

## 2016 HCAW Board Retreat Action Item Tracking

### HCAW Pillars

Action Item		Who is Assigned
<b>Education</b>		
<b>1</b>	Continue to provide OASIS training each year	Doris
<b>2</b>	Advance "Healthcare @ Home" as a way of delivering Care Coordination	Doris/Rob
	a. Consider forums that	Linda Raymer
	b. Make certain this discussion includes Patient Satisfaction monitoring	

	3	Provide Mandated Mental Health/Suicide Prevention		Doris	
	4	Provide VBP phase II education		Doris	
<b>Community</b>					

		<b>Action Item</b>		<b>Who is Assigned</b>	
	1	Building value for all Home (Health) based services (for members and non-members alike)		Rob/Doris	
		> Use building value as a Strategy to Build Membership		John	
		of building membership to generate money for the association			

		Determine how HCAW defines 2 Community		TBD	
		> Be inclusive of Independent providers – individuals			
	3	incident Annual Meeting with Washington Home Care Association and the Washington Hospice and Palliative Care Association.		Doris/Brian/Rob	
		projected date so the appropriate planning can take place.			
<b>Advocacy</b>					

		<b>Action Item</b>		<b>Who is Assigned</b>	
	1	Focus on increasing the participation of Providers in the legislative advocacy efforts		Leslie	

	2	1. Medicaid Access issues such as Total Reimbursement; Reporting to the Legislature & Face to Face	Leslie/Doris	
	3	In Home Service Rule-making – advocacy	Leslie/Doris/Donn	
	4	Participate in Policy Committee	Donna	
		Does particiapation in the local	Linda?	

Action Taken		Next Report Due
Scheduled with OA for June 2017: site will be Wesley Homes		
Board members to promote within their own agencies and to medicare certified "adoptees."		
Board to have a meeting devoted to determining how to promote this concept as a Board and what that means for our association. How can we embrace "home		
Broaden the concept and scope of Healthcare at home through presentations at the annual conference		
Discuss with members at the annual meeting, during Board outreach to adoptees, during the networking session at the		
How/where to have this Forum:		
Board to further define/clarify		

Scheduled for October 27		completed 10/27
Coordination with NAHC: tentatively planned for first quarter of next year.		

**Action Taken**

**Due**

Use next on site meeting: Board to define "value" to members. How to demonstrate and convey.		
Incorporate messaging into renewal process:		
Each Board member to write a testimonial statement about the value of membership		
one new member and one prospective member. Adoption includes monthly contact of each		
Incorporate messaging into renewal process		

include all members, potential members and current and potential external partners, supporters and benefactors? How do we interact with different "communities" and what is our priority?		
Plan a meeting before the first of the year		

**Action Taken**

**Next Report Due**

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I would be willing to continue to		



Date: 11/18/2016		Time: 9:00 a.m. – 2 p.m.	Location: on site: Kindred Kent office	
TIME	TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
9:00 a.m.	<p>Call to order Minutes of last mtg</p> <p>Doris/Leslie contracts</p> <p>Financials</p>	<p>Roll call and review agenda for the day. In attendance: Rob, Doris, Marilou, Sam, Kyle, Greg, Linda, John, Melissa, &amp; Brent via phone</p> <p>Rob moved and Sam seconded that minutes be approved as distributed. Motion passed.</p> <p><u>Contracts reviewed:</u> Rob reviewed Doris’s agreement and opened-up for discussion among the board. Greg to move Marilou to second approve the agreement with Doris as corrected. Exec Committee to bring back a recommendation for future consideration for a change in compensation. Motion carried. Salary increase TBD</p> <p>Rob then reviewed Leslie’s agreement as the Lobbyist for HCAW and opened it to discussion by the Board. Legislative reports are great for the board. Sam to move Marilou to second approve Leslie’s agreement for 2 years. Motion carried. Salary increase TBD</p> <p>Financials reviewed Greg to move Kyle to second Motion approved. Question about whether funds on deposit could be redirected to the PAC. Will it jeopardize the 501c6? Research needed to determine what the options are for supporting PAC with current funds/dues. Separate nonprofit specifically for PAC purposes? Other options? Put on the membership form to donate less than 20%? Event to raise funds to raise for the PAC?</p>	<p>Review and Approve</p>	<p>Rob</p> <p>Board (Doris and Leslie leave the meeting for this discussion)</p> <p>Mike/Larissa</p>

		Discuss with Peterson legality of what we can use. Use some funds to sponsor more people to go to Washington DC		
10:00 a.m.	Website and FB	How to access board and meeting info How to submit items to FB or interact on Forums  Melissa lead the Board through a review of the website and what can be found there, specifically board documents which are accessible only if members are logged in. Forums on the site were then reviewed. All were encouraged to subscribe to the Forums. Those who subscribe receive an email when there are new posts to that Forum.  Proposal to encourage the members to follow and tweet to @hcaw42. Proposal to create shirts that could be sold to the membership at the conference.	Provide tutorial	Melissa
10:20	Board Scorecard	What do Board members expect of themselves and each other? Score card discussed. Need for more accountability by each board member and for the exec committee to hold members accountable. Positive accountability piece Suggested defined tasks for board members Set due dates and expectations for follow through on great brainstorming ideas. Need to be better about identifying initiatives, outcomes and timelines. Proposal to have more in person meetings Suggested to have the option to meet in person for the conference call at a local office. Proposed and agreed on to reimburse Donna & Gretchen for air fare to attend in-person board meetings. Proposal to use google share docs and forums for real time updating, sharing and discussing. Suggested possibly have Rob do evaluations with each board member.	Create a scorecard	Rob



		<ul style="list-style-type: none"> <li>2. T-shirts for HCAW PAC \$</li> <li>3. Research laws around 501c(6)</li> <li>4. Consider events to raise \$ for PAC</li> </ul>		
12:00	Break			
12:30	Retreat action plan follow up	<p>What needs to be added, included and expanded on...</p> <p>Use google docs for updates</p> <p>Need due dates for items to be done/contributed.</p> <p>Melissa to set up google docs with retreat action plan.</p>	Fine tune the action plan and determine how to keep it updated.	Rob
2:00	<b>Adjourn</b>	<p><b>Next meeting</b></p> <p><b>Conference call 12/9 8-9:30am to resolve action plan items</b></p>		Rob

# Board Director Activity Scorecard

As Board Directors for the Home Care Association we understand the need to use what time we have available to advance the organization in the broader community. Understanding that none of these are intended to be mandatory activities we agree to use the ideas (organized around the HCAW Three Pillars of Advocacy, Education and Community) listed here to remind us of how each Director can help to keep the Association connected, relevant and active locally, regionally and nationally.

## Advocacy

	Rob	Marylou	Larissa	Donna	Carolyn	Gretchen	Greg	Brent	Rachel	Sam	Kim	Linda
I have had a conversation with one or more of my area's legislative delegation regarding the issues, needs and concerns of Home Healthcare as it relates to State or Federal policy affecting our industry												
I made a trip to Olympia to meet with Legislative and Administrative Staff to testify or otherwise highlight the industry												
I have participated in the online Forum discussions that are a part of the HCAW website in the last month												

## Education

I have participated in a workshop or webinar sponsored by HCAW in the last quarter												
I have sent direct reports to a workshop or webinar sponsored by HCAW in the last quarter												
I have made available a webinar on a Home Healthcare related topic to the HCAW membership in the last quarter												

## Community

I have invited a neighboring Home Health Provider to one of the HCAW sponsored events in the last quarter												
I have invited a neighboring Home Health Provider to join HCAW in the last quarter												
I have posted to the HCAW facebook page about activities of our staff												
I have participated in a discussion Forum on the HCAW website in the last 30 days												

## Comments

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