainings. It was mentioned that some mailing lists are proprietary, so we could not use them.
There was a discussion around having the organization get into the electronic world.

Vote:
   Those in favor say: Aye (7)
   Opposed: Nay (4)

The fee schedule was accepted as proposed.

**Training Budget Submission and Approval**

President Fitzer of Maryland asked for a presentation on the Training Budget.

Mr. Rick Brennan of West Virginia presented the following budget:

Mr. President, members:

At the time of the 2012 Fall Planning Meeting, options for the 2013 Training schedule and course offerings are still being evaluated. In discussion with the incoming President, it was agreed to follow the budgeting approach used for 2012; i.e., for 2013 project for 4 trainings, each with income of $20,000 and expenses of $20,000. The proposed Training budget for 2013 is therefore:

**Income:**

4 trainings @ approximately $20,000 each = $80,000 total Training income

**Expenses:**

4 trainings @ approximately $20,000 each = $80,000 total Training expense

This concludes the presentation for the proposed FY 2013 Training Budget.

Motion to accept report, Mr. Rick Brennan of West Virginia.

Seconded by Mr. Harry Roberts of Delaware.

Discussion:

It was asked if we have any on-line trainings planned, such as what was done with ARRA training that we did a few years ago. The response was that yes, we have used them as a form of marketing, having 2 hour trainings on-line. We have also done webinars, but the attendance was not good, the number of available slots for webinars is limited and the server upgrades to help with the capacity issues is expensive. Additionally, much of the learning at trainings is due to face-to-face contact, the dialog is lost in on-line trainings,
and it is difficult to get CPEs for webinars. It was also mentioned that the trainings that we currently do are not conducive to a 2-hour session.

It was stated that the connectivity to the Internet is a fixed amount, like a pipe. If you have too many trying to attend a session, the pipe gets clogged. Not that we cannot increase connectivity, but the cost might be prohibitive.

It was suggested that the organization should look at doing something different, because the 2 and \( \frac{1}{2} \) day trainings are expensive when you include the travel, hotel, etc., and it is difficult to receive travel approval.

Vote:

Those in favor say: Aye (none)
Opposed: Nay

The motion failed.

We broke to have an Executive Session on Training.

When we returned to an open session the following was discussed:

Mr. Rick Brennan of West Virginia presented the following information concerning training:

We are proposing to keep the training fees the same, use training as a recruitment tool, and have up to 6 trainings with an estimated income of $17,000 each and expenses of up to $20,000 each. With the new information the report will be as follows:

At the time of the 2012 Fall Planning Meeting, options for the 2013 Training schedule and course offerings are still being evaluated. In discussion with the incoming President, it was agreed to follow the budgeting approach used for 2012; i.e., for 2013 project for up to 6 trainings, each with income of $17,000 and expenses of $20,000. The proposed Training budget for 2013 is therefore:

**Income:**

6 trainings @ approximately $17,000 each = $102,000 total Training income

**Expenses:**

6 trainings @ approximately $20,000 each = $120,000 total Training expense

Mr. Rick Brennan of West Virginia made a motion to accept the revised training budget.

Seconded by Ms. Karen Fricke of Arkansas.
Vote:
  Those in favor say: Aye
  Opposed: Nay (none)

The revised training budget was approved.

**Columbus, Conference – Budget Submission & Approval**

Ms. Mary Fernald of Ohio presented the Conference Budget for the 2013 HSFo Annual Conference in Columbus, OH.

The detailed budget was handed out and the following was highlighted:

Total revenue of $137,725

Expenses as follows:
- Youth Events: $1,652
- Youth Hospitality: $2,725
- Adult Events: $33,461
- Adult Hospitality: $12,000
- Program Expense: $26,091
- Hotel Expenses: $48,812
- Host State Expenses: $8,870
- Transportation Expenses: $10,237

For Total Expenses of: $133,611

For a net Surplus of $4,114

*(Editorial note: Subsequent to the Planning Meeting, it was discovered that the $10,237 Transportation cost was inadvertently not picked up and included in the approved conference expenses of $133,611. There is some room in certain line items under the approved total, and the Arrangements Chair will work with the President to stay within, or close to, the approved expense total).*

Motion to accept budget/report: Ms. Mary Fernald of Ohio

Second: Brenda Weisz of North Dakota

Discussion:

The question was asked what the transportation costs were for, and the response was that they were for the special events.
The question as asked what was the number of attendees that the budget was based on, and the response was 230 total including everyone even speakers.

There was a discussion around the Columbus Clippers as follows. What are they? The response was an AAA baseball team. What is the cost listed for them? It was for tickets for a game. It was asked if HSFo should pay for the tickets or should the attendees pay for the tickets? It was decided that attendees should pay for the tickets if they want to go, and then we would need to add a revenue line equal to the amount for the tickets, so that it was a wash for this activity.

It was asked if the projected number of attendees at the conference was in line with what we have had recently at our conferences. It was discussed that the number of attendees was very ambitious with 50-60 more than Baltimore, but Baltimore did not have any youth attendees.

The question was asked about the bottom line for the number of hotel room nights, and the response was 664 at the 80% level. It was also stated there is a lot of room to help with any issues with hotel room nights. It was noted that in Baltimore we had 560 room nights.

Vote:
Those in favor say: Aye
Opposed: Nay (none)

The Annual Conference budget was approved.

**HSFo Budget Submission and Approval**

President Hank Fitzer of Maryland presented the HSFo 2013 Budget as follows:

There are a few versions of the budget in front of you, so please look at the budget with 12/4/12 in the lower right-hand corner.

Some of the major items for the next budget are as follows. For income this budget assumes six (6) new agency members so income would go from $38,000 to $44,000, and two (2) new corporate sponsors from eight (8) to ten (10). Please note that there is a line for $500 in conference income for ticket sales for a Columbus Clipper game, as recommended during the discussion on the conference budget. It has Fall Planning income of $10,000 from all sources. The Spring Planning meeting budgets slightly less income. This budget also includes for up to six (6) trainings with income of $102,000, as agreed upon during the Training Budget discussion. For a total projected income of $302,485.

The expenses were discussed noting that the Fall Planning expenses at $10,000 and we should come in somewhere close to that. For the Spring Planning meeting we are
projecting slightly higher costs at $12,000, because we will be doing the Planning meeting ourselves. The Conference budget expenses are the same as we discussed this morning with the addition of $2,400 for the President’s Budget, mainly for room nights. Going into the training expenses costs that we discussed this morning.

We have a new Accounting contract for $8,400. The Internet Services contract is for $25,200.

The rest of the numbers down are following recent costs, except for the following. CPE is less because HSFo paid a late fee for CPE registration of $330 in Fiscal Year 2012, that we should not have in FY 2013. Also the PO Box will be cheaper in Meridian, ID than it was in Washington DC. This budget includes a 90-day transition period where we will keep the Washington, DC PO Box. Total projected expenses are $337,271. This budget has a projected Net Deficit of $34,786 and it is broken out as to what makes up that projected deficit.

Motion to accept the budget: Doug Robinson of West Virginia.
Second: Ms. Vonnetta Allenbaugh of Oklahoma.

Discussion:

The question was asked what makes up the Credit Card fees, and if these were already included in the Internet contract? The response was that Credit Card fees are bank fees, and they are not part of the Internet contract.

The question was asked if the speaker travel costs were for the conference, and if so, why weren’t they in the Conference Budget? The response was that normally the speaker costs are not budgeted in the conference budget, because they are the responsibility of the Program Committee Chair, not the Conference Arrangements Chair.

It was noted that the Conference expenses were listed as $136,011 that is different than the budget presented early in the day today. It was explained that the budget that we currently are discussing added the President’s Budget for the Conference, the President’s plaque, the room costs, waived conference attendance fees, etc., to the Conference Budget.

Vote:

Those in favor say: Aye
Opposed: Nay (none)

Motion passed and this is our 2013 budget.

Program Committee Presentation to the Board

Ms. Melissa Lange of Oklahoma presented the following information concerning the Program Committee work to date:
I want to talk concept before getting into the details. The overall concept\vision is to have different tracks\sessions to appeal to two different types of employees, executives (leadership) and professional\technical employees. So you will see when we have different sessions at the same time, rather than have one for health care and one for child welfare, they will be broken out by type of employee rather than subject matter.

The grid was handed out.

With that in mind I will go into more details. We might need to work on the terminology some, for marketing I have dubbed it the Leadership track, and we can work on the term. It is more for the CEOs/higher-level managers. We settled on a theme for that group, the value that we bring as professionals/managers to helping the business side of the work for our leadership such as the legislators or other times our Directors. To answer questions like we have put so much money into a particular program, what are the outcomes? Or if we put money into a particular program will we save money elsewhere? How do we give the Leaders the tools to be able to answer those questions to bring pretty serious value to their organizations?

Now look at the grid for specific sessions. For the leadership track the lower boxes on Monday afternoon, there are some IT type issues, Master Client Management or Master Client Index, the issues that we struggle with such as what services do our clients receive and what happen affect if services are decreased in one area – what impact does it have in other areas? Also performance measures and return on investment.

Let’s walk through the grid from the top and I can give more details on where we are specific and where we are not. Starting on Sunday afternoon, a workshop/training Public Assistance 101 would be for both levels of employees. It would cover capped vs. uncapped grants, what grants needs State Plans, what is an entitlement grant, what is a formula grant? Speakers/trainers would be both vendors and State speakers. Start with a vendor to give the basics and then merge into state level speakers going over their experiences with grants and State Plans. Getting as many State speakers as we can. Like the Dague and Simone show from the last conference.

By having State speakers you could hear from Missouri on how it went in privatizing their child welfare system. This is something that you probably would not hear anywhere else. This would be a 3 CPE session with a break.

Monday morning starting out the usual, get us started, View from Washington, etc. Monday afternoon is where you really start to see the tracks, where we have a two part extended workshop, small training, on Cost Allocation concentrating on Cost Allocation methodologies, such as Time Sampling and Cost Allocation for IT projects. Paralleling that we have the other group starting into what I was talking about earlier with the Master Client Index, probably for two sessions. Start with big picture and then drill down. Has not having clients go into local offices for benefits saved any money? We would like to
get someone from Florida to speak on the topic, because they are probably the furthest along in this concept. I am open for other suggestions.

We do not have a second session yet, but it might be a follow-up to electronic eligibility, or something else.

We move into Tuesday morning get everybody back together and talk about sequestration or what whatever replaces it after the first of the year. With Trinity to get us started and then drill down into the details how are states actually implementing the cuts in an interactive session.

After the break we need to select a specific topic, but there was agreement that it was great to have GAO last year talk about the Psychotropic drug presentation. Then we would pursue what is becoming very big in the public health world, but is pertinent elsewhere, return on investment. This would be another tool in the Managers tool kit.

Wednesday morning we have a couple of leads on speakers. It could be a local speaker or someone that was recommended from another conference. Then the technical staff would have sessions on contracts and grant management primarily looking at FFATA reporting and subrecipient monitoring. For leadership there will be sessions on continuous quality improvement. Also looking to see if technology, such as can tablets for staff save money.

Then creating an IT team, who needs to be there, how to do it, general information on what a Manager needs to know in creating the IT team. Getting the right people on the team at the right time so that do not get several years down the road and say, “Now that is not what we wanted.”

End Wednesday afternoon with a Town Meeting to wrap all of this up before heading into the Business meeting, because Thursday we go into some program specific topics, so we lose some of our focus on the big picture items.

Then on Thursday morning we will have more of the traditional hot topic areas. Some of these are open right now and they will be developed over the next two months. The morning sessions could be break out sessions or not depending on what make the most sense once they are developed. We will have something on the Affordable Care Act, where are we and what are states actually doing. On the Child Welfare area, I would like to get more input from the folks that work with child welfare, but maybe if states have received new waivers, what are they doing? Or does Child Welfare privatization save you money?

The spot after lunch is being held, but it might merge from some of the morning topics, or for topics that people that were not able to make it to the Fall Planning meeting to give some suggestions. The have Charles Miller’s session at one and a half like the last few years. Finally, have State-to-State and Federal-to-Federal if there are enough federal participants.
Any questions or comments?

Do you think that we will still have sequestration? We will have sequestration or something like it, it might be postponed, but we can have states discuss how they handled it. It depends on what happens in December. If it is just history, we would take the first part off of the agenda. Either sequestration will take place or we will have massive budget reductions. One or the other will take place.

There was a discussion on how we market Public Assistance 101, as being very important. What will get the signature on the travel request? How we title these sessions is very important. You do not want to over sell it, but convey that this is a training track.

Is it a training session or a general session? The response was that it was a session more for new staff, to give them the basics, information on breaking down the silos and no wrong door, what are the eligibility requirements of the various programs, etc. The newly hired staff needs information. There also would be information on the key circulars, and on how all of the programs are connected and what other programs affect your clients. How are all of the human service programs interrelated? So it would not just be for new staff.

The statement on the interrelationship of the programs helped, but the question was asked what level clients are we targeting and will they show up at the conference and do they show up? Stating that with the session for new people there would be only 5 to 8 who show up to the session on Sunday afternoon.

The response was that they were trying to get some new people to the conference.

In any organization is it the new people that would be traveling? States tend to not invest over $2,000 to send a new person to a conference. We are in a depressed time, it is hard enough to get veteran staff to attend it will be difficult to get new people to attend. If it is between you and your newbie, who are you going to send?

It was suggested that there was a need for this to be developed into an e-training course.

It was discussed that come July 1st we will only have six months to get ready for ACA, and the changes to the Medicaid reporting starts 1/1/14. This could be the Sunday afternoon track.

It was discussed that we could have an expanded session on Sunday afternoon for new staff on what HSFo is all about. It was asked how would this be different from the first time attendee orientation? It would be a lot more expanded version of that. It was suggested that we might just want to expand on the orientation.
It was suggested that the idea of the Sunday afternoon session might have been misinterpreted. There could be a session on how all of the human services programs mix together, how one program affects other programs. It would not just be for newbies.

Ms. Melissa Lange of Oklahoma made the motion to accept the report as submitted.

Second: Doug Robinson of West Virginia

Additional Discussion:

There was a clarification on what the motion was, before we take a vote. The motion was amended for approval for the Program Committee to move forward with this format to fine-tune the sessions.

It was discussed that it is hard to come up with a concept of the session in the four words that fit into the box. The discussion continued that there are four (4) hot topics that are happening or are going to happen that people need to know about, and what can you get here that you cannot get anywhere else? These are: (1) ACA, (2) what eligibility is going to look like going forward? (Florida is having all eligibility done on line, how has that worked out? Did that save you money? What were the problems?), (3) master client data management (breaking down the silos and sharing data that can be shared, and the feds are moving toward outcome data, and you cannot show good results without sharing all the data that you can. Virginia is one of the States that is head of others in data sharing.) and (4) mobile workforce (does it save money?).

It was discussed that it is hard to put labels in a box and to have it explain what you are trying to do.

We used to serve our members, Human Services Finance Officers, but that has not been working so well lately. The numbers attending the conference have been declining recently. So we have a theme here to use the conference to maybe attract other people.

There needs to be more marketing, such as the development of the brochure outlining if you are not a member, you should be and why you need to go and have your staff attend the conference. The program needs to be presented so that the person who signs travel vouchers will sign it.

We need to identify who you are trying to attract and design it accordingly. The topics are very important.

It was asked that the motion be repeated before the vote.

After some discussion it was decided that the motion should be the acceptance of the report as submitted.

Vote:
The report was accepted.
President Fitzer asked for a summary of the feedback to the Program Committee, because the Committee Chair had to leave for some of the discussion:

- Get ACA topics from Jerry Berry.
- Make clear what the tracks are in the packaging of the conference.
- Leadership, is that a good term or not, is it intimidating, should keep away from using CFO?
- Hot topics - the different tracks do not hop off of the paper. We need to make it clear that there are tracks for different audiences.
- Need to flesh out if the client index is best for a track or a plenary session.
- If it is a mini training track say so to try to get people to attend.
- Need a write up on each session and what the sessions will provide.
- Need to have a written conference brochure that goes out 2 to 3 months before the conference detailing the sessions.
- You need to be prepared to provide what you are saying that will be provided in the brochure.
- The organization should send out a marketing mailing right after the Spring Planning meeting. Listing the biggest, eye catching, sessions.
- Send out a Save the Date in February, it could be electronic and/or snail mail.
- In the Save the Date mailing, or e-mail, should ask for feedback on topics for the conference, try to work on an e-mail link for the suggestions.
- We also could put something on the website asking for suggestions for conference topics that will send responses to the Program Chair.
- Can we get someone from CMS to send something out about attending this conference would be beneficial to learn about the changes in reporting due to ACA, that we could put on the card?

President Fitzer called for a motion to adjourn the meeting.

Motion to adjourn: Brenda Weisz of North Dakota.

Seconded: Scott Carson of Arizona

Vote:

Those in favor say: Aye
Opposed: Nay (none)

The meeting was adjourned.