Monday, December 9, 2013

Ms. Brenda Weisz, President of the Association welcomed all to the business meeting, and expressed appreciation to everyone who made the trip to Phoenix, AZ. President Weisz thanked Mr. Scott Carson of Arizona and his staff, for their efforts in coordinating the meeting site and staffing for the hospitality room, which was open on Friday. There was a round of applause. President Weisz requested members keep Mr. Harry Roberts of Delaware and his family in their thoughts and prayers, due to the loss of their family member.

President Weisz also expressed her gratitude to HSFo corporate sponsors who contributed to this Planning meeting – PCG, Amerigroup, Cenpatico and Navigant. Participating in the meeting are Amy with PCG, Christian with Amerigroup and Luke Roth of Navigant (who will be making a presentation on Medicaid topics later). President Weisz reminded the attendees of rules: The Chair of a Committee can move for acceptance, 2nd must be from voting member (ie. Executive Board or Regional Coordinator).

President Weisz requested a motion to adopt the agenda as presented. Motion made by Karen Fricke of Arkansas and seconded by Dague Clark of New Hampshire, President Weisz called for a vote and motion passed.

Ms. Brenda Weisz from North Dakota, President of the Association, directed the Secretary, Ms. Vonnetta Allenbaugh of Oklahoma, to call the roll of the voting members of the Board of Directors to establish the presence of a quorum. In attendance were 8 voting members of the 9 member voting board including: Brenda Weisz of North Dakota (President), Dague Clark of New Hampshire (Vice-President), Vonnetta Allenbaugh of Oklahoma (Secretary), Karen Fricke of Arkansas (Treasurer), Deena Brown of Oklahoma-proxy for Melissa Lange of Oklahoma (Historian), Jason Sanchez of New Mexico (Regional Coordinator), Deena Brown of Oklahoma (Regional Coordinator) and Conitha King of Alabama (Regional Coordinator).

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

It was noted, according to procedure, the agenda should now be adopted after confirming a quorum. President Weisz expressed her appreciation for that procedural correction.

Motion for adopting the agenda was made by Ms. Karen Fricke of Arkansas and seconded by Mr. Dague Clark of New Hampshire.

President Weisz called for a vote and motion passed.

President Weisz stated the next order of Business is the Secretary’s Report and called on Ms. Vonnetta Allenbaugh of Oklahoma, Secretary.
Secretary’s Report

Ms. Vonnetta Allenbaugh of Oklahoma presented the Secretary’s report:

Ms Allenbaugh reported the minutes of the NAHSFO 66th Annual Business Meeting, held on Wednesday, July 31, 2013 in Columbus, Ohio have been transcribed and posted to the organization’s website. Ms. Allenbaugh moved for suspension of the reading of the minutes and for the adoption of the report with Conitha King of Alabama seconding.

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

President Weisz requested the minutes reflect the arrival of Scott Carson of Arizona-proxy for Brian Reynolds of Delaware (Regional Coordinator), and established the presence of all 9 voting Board members.

Historian’s Report

Ms. Deena Brown of Oklahoma, as proxy for Melissa Lange of Oklahoma, presented the Historian report as follows:

Madam President, Executive Board and HSFo members, the Historian’s report is as follows:

The National Association of State Human Services Finance Officers (HSFo) held its 66th Annual Conference and Business meeting in Columbus, Ohio, from July 28 through August 2, 2013 with President Hank Fitzer of Maryland presiding. The DoubleTree by Hilton in Worthington was the location of the conference, banquet and business meeting. Ms. Mary Fernald and the Ohio arrangements committee members hosted the annual conference.

The conference theme was “Charting a New Path to the Future”. The keynote speaker was Michael B. Colbert, Director of the Ohio Department of Job and Family Services.

The conference consisted of 4 workshops and 28 traditional conference session which spanned 28.5 CPE hours. Topics covered included Performance Management, IT Solutions, ACA Legal Developments, National Budget Developments, Implementation of ACA around the Nation, Return on Investment, Health Care for Children in Foster Care, Innovating in Times of Scarcity, IV-E Waivers, Cost Allocation Workshop, and Grants Management. Overall, the program evaluations were positive regarding the conference sessions.
There were 168 conference attendees, including 138 individuals attending the daily sessions, 20 guests, and 10 youth. These numbers do not include state staff volunteers who put in long hours to ensure the success of the conference. Eleven corporate sponsors supported the conference.

The Presidents Reception was held Sunday evening, July 28, 2013 at the Ohio Statehouse. The conference Team Building Special Event was held on Tuesday, July 30, 2013 at the Columbus zoo. The Annual Business meeting was held on Wednesday, July 31, 2013. The closing Annual Conference Banquet was held on Thursday, August 1, 2013. Many positive comments were made about the conference events and other arrangements’ events.

All events were well attended, and based on feedback the conference was a success.

Madam President, this concludes the Historian Report.

Ms. Brown moved for acceptance of the report, Mr. Jason Sanchez of New Mexico seconded the motion.

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

Federal Issues Report

Ms. Michele McDonald of Maryland presented the Federal Issues Report.

“Quality Consideration for Medicaid and CHIP Programs”

On November 22, 2013, CMS published a 4th letter in a series on Integrated Care Models (ICM’s). Guidance is given on designing and implementing “care delivery and payment reforms.” Shared goals include improving health, striving for quality care and reducing costs within the Medicaid and the Children’s Health Insurance Program (CHIP).

CMS supports new and existing forms of service payments that focus on improving health care quality. Payment strategies may range from risk based, shared savings methodologies to payments that are added to what a provider receives through fee-for-service based on meeting performance expectations. CMS intends to support quality improvement, learning from innovative efforts at the state and local levels.

I. Guidance for Quality Improvement Strategies for Medicaid:

A. Identify shared goals and aims.

   States should increase efforts using Health Information Technology and Exchange (HIT/HIE) Public/private partnerships (Foundations) are used to improve quality care.

B. Select interventions that achieve goals

C. Measure and monitor progress toward these goals

D. Define the starting point and targets for performance
E. Feedback - loops and transparency Transformed Medicaid Statistical Information System (T-MSIS)

II. Impact of Quality Strategy on CMS Policies

A. Delivery System Payment Models with Accountability for Quality (The Best care at a Low price).

B. States are required to conduct External Quality Reviews (EQR’s)

III. Conclusion

States are responsible for designing quality strategies and the way payment is used to support quality improvement. Reference: http://www.cms.hhs.gov

Looking at Mental Health Disorders

Mental Health Disorders today are appropriately called “brain disorders”. MH disorders include major depression, bipolar disorder, schizophrenia and obsessive compulsive disorder. Clinicians, program developers and policy makers are making themselves aware of the high rates of mental health disorders. Along with physical issues, patients are seeking help for mental disorders. Sometimes medical professionals are not given all the circumstances (limited information), so treating the disorders will take extra time.

Reference: http://www.mental-health–today.com


Update/ Highlights opportunities to enhance the provision of preventive services.

Scope of Providers- Medicaid and CHIP preventive services may be provided at the state’s option, by practitioners other than physicians or other licensed practitioners (midwife).

This rule change is effective January 1, 2014 and applies to preventive services, including services furnished to section 4106 of the Affordable Care Act.

HIV Screening – Medicaid is a key source of care for people with HIV and Aids. According to Kaiser Commission on Medicaid and the Uninsured, about 30 states cover HIV tests as routine screening with 19 states providing coverage as medically necessary. United States Preventive Services Task Force (USPSTF) changed their recommendation-that clinicians screen adolescents and adults 15 to 65 years at least once for HIV infection. This is a grade “A” recommendation, meaning that there is a high degree of certainty that the net benefit is substantial. As an incentive for states, USPSTF recommends a higher FMAP percentage for states that provide full coverage. Reference: http://MedicaidCHIPPrevention@cms.hhs.gov

Ms. McDonald moved for acceptance of the report and the motion was seconded by Ms. Deena Brown of Oklahoma.

Discussion: In response to an inquiry, Ms. McDonald confirmed topics such as Child Welfare would be included in future reports.

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

Membership Report
Ms. Michelle Grose-Bray of Alaska presented the Membership Report.

Madam President, Board Members, Regional Coordinators, Past Presidents and guests:

Activities for the membership chair have been limited since the annual conference held in Columbus, OH, held August 2013.

Planned future activities include the following:

1. Continue efforts of the previous Membership Chair to entice states to join.
2. Work with the HSFO president preparing a “Welcome to HSFO” letter for new joining states.
3. Establish a membership committee that includes the newly appointed regional coordinators to preform outreach.
4. Perform concentrated effort on non-member states surrounding the Commonwealth of Kentucky to join and attend the annual conference.
5. Perform outreach activities for prior member states that have lapsed their membership.
6. Other activities as suggested by the executive board and the regional coordinators.

Ms. Grose-Bray moved for acceptance of the report, the motion was seconded by Mr. Jason Sanchez of New Mexico.

Discussion was held regarding ensuring a copy of annual invoices, as remitted by the Treasurer to Members, also be sent to the HSFo Accountant. A suggestion was made that the Bylaws be amended to incorporate the inclusion of the HSFo Accountant. President Weisz will make sure Mr. Harry Robert of Delaware, Chair of the By-Laws Committee, is notified of the suggested by-laws change.

Discussion involved current practice of sending both electronic and hard copy, with HSFo FEI noted. An additional suggestion was made that the address and contact from the prior year invoices be compared, by the Treasurer, to the updated membership contact list to make modifications before invoices are remitted.

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

**Audit Report**

Ms. Mary Fernald of Ohio presented the Audit Committee report for Ms. Meka Gaines of Ohio.

Madam President, Board Members, Regional Coordinators, Past Presidents and guests:

We will begin auditing the Annual conference held in Columbus, OH, the summer of 2013, the Business/Planning meeting held in Reno, NV, the spring of 2013, the Business/Planning meeting held in Baton Rouge, LA the fall of 2012, and the financial records maintained by Mr. Richard Humiston.

A full audit report will be available the annual conference in Louisville, KY with an update at the Spring Business/Planning Meeting in Portland, OR.

Ms. Fernald moved for acceptance of the report, motion was seconded by Ms. Deena Brown of Oklahoma.
In discussion, suggestion was made the Audit Committee Chair, from the State of Ohio, should have someone independent of the State of Ohio assist with the audit of the Annual Conference held in Ohio. President Weisz accepted the offer of Ms. Michelle Grose-Bray of Alaska, to assist with the Ohio Conference audit.

Ms. Karen Fricke of Arkansas, moved the Audit report be amended to reflect that Ms. Michelle Grose-Bray will assist with the Ohio Conference portion of the audit, motion was seconded by Dauge Clark of New Hampshire.

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

Nominating Report

Mr. Hank Fitzer of Maryland presented the Nominating Committee Report. Madam President:

Following the 2013 Fall Planning Meeting, the Nominating Committee will put out the first of several “broadcast” invitations, for interested parties to apply for positions on the Board of Directors. We anticipate doing a broadcast invitation in early January, followed by a second one in March, followed by a third and final broadcast in early May. This should provide ample notice and time for receipt of applications prior to the organization’s deadlines, and review of applications prior to the 2014 annual conference.

One position for which we will solicit applications is the traditional, anticipated vacancy for Historian; in this case, Historian for upcoming HSFo Business Year 2015.

In addition, and as established in recent Bylaws changes, applications for four Regional Coordinator positions will be solicited, for Board service in Business Year 2015.

It is suggested that a single application form can serve both the Historian and Regional Coordinator needs. Distributed with this report is our suggested, revised application form, reflecting slight modifications to what is presently posted on the web site.

The revised/recommended application is as follows:
H. S. F. O.
NOTICE OF MEMBER INTENT
TO BE A CANDIDATE FOR THE
BOARD OF DIRECTORS
BOARD VACANCY

NAME:

TITLE:

AGENCY:

Applying for (check position): _____Historian
                                   _____Regional Coordinator

Note: Applications for Regional Coordinator must be accompanied by a written recommendation from one of the following: another individual who is an employee of a HSFo member agency, or a HSFo Past President.

PERSONAL BACKGROUND:

H.S.F.O. EXPERIENCE / COMMITTEES, ETC:

COMMENTS ABOUT BOARD CANDIDACY:
I hereby place my name in nomination as a candidate for the H.S.F.O. Board of Directors.

Signature:______________________________________    Date: ________________________________

This form is provided for your convenience. You are under no obligation to follow its format. All submissions must be on one side of an 8 1/2" by 11" sheet of paper and will be photocopied as submitted. This form must be submitted to the Nomination Committee Chairperson by the due date announced by the Association, for Nomination Committee action prior to the Annual Business Meeting.

Mr. Fitzer moved for acceptance of the report, motion was seconded by Ms. Deena Brown of Oklahoma.

Discussion was held regarding the application being submitted by the same party interested in becoming a Board Member. Members confirmed this is the customary approach and the application can be supported with a written recommendation from other members.

President Weisz requested Mr. Fitzer provide an electronic version of Nominating Form to the HSFO Webmaster.

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

By-Laws Report

Past President Richard Billera presented the By-Laws report on behalf of Mr. Harry Roberts of Delaware.

The By-Laws chair in consultation with the By-Laws Committee (Committee) is reviewing the By-Laws for proposed changes.

As many should be aware, a By-Law change was passed at the Columbus Business Meeting concerning the establishment of Regional Coordinators to replace the Regional Director structure in place at the time. During the discussions regarding that change, several future amendments were identified. They are as follows.

Article V, Section 2: Remove “During the 2014 transition year (12/1/13 through 11/30/14), Regional Coordinators will be appointed by the President. Thereafter,”. The purpose of this amendment is to (1) remove language that will not be needed after the 2014 transition year has occurred and (2) allow for election (as opposed to appointment) of Regional Coordinators at the July 2014 Business Meeting.

Article IX, Section 2, f.: At the end of f. add “Applications for Historian and Regional Coordinator shall be submitted to the Nominating Committee at least 30 days prior to the Annual Meeting”. At the Columbus Business Meeting interest was expressed to have uniform time periods for submitting nominations for Historian and Regional Coordinator. This amendment would establish a 30 day time frame that would be consistent with the deadline for submitting Regional Coordinator applications (Article V.,
Section 2.) and By-Laws changes (Article XI., Section I.). This By-Law change would establish such uniform time periods.

It is my recommendation to the Executive Board that these two By-Law changes be formalized and posted on the HSFO web site in January, 2014.

I also recommend that the full membership review the posted By-Laws and submit any changes to the Committee. To date, the Committee has not received any proposed changes.

Mr. Billera moved for acceptance of the report on behalf of Mr. Harry Roberts of Delaware, seconded by Mr. Jason Sanchez of New Mexico.

Discussion was held regarding the previous suggestion for a bylaws change to include copies of invoices be sent to the Accountant. Since the Accountant is not an official position, it was suggested no by-law change be proposed and the invoice copy instead be a business process. However, it was suggested the Accountant position is an extension of the official Treasurer duties and therefore the bylaws can reflect the Treasurer ensure the Accountant be sent a copy of the invoice.

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

**Resolutions Report**

The Resolutions Committee Report was presented by Ms. Deena Brown of Oklahoma.

To date, no potential resolutions have been offered by the membership. In January 2014, I plan to submit to the webmaster a request to Members via email asking them to consider suggestions for appropriate submissions. Members will be encouraged to submit suggestions and to begin work with the Resolutions Chair as soon as possible.

Ms. Brown move for acceptance of the report, the motion was seconded by Mr. Dague Clark of New Hampshire.

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

**President Weisz thanked Ms. Karen Fricke of Arkansas and her staff for compiling the book of reports for this meeting and shipping them.**

**Newsletter Report**

The Newsletter Committee report was presented by Mr. Mark Story of Arkansas.
The first newsletter of the current federal fiscal year was prepared and sent out to over 700 email addresses in October after the 66th annual conference. Those receiving the newsletter included members, corporate sponsors and other interested parties. The focus of the edition was the conference in Columbus, Ohio. Emphasis was placed on the learning opportunities available during the conference and an invitation to consider attending next year’s event in Kentucky. The editor is very appreciative of those who have suggested and or provided interesting and beneficial content for inclusion in the newsletter. 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. Story moved for acceptance of the report, the motion was seconded by Ms. Karen Fricke of Arkansas.

President Weisz advised she and Mr. Story have discussed the plan to put forth four newsletters. President Weisz will be seeking content from members to provide Mark the article content, along with seeking input on articles from all Corporate Sponsors, with agreement from Vice-President Mr. Dague Clark of New Hampshire, to continue that practice the following year to ensure all Corporate Sponsor have the opportunity to contribute. Also, HSFO will continue to use the newsletter as a timely vehicle for outreach on the Annual Conference.

Additional discussion involved the practice of hardcopy distribution of the newsletter, President Weisz confirmed the intent to send hard copy of a brochure and a conference Save the Date notice. Discussion continued on the benefit of sending hard copy of the newsletter to a select group, possibly with Arkansas being willing to print the newsletter.

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

**Training Committee Report**

The Training Committee Report was presented by Mr. Rick Brennan of North Carolina. There have been no Training offerings since the 2013 Annual Conference. All CPEs for the three Spring 2013 Training Offerings have been awarded, and accounts closed. At the direction of President Weisz, RFPs are being readied for release to update the HSFO Training series of multi-level offerings in Child Welfare and Grants Administration. Madam President has also selected key individuals to assist with the preparation of the RFPs for release, and to serve on Evaluation Committees. It is anticipated that awards will be made, and initial offerings available for scheduling, for the Spring season of 2014. These Training series will complement the current strong offerings in Cost Allocation and in Medicaid.

Our Training program has traditionally been a strong component of recruitment for the Organization, and the quality of the offerings is generally excellent. However, over the last two years, attendance has not been reflective of the exceptional quality, and offerings have been limited. Until two years ago, Arkansas and West Virginia provided the majority of attendees for sessions, and Alaska hosted several offerings. Last
Spring, Arizona provided the bulk of attendance at two hosted offerings in Phoenix. Absent that level of hosted and subsidized attendance, a variety of other factors have arguably served to limit the potential for offerings.

HSFO has recognized the importance of the Training offerings to its overall Mission, and the Board has recognized the need to re-evaluate all outreach and advertising for this function. We will be paying close attention to the comments and recommendations made by our Sponsors during the Annual Conference in Columbus regarding locations, site selection, timing, outreach, etc. We must also ask, again, for assistance from all Regional Coordinators in terms of making our offerings known. It is anticipated that there will be significant Board discussion and review over the next year to re-energize the Training program.

Mr. Brennan moved for acceptance of the report, the motion was seconded by Mr. Dague Clark of New Hampshire.

Discussion was held regarding the potential need for Random Moment Time Study (RMS) training and possibly a shorter length training.

President Weisz mentioned several Public Health professional organizations that could possibly benefit from the HSFO trainings, specifically Medicaid and Grants. Ms. Weisz expressed interest in an effort to build Conference attendance by bringing these types of groups into our training, in order to gain exposure to our HSFO organization, with follow-up with conference brochures, etc. Further discussion involved the possibility of enhancing the Medicaid training with special topics, Health for example. Members were very supportive of outreach efforts.

Further discussion involved the potential for increased training rates, due to the potential increased costs of vendor contracts being re-bid.

Additional discussion included exploring the training certificate model.

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

**CPE Committee Report**

The CPE Committee Report was presented by Mr. Jason Sanchez of New Mexico.

HSFO is currently registered with the National Registry of CPE Sponsors. Our registration runs through April 30, 2014.

At the National Conference held in Columbus, OH, from July 28, 2103 through August 1, 2013, 21 individuals received a total of 529 Continuing Professional Education Units.

Mr. Sanchez moved for acceptance of the report, the motion was seconded by Ms. Deena Brown of Oklahoma.

Discussion was held regarding the importance of highlighting our efforts in CPE award, in our newsletter.
Discussion on reminder from CPE audit perspective, the Program Chair and the CPE Chair need to be in communication to ensure the CPE for conference sessions are categorized correctly and to ensure proper information and language is used in notification of our CPE offering.

Ms. Michelle Grose-Bray of Alaska suggested we consider building into the program, a session designed for CPA’s to meet the required CPE for Ethics Training. This was supported as a very good idea to bring forward to the Program Committee, possibly for a Sunday afternoon Pre-conference and potential topic to put on RFP for a Corporate Sponsor to present.

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

**Time and Place Report**

The Time and Place Committee report was presented by Past President and Arrangements Committee Chair Mr. Stan Mead of Louisiana.

Madam President, Board Members, Past Presidents & Attendees,

It is my pleasure to present the Time and Place report.

The 2014 Spring Planning Meeting will be held in Portland, Oregon, at the Embassy Suites Portland Airport. The dates of the meeting are April 12 - April 16, 2014. The rate is $134.00 plus tax.

The 2014 Annual Conference will be held in Louisville, Kentucky, at the Seelbach Hilton Louisville. The dates of the conference are July 27 - August 1, 2014. The rate is still to be determined. It will be posted on the HSFO website as soon as it’s available.

The 2014 Fall Planning Meeting will be held in Oklahoma City, Oklahoma. The place, dates, and rates are yet to be determined. They will be posted on the HSFO website as soon as they are available.

The 2015 Spring Planning Meeting site is yet to be determined.

The 2015 Annual Conference will be held in Sparks, Nevada, at the John Ascuaga’s Nugget Resort Hotel. The dates of the conference are July 26 - July 31, 2015. The rate is $99 plus tax.

We are currently soliciting a host site for the 2016 Annual Conference. Any member interested in hosting our conference should contact me. My phone number and e-mail address maybe found on the HSFO Web Site.

Mr. Mead moved for acceptance of the report, the motion was seconded by Mr. Jason Sanchez of New Mexico.
In discussion, Mr. Mead stated he would like to amend the report to reflect due to weather considerations, the Oklahoma planning meeting has been moved to Spring of 2015. A motion to accept the amendment was made by Mr. Dague Clark of New Hampshire, seconded by Mr. Jason Sanchez of New Mexico.

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

Arrangements Report-Louisville, KY 2014 Annual Conference

The Arrangements Report for the Louisville, KY 2014 Annual Conference was presented by Ms. Margaret Wahrer of Kentucky.

The 2014 HSFo Conference will be held at the Hilton Seelbach in Louisville, KY from July 27 to August 1, 2014. The Seelbach has been contracted to the HSFo for July 25, 2014 through August 1, 2014 at a rate of $125 plus applicable tax which will apply for the three days immediately prior and immediately after the contracted dates.

The location of the Seelback affords easy access to Fourth Street Live! in the heart of historic downtown Louisville, KY. Fourth Street Live! is a short walk from downtown hotels, waterfront park, Main Street, Slugger Field, and many other downtown attractions. Fourth Street Live! is your one stop destination for retail, dining and entertainment.

Louisville offers include Louisville Slugger Museum, The Children’s Science Museum, Muhammad Ali Museum, Kentucky Derby Museum/Churchill Downs, the Louisville Zoo as well as Hadley’s Pottery, Louisville Stoneware and the Speed Museum.

Showcasing Kentucky outside of Louisville, points of interest include Mammoth Cave, historic Bardstown (location of My Old Kentucky Home) and the Stephen Foster Story performed in the Amphitheatre.

Events to be held within the Hotel include the President’s Reception, which will be held in the Rathskeller Room, along with the Banquet, which will be held in the Grand Ballroom with a reception to be held in the Foyer.

The Kentucky Derby Museum has been booked for the afternoon/evening part of the Tuesday special event. The “Greatest Race” movie will be presented prior to walking tour(s) of Churchill Downs. The Derby gift shop will remain open during the first hour of the event. Prior to dinner guests will have time to explore the museum and visit with Museum Thoroughbred. Dinner will be catered by the Silver Spoon.
We are currently exploring the Guest event for Monday and the Youth events for both Monday and Wednesday. We will also have activities arranged for the youth Sunday evening during the President’s Reception and Thursday evening during the Banquet.

With so many options in, around and near Louisville, we feel sure that not only spouses and children, but conference attendees will be pleased with their week spent in Louisville, Kentucky!

Ms. Wahrer moved for acceptance of the report, the motion was seconded by Ms. Karen Fricke of Arkansas.

President Weisz thanked Stan Mead for his quick work in September, following the Columbus Conference, on re-negotiating the number of room/rates in Louisville from 806 room nights to 520 room nights.

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

**Arrangements Report- Sparks, NV 2015 Annual Conference**

The Arrangements Report for the Sparks, NV 2015 Annual Conference was presented by Past President and Arrangements Committee Chair, Mr. Stan Mead of Louisiana.

Madam President, Board Members, Past Presidents & Attendees,

It is my pleasure to present the 2015 Annual Conference Arrangements report.

The 2015 Annual Conference will be held in Sparks, Nevada, at the John Ascuaga’s Nugget Resort Hotel. The dates of the conference are July 26 - July 31, 2015. The rate is $99 plus tax.

We are currently looking at several options for the special event as well as the spouse event. At this time we are not planning for a youth event or a youth hospitality suite. However, this may change in the future. We will have a more detailed report at our Spring Planning Meeting in Portland.

As you know, this is the first conference HSFO is hosting itself. We are looking for volunteers to work the conference. If anyone is interested in volunteering, please see either Richard Billera or myself.

Mr. Mead moved for acceptance of the report, the motion was seconded by Mr. Dague Clark of New Hampshire.

Discussion was held that the Reno room rate includes the resort fee, there are no Food and Beverage minimums and no room night minimums. The hotel has been sold but, new ownership intends to honor the contract and will be keeping the name however, there is concern with renovations. Mr. Mead will continue to obtain details on the potential impact of any renovation on the HSFO conference and keep the board updated very soon. Possibly Corporate Sponsors will be able to provide some volunteer services for host duties in Reno.
President Weisz mentioned that in seeking feedback from Corporate Sponsors, one issue raised was the importance of location of our conferences and proximity of walking distance to other interests. Discussion was held on the possibility of offering some conference enhancements, such as transport to other area events (not the event paid by HSFo). We are waiting on additional information what other events will be going on in Reno (other than HSFo special event) to plan for potential shuttle offerings, etc. An additional suggestion was made to consider transport options for additional interests of spouse attendees also.

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

Arrangements Report- Portland, OR- Spring Planning 2014

The Arrangements Report for the Portland, Oregon 2014 Spring Planning meeting was presented by Past President, Mr. Dick Humiston.

The 2014 Spring Planning Meeting will be held in Portland, Oregon, at the Embassy Suites Portland Airport. The dates of the meeting are April 12 - April 16, 2014. The rate is $134.00 plus tax, available three days before and 3 days after the meeting. Location is near the airport and the hotel does provide shuttle from the airport. Mr. Humiston is going to ensure the parking fee is included in the current rate. Approximately one block from the hotel, is a light rail that will take you to downtown Portland. Mr. Humiston advised there are all types of shopping opportunity using rail, lots of options for sightseeing in local area and he is looking forward to bringing folks to Portland. We are self-hosting, so will be asking for volunteer support.

Mr. Humiston moved for acceptance of the report, the motion was seconded by Ms. Karen Fricke of Arkansas.

Discussion that Amtrack runs from Portland to Seattle. So, can take the light rail from the hotel, to Amtrack station to go to Seattle, the trip can be made in a day. Crater Lake and the Columbia River Gorge are worthwhile attractions in the area.

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

Sponsor Development

The Sponsor Development Committee Report was presented by Mr. Scott Carson of Arizona on behalf of Mr. Brian Reynolds of Delaware.

It is an honor to be appointed Corporate Sponsor Development chair this year. Brenda, thank you for your confidence and support. I look forward to working with the Board to retain our current sponsors and recruit new ones as well. I also look forward to continuing the conversation the Board started with our sponsors at
the annual meeting in Columbus. Their perspective is an important one as we work to grow our fine organization.

Invoices have been prepared, but not mailed, awaiting the final decision on fees for next year. The invoices will be mailed in early January 2014.

At your request, Madame President, a letter was prepared and sent to our corporate sponsors inviting them to register and join us here in Phoenix. I am happy to report we have several in attendance with us at this meeting. Others have graciously sent checks to help defer some of our costs. Their presence and support are greatly appreciated.

Mr. Carson, on behalf of Brian Reynolds of Delaware, moved for acceptance of the report, the motion was seconded by Ms. Vonnetta Allenbaugh of Oklahoma.

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

**Renewal of Internet Contract**

Mr. Richard Billera of New York distributed the proposed contract for internet services for the upcoming year, pointing out there was no price change but, one contract change involving a new section titled Minimizing Financial Risk or Loss for Credit Card Account.

President Weisz asked Mr. Billera to leave the room for a vote on the contract.

Ms. Deena Brown moved to accept the contract as offered, Mr. Jason Sanchez of New Mexico seconded the motion.

President Weisz called for a vote. The motion passed.

**Tuesday, December 10, 2013**

**Presentation of 2013 Columbus, OHIO Final Conference Revenue / Expense Statement**

The final report on Revenue and Expenses for the 2013 66th Annual Conference in Columbus, Ohio was presented by Past President Mary Fernald of Ohio.

Ms Fernald praised good stewardship of Ohio staff involved with adapting to changes in registration numbers and excess supplies from Ohio were provided to the 2014 Conference host state of Kentucky.

Ms Fernald will close the Ohio bank account in January, upon receipt of December bank statement.

Ms Fernald moved for acceptance of the report, Ms. Deena Brown of Oklahoma seconded the motion.
Mr. Hank Fitzer of Maryland, 2013 HSFo President, expressed his appreciation and praised Ms. Fernald and all Ohio staff for a great job.

Mr. Rick Brennan of North Carolina, complimented the break out of the information which allows for ease of comparison year to year, suggested moving transportation costs into categories of the applicable event and also praised Ms. Fernald and Ohio for a great job.

Round of applause.

President Weisz called for a vote. The motion passed.

Ms. Fernald thanked everyone for her retirement plaque awarded at the Board dinner, expressing gratitude for the impact of HSFo on her personally and professionally and having known all involved in the organization.

**Treasurers Report**

The Treasurers Report was presented by Ms. Karen Fricke of Arkansas.

The Treasurers report was dated 11/30/13 and included the Statement of Income and Expenses for the period of 12/01/12 through 11/30/13, and the balance sheet for the period ending 11/30/13. Statements are prepared on a cash basis.

Ms. Fricke read through the detail of the Balance Sheet and the Statement of Income and expenses.

The balance sheet through 11/30/13 reflected that HSFO had Total Assets of $265,572.76 Total Liabilities were $0.00 and Total Equity was $265,572.76.

Total Income was $219,935.69 and Total Expenses were $208,056.62, with a total net income of $11,879.07.

Ms. Fricke moved for acceptance of the report, Mr. Dague Clark of New Hampshire provided a second to the motion.

President Weisz called for a vote. The motion passed.

**Review of Fee Schedule**

President Weisz referenced the current 2013 Fee Schedule and a DRAFT 2014 fees schedule was distributed.

Discussion followed on aspects of the DRAFT 2014 fee schedule.
2014 Fee schedule was accepted as follows:

2014 - HSFo Fee Schedule

**Annual Dues:**
- Membership includes one conference registration: $1,500.00
- Corporate Sponsorship: $3,000.00

**Annual Conference Fees:**
- Member or Corporate Sponsor Early (before June 29th) Annual Conference Registration Fee: $600.00
- Member or Corporate Sponsor Annual Conference Registration Fee: $650.00
- Non-Member Early (before June 29th) Annual Conference Registration Fee: $900.00
- Non-Member Annual Conference Registration Fee: $950.00
- Federal Employee Early (before June 29th) Conference Registration: $650.00
- Federal Employee 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

**Host State Annual Conference Fees:**
- Full Conference Registration, Early (before June 29th): $600
- Full Conference Registration, Regular: $650
- Single Day Conference Registration: $125 (50% of $250 Single Day Rate)
- Half Day Conference Registration: $75 (50% of $150 Half Day Rate)

**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
Further discussion involved Corporate Sponsor fees and comments received from Corporate sponsors related to HSFo seeking assistance with marketing and also discussion on the need to improve our process for enriching our e-mail distribution list and re-visiting our postal mailing list. President Weisz indicated Regional Coordinator Deena Brown of Oklahoma will lead the effort on coordinating list information.

President Weisz asked for a motion for the above reference fee schedule. Ms. Deena Brown of Oklahoma so moved with Ms. Conitha King of Alabama seconding the motion.

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

**Budget-2014 Annual Conference-Louisville, KY**

Ms. Margaret Wahrer of Kentucky presented the budget for the 2014 Annual Conference to be held in Louisville, KY projecting total revenue of $112,550 and total expenses of $111,823, with a projected net income of $727.

Discussion on who will handle the conference website and on-line registration for the conference, the HSFo webmaster will manage this based on information received from Ms.Wahrer of Kentucky.

Ms. Wahrer moved for acceptance of the budget, Ms. Deena Brown of Oklahoma seconded.

President Weisz called for a vote. The budget was accepted.
Budget-2014 Training

Mr. Rick Brennan of North Carolina presented the projected training budget for the 2014 Training Committee, essentially the same projected budget as the previous year, projecting revenue of $102,000 and expenses of $120,000, for a projected loss of $18,000.

Discussion regarding timeline for IVE RFP, Mr. Brennan is hopefully within a month in order to begin advertising the Spring training. Goal is to offer Grants, Child Welfare and Medicaid in both the Spring and Fall. Other need is for RMS training, which would fall under flexibility of Cost Allocation contract.

Discussion of locations of trainings, related to being able to fill the trainings related to strategic travel locations but, not necessarily have all attendees from one State.

Discussion on comments received from Corporate Sponsors related to choice of hotel locations and importance of attractiveness to attendees for easy access to other amenities.

Mr. Brennan moved for acceptance of the budget, Mr. Dague Clark of New Hampshire seconded.

President Weisz called for a vote. The budget was accepted

Budget- HSFO 2014 Budget

President Brenda Weisz of North Dakota presented the budget for HSFo 2014, which included planning and training components, with a total projected revenue of $307,300 and projected expenses of $321,640, with a projected loss of $14,340. The budget is approved “In Total” at the expenditure level of $321,640.

Ms. Weisz requested a move for acceptance of the budget, Deena Brown of Oklahoma so moved and Karen Fricke of Arkansas seconded.

President Weisz called for a vote. The budget was accepted
Program Committee

Mr. Scott Carson of Arizona and Chair of the Program Committee presented the report, with a draft 2014 Conference program lay-out.

The Committee has established the 2014 conference theme of “Winning the Financial Race in Human Services”.

The draft proposed program layout included changes involving: 1.5CPE blocks, more panel style sessions, daily tracks (to always include a Medicaid Track with Hot Topics in an additional alternate track), longer days of session material (which could necessitate moving the event and possibly the business meeting later in the day but, will increase CPE), Pre-Conference Ethics Training on Sunday, no Corporate Sponsor RFP’s but, instead involving sponsors as panel moderators making sure each has an opportunity on a panel (President Weisz will discuss this change with Brian Reynolds, Corporate Sponsor Chair).

Ms. Vonnetta Allenbaugh of Oklahoma moved for acceptance of the program layout as written, including the theme and acceptance of the direction headed, Mr. Dague Clark of New Hampshire seconded.

President Weisz called for a vote, motion passed.

Discussion was held regarding the shortening the length of the Annual Conference to 3.5 days and the consensus was, the Executive Board has the authority to the determine length of the conference program.

President Weisz asked for a motion to adjourn, Deena Brown of Oklahoma so moved and Mr. Dague Clark of New Hampshire seconded.

Meeting was adjourned.