

**HSFo 2014 Fall Planning and Business Meeting  
December 8, 2014 Tampa, Florida  
Meeting Minutes**

President Dague Clark called the meeting to order.

He thanked Stan Mead for all the planning meeting arrangements. He commented that everything was going smoothly.

He thanked all the corporate sponsors, but in particular PCG, Anthem/Amerigroup, and Cenpatico for their additional support for this meeting.

He expressed thanks to Vonnetta Allenbaugh of Oklahoma for putting together the report booklets.

He reminded everyone that board members could move acceptance of their reports but only the executive board and regional coordinators can actually second the report.

He explained the schedule for the site visits in Tampa.

He asked Secretary Fricke to call the roll. Ms. Fricke reported seven present and one proxy.

President Clark declared a quorum and moved for acceptance of the agenda distributed in the report booklets.

Deena Brown of Oklahoma seconded the motion.

Discussion: None

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The report was adopted.

**Secretary's Report**

President Clark asked Secretary Fricke to read the minutes of the 66th Annual Conference held in Kentucky.

Secretary Fricke presented the minutes as follows:

The minutes of the Annual Business meeting of the Association, held July 30, 2014 in Louisville, Kentucky have been posted to the website. I move for suspension of the reading of the minutes

and for the adoption of this report.

Second: Scott Carson of Arizona.

Motion carried and the Secretary's Report was accepted.

### **Historian's Report**

No Historian's report was presented.

### **Federal Issue's Report**

Michelle Grose-Bray of Alaska presented the Federal Issues Report for Simone Sneider of New Hampshire. The highlights were covered in the meeting but the report in its entirety follows:

#### **HSFO Federal Issues Report Tampa, Florida Fall Planning Meeting December 2014**

#### **Multi-Program Federal Issues**

#### **1. Examples of Promising Practices for Integrating and Coordinating Eligibility, Enrollment and Retention: Human Services and Health Programs under the Affordable Care Act. Prepared by: Stan Dorn, Sarah Minton, and Erika Huber, the Urban Institute:**

Efforts to effectively integrate and coordinate the operation of multiple health and human services programs that serve overlapping populations are difficult but such efforts can yield significant gains. When one program determines eligibility based on the work already done by another program, public agencies can save administrative costs and streamline enrollment and retention for consumers. When programs jointly develop and operate shared eligibility infrastructure, they can achieve gains together that no single program could accomplish alone. And when programs collaborate in reaching out to a shared client population, more consumers can receive benefits for which they qualify.

This work has grown increasingly important following the 2010 enactment of the Patient Protection and Affordable Care Act (Affordable Care Act or ACA). In three basic categories, states and private-sector organizations have achieved notable success.

#### *1. Streamlining eligibility for one program based on data linkages with another program.*

- **Louisiana renews children's eligibility for Medicaid and the Children's Health Insurance Program (CHIP)** through data from other public agencies, whenever possible. More than 3 in 4 of renewals (76 percent) are based on data matches, without any need to contact families for additional information. Nearly all children (95.4 percent) have

eligibility continue at renewal, and less than 1 percent lose coverage for procedural reasons.

- **Louisiana and South Carolina have implemented Express Lane Eligibility (ELE)** to provide children with Medicaid based on the income determinations of human services programs-especially the Supplemental Nutrition Assistance Program (SNAP). This initiative has covered more than 27,000 and 92,000 previously uninsured children in the two states, respectively. Mainly because of the many children who are automatically renewed based on their receipt of SNAP, each of these states achieved annual net savings of roughly \$1 million and \$1.6 million, respectively. Similar efforts are now beginning with adults as well, through targeted Medicaid enrollment strategies under the ACA.
- In many states, Combined Application Project (CAP) demonstrations provide SNAP to recipients of Supplemental Security Income (SSI) based largely or entirely on information these seniors and people with disabilities already furnished when they sought SSI in a CAP demonstration state. From 2000 to 2008, CAP states experienced a 48% increase in SNAP participation levels among 1-person SSI households, at a time when such households' enrollment in other states saw little change. To simplify SNAP procedures, CAP demonstrations use standardized rather than individualized SNAP benefit amounts, or individually determined benefits reflecting standardized shelter costs, either of which can result in slightly different amounts of aid than if beneficiaries had gone through the full SNAP eligibility assessment process. However, although SNAP programs provide notice, few CAP participants know they can obtain an individualized eligibility determination, and perhaps additional benefits, by submitting a regular SNAP application.

2. *Coordinating administration of multiple programs.* Through efforts that spanned the better part of a decade, Utah built an integrated system of electronic case records, rules engine, external data matching, on-line applications, and benefit payment that serves multiple health and human services programs. From 2008 to the system's full implementation in 2010, the caseload capable of being managed by a single worker increased 53 percent. From 2009- 2010, caseloads rose by 12.3 percent as total operating costs fell by 9.6 percent.

3. *Coordinating outreach and enrollment.* In implementing early Medicaid expansion under the Affordable Care Act, Minnesota enrolled eligible consumers through the "low-tech" strategies of (a) making a toll-free number available to hospital emergency rooms and (b) having state and local staff manually convert consumers from a prior state health program to Medicaid. The latter step was cumbersome and administratively costly, but these methods helped the state enroll 51,583 eligible consumers by the end of March 2011, the expansion's first month. They represented 68% of all consumers who received coverage by the end of calendar year 2011.

- Single Stop USA, a non-profit organization, helps community college students and their families enroll into health and human services programs, while providing financial and legal counseling. At 17 sites in seven states, 18,000 students were counseled in 2012, of whom 29% received health and human services benefits averaging \$5,400 per

student-roughly the maximum Pell Grant for a low-income college student. More than half also received financial or legal counseling. It took hard work to integrate this initiative into existing community college culture, but most school leaders have grown highly supportive, investing much of the funding needed for ongoing program operation.

On the other hand, several initially promising strategies have not yet achieved major gains. Another Single Stop effort involved connecting low-income consumers to health coverage when they filed tax returns at volunteer tax preparation sites. This effort faced serious challenges, including difficulty obtaining the necessary investment of time and staff from pre-ACA health application assisters, the unwillingness of many consumers to invest the additional time needed to apply for health coverage after completing the tax preparation process, and limitations of volunteer tax preparer health knowledge that forced a cumbersome "hand-off" from tax preparer to health application assister. The ACA strengthens the logical nexus between health coverage and tax preparation, which will provide increased motivation to overcome these challenges.

As another example, referring consumers to programs for which they apparently qualify, rather than actually signing them up for assistance, has achieved little success. One randomized, controlled experiment involved the tax preparation firm H&R Block. When the firm used tax return data and interviews to complete and file SNAP application forms on behalf of low-income customers, 80 percent more applications were filed than with a control group that received only basic SNAP information and a blank SNAP form. By contrast, no statistically significant effects were observed, compared to the control group, when H&R Block completed SNAP forms, handed them to families, and explained where and how to file them. A similar H&R Block experiment involving applications for college student aid reached similar results.

Efforts to integrate and coordinate enrollment, retention, and eligibility determination for health and human services programs typically require considerable effort, and not all such efforts have proven successful. That said; many states, localities, and private-sector groups have achieved significant positive outcomes using strategies that appear capable of replication elsewhere.

The full report is available at the link below.

The Urban Institute publication is at:

[http://aspe.hhs.gov/hsp/14/IntegrationProject/rpt\\_PromisingPractices.pdf](http://aspe.hhs.gov/hsp/14/IntegrationProject/rpt_PromisingPractices.pdf)

## Child Support

### 2. **Flexibility, Efficiency, and Modernization in Child Support Enforcement Programs, Proposed Rule Federal Register Vol. 79 No. 221, Monday, November 17, 2014:**

The proposed rule makes changes to strengthen the Child Support Enforcement program and update current practices in order to increase regular, on-time payments to families, increase the number of noncustodial parents working and supporting their children, and reduce the accumulation of unpaid child support arrears.

As three-fourths of child support payments are collected by employers through income withholding (23 billion dollars in FY 2012), this proposed rule standardizes and streamlines payment processing so that employers are not unduly burdened by this otherwise highly effective support enforcement tool.

Over the years States have raised the question of whether FFP is available for activities in non-IV-D cases. PIQ-10-01 states that FFP is available for the non-IV-D case data requirements and payment processing required by the Social Security Act. In general, FFP is available for the submission and maintenance of data in the State Case Registry (SCR) with respect to non-IV-D support orders established or modified on or after October 1, 1998; the receipt and disbursement of collections through income withholding for child support orders initially issued in the State on or after January 1, 1994; and the required reporting to the Office of Child Support Enforcement (OCSE) of non-IV-D financial and statistical information.

**Relating to Foster Care:** Current § 302.33(a)(4) requires that whenever a family is no longer eligible for assistance under a State's TANF, foster care, and/or Medicaid programs, the JV-D agency must notify the family, within 5 working days of the notification of ineligibility, that child support services will continue, without application, unless the family notifies the agency to the contrary. In certain situations, we believe that automatic continuation of child support services can be inappropriate for the family, such as once a child has been reunified with the family or the child has aged out of foster care. Therefore, based on a request from a joint child support/child welfare workgroup, OCSE proposes an efficiency change in § 302.33(a)(4). OCSE proposes to eliminate "title IV-E foster care" from the first sentence in § 302.33(a)(4) and to add to that provision stating that the requirement to notify the family within 5 working days that services will be continued, unless the family notifies the IV-D agency to the contrary, also applies when a child is no longer eligible for IV-E foster care, but only in those cases that the IV-D agency determines that such services and notice would be appropriate.

This proposed revision provides State JV-D agencies with additional flexibility to determine whether notice to a family in which a child no longer receives foster care maintenance payments is appropriate and whether to close the case. We believe that these revisions will simplify the notification process in post-foster care cases, recognizing that continued child support enforcement may be inappropriate, for example, once foster care cases are closed due to family reunification or when children age out of foster care. However, existing arrearages in these *N-D* referral cases would remain an obligation owed to the State and collectible under all applicable State laws and processes pursuant to section 456 of the Act and 45 CFR 302.50(c). The Federal Register Vol. 79 No. 221, Monday, November 17, 2014 is at:  
<http://www.gpo.gov/fdsys/pkg/FR-2014-11-17/pdf/2014-26822.pdf>

### **Child Protection/Juvenile Justice**

### **3. Community- Based Grants for the Prevention of Child Abuse and Neglect or Community-Based Child Abuse Prevention, ACYF-CB-PI-14-02, February 27, 2014:**

The purpose of this Program Instruction (PI) is to: (1) set forth the requirements for recipients of Community-Based Grants for the Prevention of Child Abuse and Neglect awards for FFY 2014; and (2) provide guidance and instructions for the preparation and submission of the application.

The Community-Based Family Resource and Support (CBFRS) program legislation, Title II of the CAPTA, reauthorized on June 25, 2003, as part of the Keeping Children and Families Safe Act 2003, presented a unique opportunity to build upon the strong foundation of the program developed by the States over the last several years. During the reauthorization, the CBFRS program was renamed "Community-Based Grants for the Prevention of Child Abuse and Neglect." For ACF administrative convenience, this Title II program is now referred to as the Community-Based Child Abuse Prevention (CBCAP) program.

The 2003 legislation included provisions requiring that lead agencies have the capacity to support community-based and prevention -focused programs and activities that: (1) are based on State and community interagency partnerships; and (2) are implemented through an interdisciplinary, collaborative public-private structure that includes parents as full partners. Another prevailing theme of the 2003 legislation was that lead agencies were required to seek innovative approaches to coordinating funding streams and leveraging additional resources to augment the Federal funds.

P.L. 111-320, enacted on December 20, 2010, includes new purposes for CBCAP leads such as developing a continuum of prevention services for unaccompanied homeless youth; involving parents in the planning, implementation, planning and improvement of community- based child abuse prevention programs that build on the strengths of families; and the inclusion of substance abuse treatment services and domestic violence services as types of prevention services that can be funded under CBCAP. In addition, the Act amends and adds to the allowable uses of grants, under the local program requirements, the development of a comprehensive strategy to provide services to parents who are adult former victims of domestic violence or child abuse or neglect; providing for core child abuse and neglect prevention services to now include respite care services; and adds to optional services the inclusion of domestic violence service programs for children and their non-abusing caregivers.

## **B. USE OF FUNDS**

Section 201(b) of the Act provides that funds made available to States under the CBCAP program must be used for:

- (1) developing, operating, expanding, and enhancing community-based, and prevention focused programs and activities designed to strengthen and support families to prevent child abuse and neglect that are accessible, effective, and culturally appropriate, and build upon existing strengths that:
  - (A) Offer assistance to families;
  - (B) Provide early, comprehensive support for parents;
  - (C) Promote the development of parenting skills, especially in young parents and parents with very young children;

- (D) Increase family stability;
- (E) Improve family access to other formal and informal resources and opportunities for assistance available within communities, including access to such resources and opportunities for unaccompanied homeless youth;
- (F) Support the additional needs of families with children with disabilities through respite care and other services;
- (G) Demonstrate a commitment to involving parents in the planning and program implementation of the lead agency and entities carrying out local programs funded under this Title, including meaningful involvement of parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of underrepresented and underserved groups; and
- (H) Provide referrals to early health and developmental services.

The Administration for Children and Families, Laws and Policy, ACYF-CB-PI-14-02, Community-Based Grants for the Prevention of Child Abuse and Neglect or Community- Based Child Abuse Prevention is at:

[http://www.acf.hhs.gov/sites/default/files/cb/pi\\_1402.pdf](http://www.acf.hhs.gov/sites/default/files/cb/pi_1402.pdf)

#### **4. Children's Justice Act ACYF-CB-PI-14-01, January 31, 2014:**

Funding for the CJA program is available from the Crime Victims Fund. The purpose of this PI is to set forth the eligibility requirements and the grant application procedures for FY 2014 Children's Justice Act (CJA) grants and to provide the tentative State allocation table.

Section 107(d) of the Act requires the State Task to undertake a comprehensive review and evaluation of the investigative, administrative and judicial handling of cases of child abuse and neglect and to make training and policy recommendations in each of the three categories in Section 107(e)(l). The State Task Force assessment (review, evaluation and recommendations) is required for an initial application and **at three-year intervals thereafter**.

- A. In accordance with Section 107 (a) of CAPTA, grants awarded are to be used to develop, establish and operate programs designed to improve:
  - The assessment and investigation of suspected child abuse and neglect cases, including cases of suspected child sexual abuse and exploitation, in a manner that limits additional trauma to the child and the child's family; The assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
  - The investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
  - The assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.
- B. Experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad

litem for children, and which also ensure procedural fairness to the accused; and

- C. Reform of State laws, ordinances, regulations, protocols and procedures to provide comprehensive protection for children from abuse, including sexual abuse and exploitation, while ensuring fairness to all affected persons.

The Administration for Children and Families, Laws, and Policy, Children's Justice Act ACYF-CB-PI-14-01 is at:

<http://www.acf.hhs.gov/sites/default/files/cb/pi140J.pdf>

5. **When Child Welfare Works: A Working Paper. A Proposal to Finance Best Practices, October 23, 2013, from the Anna Casey Foundation:**

A focus on early intervention and permanency has contributed to a decrease in the numbers of children in foster care; and the overall length of time children remain in care has been shortened.

Complicating the prospects for further progress is an arcane federal financing structure that fails to support or provide incentives for the best practices we now know are essential to improve the well-being of children. Comprehensive child welfare financing reform has been a central focus of policy discussions for many years, but even good proposals to date have been unable to gain traction.

Threats to key federal funding sources upon which state child welfare agencies rely make the potential impact of not passing comprehensive finance reform far worse than living with the unacceptable status quo. Until federal financing and desired goals are better aligned, sustained progress on improving outcomes for vulnerable children and families will remain difficult for states to achieve.

Experience indicates that a wide variety of in-home supportive services, with evidence of effectiveness, must be available to prevent the need for placement and support reunification. This proposed strategic realignment of the Title IV-E reimbursement system and other federal financing sources would promote best practices in four key areas:

- 1) **Permanence and well-being**, including reduced reliance on shelter and group care and time limits on foster care.
- 2) **Quality family foster care**, resulting from improvements to kinship licensing, targeted foster family recruitment to care for teens and better support for foster families.
- 3) **Capable, supported child welfare workforce**, improvements achieved by supporting training and skill development encouraging solid casework and family engagement, reducing administrative burden and improving workforce retention.
- 4) **Better access to services**, with a focus on increased access to and accountability for social

and therapeutic services.

The Anna Casey Foundation has crafted these recommendations to reflect key principals that policymakers and others have long held to be essential elements of comprehensive reform: accountability for outcomes; innovation and flexibility that promote efficiency and implementation of best practices; and targeted uses of federal fiscal incentives to facilitate positive outcomes. In addition, by judiciously reallocating existing resources, this proposal offers a fiscally responsible and viable framework to achieve systemic reform with level federal funding, making it a practical proposal for today's policymaking climate. However, achieving the vision for improved outcomes relies on careful attention to the balancing and sequencing of the cuts and new investments outlined in the proposal. In most cases, the need for investments must occur simultaneously, or even precede, the reduction in other funding.

The full "When Child Welfare Works: A Working Paper, A Proposal to Finance Best Practices, October 23, 2013, from The Anna Casey Foundation" is at:  
<http://www.aecf.org/m/resourcedoc/aecf-WhenChildWelfareWorks-2013.pdf>

### **Substance Abuse and Mental Health Services Administration SAMHSA**

#### **6. "Leading Change 2.0: Advancing the Behavioral Health of the Nation 2015-2018", published by SAMHSA:**

The Substance Abuse and Mental Health Services Administration (SAMHSA) outlines how SAMHSA will focus its work efficiently to increase awareness and understanding of mental and substance use disorders, promote emotional health and wellness, address the prevention of substance use disorders and mental illness, increase access to effective treatment, and support recovery. In this plan, SAMHSA outlines six Strategic Initiatives and the links between these initiatives and SAMHSA's policy, programmatic, and financial planning. At its core, this plan supports a framework for cross-collaboration and organization of SAMHSA's work to achieve its priority objectives. This plan demonstrates how SAMHSA will leverage these initiatives, and the knowledge, experience, and expertise within the agency, to advance behavioral health nationwide.

Through leadership and voice, health surveillance, practice improvement, public education and awareness, regulation and standard setting, and strategic grant and contract resource investments, SAMHSA leads public health efforts by, for example:

- Supporting the behavioral health field with critical data from national surveys and surveillance;
- Building public awareness of the importance of behavioral health, and producing and distributing public education materials through traditional, electronic, and social media;
- Supporting innovation and practice improvement by evaluating and disseminating evidence-based, promising behavioral health practices and engaging in activities that support behavioral health system transformation;

- Collecting best practices and developing expertise around prevention and treatment for people with mental illness and addictions; and
- Helping states, territories, and tribes build and improve system capacity by encouraging innovation, supporting more efficient approaches, and utilizing evidence-based programs and services to produce measureable results.

Leading Change 2.0 emphasizes six updated Strategic Initiatives-with customized goals and metrics-on which SAMHSA will focus its efforts in Fiscal Years 2015-2018:

- Prevention of Substance Abuse and Mental Illness;
- Health Care and Health Systems Integration
- Trauma and Justice
- Recovery Support
- Health Information Technology
- Workforce Development

Critical issues that present significant challenges while creating opportunities to make significant advancements include:

- Reduced federal, state, local, and tribal budgets and resources;
- Rapid advancements in health information technology;
- Shortages in behavioral health workforce and health care workforce trained to address behavioral health issues;
- Growing health inequalities and disparities;
- Slow adoption of new research in practice;
- Need for prevention and early diagnosis;
- Increased demand for services;
- Absence of national standards for clinical services and performance monitoring;
- Increased demand for health care and health systems integration;
- Emerging purchasing power of buyers and providers; and
- New health insurance plan models.

For SAMSHA's full report, please see the link below.

SAMSHA's "Leading Change 2.0: Advancing the Behavioral Health of the Nation 2015-2018" is at:

[http://store.samhsa.gov/shin/content//PEP\\_14-LEADCHANGE2/PEP14-LEADCHANGE2.pdf](http://store.samhsa.gov/shin/content//PEP_14-LEADCHANGE2/PEP14-LEADCHANGE2.pdf)

## **Medicaid**

### **7. CMS Letter, October 28, 2014, " Financing of Medicaid Eligibility Systems:"**

CMS October 28, 2014 letter to colleagues states that in 2011, CMS released proposed and final regulations authorizing an enhancement to the Federal Medicaid matching rate for eligibility and enrollment systems modernization -increasing the level of Federal support from 50 percent to 90 percent for new systems builds and from 50 percent to 75 percent for maintenance and operations.

The Office of Management and Budget also offered a waiver of OMB Circular A87 cost allocation rules to support the integration of eligibility systems between health and human services programs, such as the Supplemental Nutrition Assistance Program (SNAP) and

Temporary Assistance for Needy Families (TANF). This waiver allowed States that wish to build integrated systems to do so without having to allocate the costs of developing shared eligibility services to human services programs. Human services programs retained responsibility for covering any costs particular to their program needs. The majority of states have requested and received approval for the A87 waivers.

CMS is pleased to announce that they will provide a three-year extension of the A87 waiver authority to enable states to complete their work on eligibility and enrollment systems integration through December 2018. States should plan that normal cost allocation will resume after this date.

Centers for Medicare & Medicaid Services Letter dated October 28, 2014 is at:

<http://www.medicaid.gov/medicaid-chip-program-information/by-topics/data-and-systems/downloads/medicaid-9010-funding-extension.pdf>

8. **Medicaid & CHIP: September 2014 Monthly Applications, Eligibility Determinations and Enrollment Report, November 19, 2014:**

The data included in this report was submitted to CMS from state Medicaid and CHIP agencies as part of the Medicaid and CHIP Performance Indicator process.

Medicaid and CHIP are longstanding programs that serve many populations in addition to those that are newly eligible for Medicaid under the new low-income adult group established by the Affordable Care Act. Therefore, this report, which measures eligibility and enrollment activity for the entire Medicaid and CHIP program, necessarily captures data beyond the newly eligible individuals in states that have expanded Medicaid coverage.

In addition, this report includes data from nil states, not just those that have adopted the new low-income adult group. Changes in eligibility and enrollment processes ushered in by the Affordable Care Act, which are discussed below, are in effect in all states and are likely to promote coverage among previously eligible but uninsured adults and children.

Medicaid and CHIP September 2014 Enrollment Data Total Individuals Enrolled in Medicaid and CHIP in September 2014 in All States Reporting September Data (includes all individuals enrolled in the program on the last day of the reporting period): 67,937,314

340,159 additional people were enrolled in September 2014 as compared to August 2014 in the 51 states (including the District of Columbia) that reported comparable September and August data.

Looking at the additional enrollment since October 2013 when the initial Marketplace open enrollment period began, among the 49 states reporting both September 2014 enrollment data and data from July-September of 2013, over 9.1 million additional individuals are enrolled in Medicaid and CHIP, approximately a 16 percent increase over the average monthly enrollment for July through September of 2013. (Connecticut and Maine are not included in this count.)

Among states that had implemented the Medicaid expansion and were covering newly eligible adults in September 2014, Medicaid and CHIP enrollment rose by approximately 23 percent compared to the July-September 2013 baseline period, while states that have not, to date, expanded Medicaid reported an increase of over 6 percent over the same period.

- In the 46 states that reported relevant data for the month of September, nearly 29 million individuals are enrolled in CHIP or are children enrolled in the Medicaid program in those states.
- Based on the September 2014 data, children enrolled in the Medicaid program and CHIP make up approximately 55 percent of total Medicaid and CHIP program enrollment.

Medicaid & CHIP: September 2014 Monthly Applications, Eligibility Determinations and Enrollment Report, *November 19, 2014* is at: <http://www.medicaid.gov/medicaid-chip-program-information/program-information/medicaid-and-chip-september-2014-application-eligibility-and-enrollment-report.pdf>

### **Child Care and Development Block Grant**

#### **9. CCDF Reauthorization Signed into Law by President Obama, 11/20/14:**

The Child Care and Development Block Grant (CCDBG) Act of 2014 reauthorizes the child care program for the first time since 1996 and represent an historic re-envisioning of the Child Care and Development Fund (CCDF) program. The new law makes significant advancements by defining health and safety requirements for child care providers, outlining family-friendly eligibility policies, and ensuring parents and the general public have transparent information about the child care choices available to them.

#### **Health and Safety Requirements for Child Care Providers**

- Requires States to establish health and safety requirements in 10 different topic areas (e.g., prevention of sudden infant death syndrome (SIDS), first-aid, and CPR).
- Child care providers serving children receiving assistance through the Child Care and Development Fund (CCDF) program must receive re-service and ongoing training on such topics.
- Requires States to conduct criminal background checks for all child care staff members, including staff members who don't care directly for children but have unsupervised access to children, and specifies disqualifying crimes.

- Requires States to certify child care providers will comply with child abuse reporting requirements.
- Requires States to conduct pre-licensure and annual unannounced inspections of licensed CCDF providers and annual inspections of license-exempt CCDF providers.
- States must establish qualifications and training for licensing inspectors and appropriate inspector-to-provider ratios.
- Requires States to have standards for CCDF providers regarding group size limits and appropriate child-to-provider ratios based on the age of children in child care.
- Requires emergency preparedness planning and statewide disaster plans for child care.

The law appropriates \$2,360,000,000 for fiscal year 2015, \$2,478,000,000 for fiscal year 2016, \$2,539,950,000 for fiscal year 2017, \$2,603,448,750 for fiscal year 2018, \$2,668,534,969 for fiscal year 2019, and \$2,748,591,018 for fiscal year 2020."

The full text of S.1086 - Child Care and Development Block Grant Act of 2014 is at:  
<http://www.gpo.gov/fdsys/pkg/BJLLS-113s1086enr/pdf/BILLS-113s1086enr.pdf>

Michelle Grose-Bray of Alaska moved acceptance of the report.

Second: Karen Fricke of Arkansas

Discussion: None

Vote:

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

The report was adopted.

### **Membership Report**

Mr. President, Board Members, Regional Coordinators, Past Presidents, and Committee Chairs:

I would like to begin my report by thanking Past President Brenda Weisz for allowing me the opportunity to serve on her board. It's been both a pleasure and honor to hold the Membership chair position. President Dague Clark, thank you for the opportunity to continue to serve as the HSFO membership chair for the next HSFO year.

Activities for the membership chair since the annual conference in Louisville Kentucky, held August 2014 have consisted of:

- 1) Updating the historical membership listing.
- 2) Drafting a document for the roles and responsibilities of the Membership Chair. It is my

recommendation to the incoming executive board, that all committee chairs take the time to create a document. The draft document has been submitted to the President Elect for review and approval. It is my hope, when this document is approved, it will be made available to all parties.

Planned future activities include the following:

- 1) Continue efforts of the previous membership chair to entice states to join;
- 2) Establish a membership committee that includes the newly appointed regional directors to perform outreach;
- 3) Perform outreach activities for prior member states that have lapsed their membership and Other activities as suggested by the executive board and the regional directors.

I move for acceptance of this report.

Second: Conitha King.

Discussion: Deena Brown suggested Regional Directors to Regional Coordinators.

Conitha King moved to amend the report to substitute Regional Coordinators for Regional Directors.

Second: Dague Clark.

Vote:

Those in favor say: Aye.

Opposed: Nay (None)

The report was accepted.

### **Audit Committee Report**

Mrs. Deena Brown presented the Audit Committee report for Mr. Jesse Bratton of Oklahoma. The report follows:

Mr. President, Board members, Regional Coordinators, Past Presidents and guests:

We will begin auditing the summer 2014 Annual Conference, held in Louisville, Kentucky, the Spring 2014 Business/Planning meeting held in Portland, Oregon, the Fall 2013 Business/Planning meeting, held in Phoenix, Arizona, and the financial records maintained by Mr. Richard Humiston.

A full audit report will be available at the 2015 Annual Conference in Sparks, Nevada, with an update at the Spring 2015 Business/Planning Meeting in Oklahoma City, Oklahoma.

Ms. Brown moved acceptance of the report.

Second: Jason Sanchez

Discussion: None

Vote: Those in favor say: Aye

Opposed: Nay (None)

The report was accepted.

### **Nominating Report**

Hank Fitzer presented the following Nominating Report on behalf of Brenda Weisz.

Mr. President:

Following the 2014 Fall Planning Meeting, the Nominating Committee will solicit applications for the anticipated vacant position of Historian on the Executive Board along with the four Regional Coordinator positions.

We anticipate sending a notification in mid-January, followed by a second one in March, followed by a third and final notification in early May. This should provide sufficient time for receipt and review of applications prior to the 2015 annual meeting.

Any member interested in applying for any of these positions is required to complete an application and submit such application to the Nominating Committee. The required application form can be found on HSFO's website and the completed applications should be submitted electronically to Brenda Weisz at [bmweisz@nd.gov](mailto:bmweisz@nd.gov). As of today no applications have been received.

This concludes my report and I can't move for acceptance.

Deena Brown moved acceptance of the report.

Second: Jason Sanchez

Discussion: None

Vote:

Those in favor say: Aye.

Opposed: Nay (None).

The report is accepted.

## **Resolutions Report**

To date no potential resolutions have been offered by the membership. In January 2015 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. I move for acceptance of this report.

Second: Margaret Wahrer

Discussion: None

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The report was adopted.

Harry Roberts presented the bylaws report that follows:

## **Bylaws Report**

12/8/14

President Clark asked me to serve this year as the By-Laws Chair and I would like to provide the following report.

At the Spring Planning Meeting in Portland, Oregon various items related to the organization and brainstorming ideas were discussed. It is my recommendation that we revisit these ideas at this meeting to determine if bylaw changes need to be explored.

As of 11/12/14 I have not received any comments on the proposed changes nor have I seen any comments posted on the HSFO website. I have also not received any requests for additional By-Law changes as of 11/12/14.

This concludes my report and I move for its acceptance.

Second: Margaret Wahrer.

Discussion:

Vote:

Those in favor say: Aye.

Opposed: Nay (None).

The report was accepted.

Christina Coutu was recognized for the Newsletter Report.

### **Newsletter Report**

December 5, 2014

Mr. Mark Story of Arkansas

The first newsletter of the current federal fiscal year was prepared and will be sent to the current HSFO contact list in the first week of December 2014. Those receiving the newsletter included members, corporate sponsors and other interested parties.

The current edition focused on issues including a recap of the successful conference in Louisville, Kentucky, corporate sponsors, a note regarding the current planning meeting and a President's Message. 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. President, this concludes my report.

A handwritten signature in black ink that reads "R. Mark Story". The signature is written in a cursive style with a large, sweeping flourish at the end.

R. Mark Story, CPA MBA  
Chief Financial Officer Department of Human Services Division of Medical Services

Originally the report was reflected the newsletter had been distributed. In follow up discussion it was apparent the newsletter had not been sent.

Karen Fricke moved to accept the report as amended to reflect "will be" before "sent" in the first sentence.

Jason Sanchez seconded the motion.

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The report was accepted as amended.

President Dague Clark recognized Rick Brennan to give the Training Committee report. It follows:

### **HSFO FALL PLANNING MEETING 2014 TRAINING REPORT**

To begin this Report, I would like to acknowledge the efforts taken by a number of individuals to continue the Training function for HSFO during my absence. A number of very successful Training Sessions were scheduled and managed. I am very grateful to all who stepped in during this time.

During her tenure, President Weisz took this situation as an opportunity to finally implement an actual Training Committee, as we have discussed several times in recent years. This Committee is meant to ensure total Organization involvement in curricula, presentation standards, funding, and evaluations. At the same time, we want to ensure the recruitment goals for HSFO are being supported by this function.

As to Training Sessions, Advanced Cost Allocation was held in Reno, NV on October 21-23, 2014. This Session was conducted by Public Consulting Group (PCG), with Stan Mead as the HSFO Training Representative. There were 31 Registrants for this Training, comprised of 3 from Arkansas, 2 each from Delaware and Vermont, 1 each from Massachusetts, Alaska, Wyoming, and Wisconsin, and 20 from Nevada.

Medicaid I (Basic) was held in Baltimore on November 17-19, 2014, hosted by Hank Fitzer. This session was also conducted by PCG. The hotel was excellent for Trainings, and will be kept on our short list for offerings. The curriculum had been updated by PCG, and was received well. This Session had 40 Registrants, comprised of 3 each from Louisiana and Virginia, 2 from Wisconsin, 1 each from Pennsylvania, Idaho, Kentucky, Delaware, and Vermont, and 27 from Agencies and functions across Maryland.

We currently have scheduled a Medicaid I for Phoenix, AZ, on January 6-8, 2015, Medicaid II in Burlington, VT on April 14-16, 2015, and a Medicaid II in Phoenix, AZ, in early September 2015. We hope to offer at least one Cost Allocation Training, and another Medicaid II. We will also be releasing the contract results of our bid for Child Welfare Services, and hope to be able to schedule several Trainings from these.

This concludes the report and I move for its acceptance.

Jason Sanchez seconded the motion.

Discussion: None

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The report was accepted.

### **Time and Place Report**

Stan Mead is called on for the Time and Place Report. His report follows:

Madam President, Board Members, Past Presidents and Attendees,

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

The 2015 Spring Planning Meeting will be held in Oklahoma City, Oklahoma, at the Residence Inn by Marriott. The dates of the meeting are April 11 - April 15, 2015. The rate is \$139 plus tax.

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.

The 2015 Fall Planning Meeting will be held in Birmingham, AL. The dates are December 5 - December 9, 2015. The hotel and rates are yet to be determined. They will be posted on the HSFO website as soon as they are available.

The 2016 Spring Planning Meeting will be held in Burlington, VT. The dates, hotel and rates are to be determined. They will be posted on the HSFO website as soon as they are available. The Site Selection Committee is currently determining the host site for the 2016 Annual Conference. They plan on having a decision by January 1, 2015. Their choice will be posted on the HSFO website as soon as it is made.

We are currently soliciting a host site for the 2017 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.

This concludes my report and I move for its acceptance. Stan Mead, 2015 Time & Place Chairperson

Second: Jason Sanchez

Discussion: None

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The report was adopted.

### **Arrangements Report**

Information for Sparks, Nevada and Tampa, Florida was included by Stan Mead in his Time and Place report.

Deena Brown provided an update on the Spring Planning meeting in Oklahoma City, Oklahoma scheduled for April 11 through April 15, 2015.

Deena Brown moved to accept the report and Karen Fricke seconded the motion.

Discussion: None

Vote:

Those in favor say: Aye

Opposed: Nay (None)

Report was accepted.

### **Sponsor Development Report**

Mr. President and fellow Board Members,

I am sorry that I cannot be in attendance, but it is an honor to be appointed Corporate Sponsor Development chair this year, nonetheless. Dague, I appreciate this opportunity. I look forward to working with the Board to retain our current sponsors, and to begin the process of developing my relationship with them. I want to formally commend and thank Brenda Weisz for stepping into the breach during this transitional period by reaching out to our sponsors for support toward this meeting, as well as formally inviting them to Tampa.

Invoices have been prepared, but not mailed, awaiting the final decision on fees for next year. The invoices will be mailed in early January 2015.

In closing, as always, we greatly appreciate the presence and support of our sponsors. This concludes my report and I ask that a motion be made for its acceptance in my absence. Richard Donahey (VT), Corporate Sponsor Development Chair

Jason Sanchez moved acceptance of the report and Conitha King seconded.

Discussion: None

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The motion passed and the report was accepted.

### **Budget Submissions and Approvals**

Dague Clark presented the budget and moved for acceptance. Jason seconded. Discussion followed.

Final Report of 67th Annual Conference, Louisville, KY  
See Attachment

### **Review of Fee Schedule**

2015 - HSFo Fee Schedule

#### Annual Dues:

Membership includes one conference registration: \$1,500.00 and 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 (to 18) Registration for Annual Conference: \$50.00;

Single Day Registration for Annual Conference: \$250.00; and

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

Scott Carson made a motion that the training fees be increased to \$700 for members and increased to \$900 for the nonmembers and that the training fee for guest registration will be set at \$50. Conitha King seconded. Discussion followed.

Karen Fricke amended the motion to “training fees be increased to \$700 for members and increased to \$900 for the nonmember fee and no training fee for guest registration.” Scott Carson seconded.

Dague Clark called the question for the amended motion to remove the guest registration for training. The amended motion did not pass.

Motion was made “to increase training fees to \$600 for members and \$900 for nonmembers and to eliminate the training fee for guest registrants.” Jason Sanchez seconded. Question was called.

Scott Carson amended the motion to be a fee change only for future trainings not already posted to the HSFO website

Motion amended to read, “member or corporate registration \$600, nonmember \$850, removing guest registration and applying only to trainings that are not currently posted on the website.” Motion carried.

Conitha King suggest consideration be given to raising the guest fee. She moved raising the guest fee from \$175 to \$275 for guests over 19. Motion was seconded by Scott Carson. Considerable discussion of the motion followed. It was pointed out that historically it was viewed as a great value to be able to bring family and this loss leader had been supported for years. Various per person costs were discussed and finally it was decided to leave the fee schedule in effect until training fee changes were considered.

The discussion moved to the budget. The budget for Sparks Conference was discussed and reduced from a loss of \$65,000 to a loss of \$30,000 due to changes in how room nights were reflected on the budget. Conference expenses reduce to \$112,800 and Training income is increased to \$128,000. With those changes Dague Clark moved for approval of the Conference Budget. The motion was seconded by Jason Sanchez. Motion was adopted. See attachment

Discussion moved to the budget in general and the need for marketing of HSFO and the amount allotted for such an expense in the budget. Jason Sanchez moved to amend the budget to include \$5,000 for marketing with a plan to be presented to the board at the Spring Planning meeting. It was pointed out that some of these types of services had been provided under President Brenda Weisz with her budget. Services provided included summarizing conference evaluation forms,

creating a Facebook page, and updating mailing lists. After much discussion Jason Sanchez withdrew his motion. Karen Fricke then moved President Dague Clark and the executive board will be authorized to contract with Jennifer or a substitute provider for services up to the amount of money in the budget. Jason Sanchez seconded the motion and it was adopted. See Attachment

Jason Sanchez asked about the authority of the Program Chair to enter into contracts with speakers. Discussion continued and Jason Sanchez moved that the board come up with an official HSFO policy on contracting. Scott Carson seconded the motion. Discussion and explanation of how things have historically proceeded followed. Question called and Motion failed. Board members will give Jason assistance and explanation of authority for per diem, lodging, travel cost, etc. for speakers.

All on agenda for old business

President Clark then moved to New Business – Web Contract Renewal

Richard Billera was recognized to present his contract and he gives President two copies of a contract. He explains that the contract is a continuation of his current contract and that he will continue to perform these services through 2015 and serve on a committee to procure services for 2016 and future. Mr. Billera leaves the room to allow the board to discuss the contract. Several board members express discomfort with approving a multipage contract they have not had an opportunity to read. Jason Sanchez moved to give the President authority to sign within the next two weeks after reading and briefing the board on a conference call. Lengthy discussion continues. Karen Fricke suggests changing the dates in the existing contract to include 2015 rather than having to deal with a completely new contract. Jason Sanchez substitutes his previous motion with a motion to amend the existing contract to extend the term to include calendar year 2015. Conitha King seconds the motion. Motion passes.

Meeting is adjourned.

### **Program Committee Report**

Jason Sanchez asked about what authority the Program Chairman had to sign contracts and suggested HSFO develop a policy for contracting. Considerable discussion followed. Mr. Sanchez had a speaker, David Castillo, on organizational development that required a commitment and contract for \$10,000. It was pointed out that the President and Treasurer of the organization would need to sign such a contract. Standard practice has been that the Program Chairman can approve payment of per diem and travel expenses for speakers so long as collectively his budget authority is not exceeded. If there is a need to pay an honorarium, it has been practice to at least seek the President's approval.

Additionally, Mr. Sanchez pointed out that the location of the conference in Sparks, Nevada would result in speakers needing to stay two nights and higher airfare costs. After further discussion it was agreed that members of the board would help Mr. Sanchez on how to proceed.

Discussion of the draft Program Schedule was brief and positive. It was agreed continuing the panel format and including tracks in the schedule was the best approach. The suggestion was made to move the Time and Place presentation up earlier in the schedule to insure that information reached all participants. The Conference Banquet was not reflected on the draft schedule but will follow the Business Meeting on Wednesday. Finally, it was suggested a session on IT Reporting be included as many states are struggling with coordination issues, data ownership issues and determination of newly/oldly eligibles.