

# agenda

**HCAW Board Retreat**  
**Friday July 22, 2016**  
**Judson Park**  
**9:00 AM – 3:00 PM**

## **Outcomes for the day:**

- Get to know each other & have fun
- Association Focus : 3- 5 Highest Priorities per pillar
- Establish a working calendar for the year:
  - Board meetings
  - Education workshops & events
  - Legislative efforts
- Identify committee leadership and expectations

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9:00 – 10:00	<b>Getting to know the Board – Pair Board Members to interview each other and then introduce to the group</b> <ul style="list-style-type: none"><li>a. <b>What is something that no one knows about you?</b></li><li>b. <b>What would your best friend say about you?</b></li><li>c. <b>How long have you been in Home Health care and why did you choose to serve on HCAW?</b></li><li>d. <b>What is your favorite childhood memory?</b></li></ul>	All
10:00 – 10:15	<b>Business Meeting</b> <ul style="list-style-type: none"><li>a. Appointing a Secretary/Treasurer</li></ul>	
10:15 – 10:45	<b>Understanding how we got here: Change, Challenge and Accomplishments for HCAW</b> <ul style="list-style-type: none"><li>b. Remembering what has formed the organization over the past three or four years</li></ul>	
10:45 -11:00	<b>Break</b>	

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# agenda

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11:00 – 11:45

**2016 Planning:** How does HCAW continue to provide value and a Return on Investment to our members in light of the ever changing environment? What are the three highest priorities under each of our Pillars? How do we align these with our committees? Are additional committees needed?

All

**Education:**

*Current Committees supporting Education:* Annual Meeting & Events committee  
*Potential priorities for HCAW in Education:*  
Value Based Purchasing Proof Of Concept: Positing Clinically and Operationally

ACO's  
Oasis Training/ Oasis Accuracy  
Accountable Communities of Health  
Reducing Hospitalizations (ex: pressure ulcer)  
Care Transitions  
5 Star Ratings (Quality Measure specialty education)  
Private Pay Collaborative/Return on Investment/Metric Committee  
Annual Meeting

**Advocacy:**

*Current Committee(s) supporting Advocacy:* Policy Committee; Performance Improvement Committee  
*Potential Priorities for HCAW in Advocacy:*  
Reimbursement rates  
Measuring ROI for reimbursement increases  
Given the competition inherent in the new Agency rating systems  
Is it real? Is it a problem? What is the best role for HCAW?  
Home Care for Rural Communities

**Community:**

*Current Committee(s) supporting Community:* Annual Meeting committee; Performance Improvement  
*Potential Priorities supporting Community*  
Membership retention & recruitment  
Regional meet & greet for members and prospective members  
Regional Legislative meet & greet events  
What Strategic Alliances if any should we leverage/focus on? Collaborate with?  
NAHC, OAHC, Hospice, Private Duty, WHCA, Hospital Assn, Neighboring state Associations, Medically Intensive

11:45 – 12:15

**Lunch**

# agenda

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12:15 – 1:30	<b>Continue 2016 Planning by Pillars</b>	All
1:30 – 2:00	<b>HCAW Committees and Committee Leadership –</b> Standing Committees of HCAW: Executive Committee, chaired by the Board President; Nominating Committee, chaired by the Past President; Finance Committee, chaired by the Secretary/Treasurer; Policy Committee, chaired by a Board member  Ad Hoc Committees of HCAW: Annual Meeting & Education, current Chair Brian Greenlee; Policy Committee, current Chair open?; Performance Improvement Committee, current Chair open; Membership & Marketing, current Chair open.  Now that the priorities by Pillar are established which committees should take the lead on them? What non-board members should be considered for committee assignment (building “bench strength” for the Board- Succession planning)?	
2:00 – 2:05	<b>BREAK</b>	
2:05 – 2:50	<b>Building our Action Plan into the annual calendar for HCA</b> How much time is needed? What resources are needed to complete the work? What other events should be on the calendar? (Board meetings, Education events, Community events, Advocacy events, Association events)	All
2:50 – 3:00	<b>Wrap up</b>	Rob

# Peterson & Associates P.S.

VANCOUVER CPAs

July 21, 2016

To the Board of Directors  
Home Care Association of Washington

Ladies and Gentlemen:

Management is responsible for the accompanying financial statements of Home Care Association of Washington (a nonprofit organization), which comprise the statement of financial position – income tax basis – as of June 30, 2016 and June 30, 2015, and the related statements of activities – income tax basis – for the year then ended, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy of completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the income tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all disclosures ordinarily included in financial statements prepared in accordance with the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial positions and changes in net assets. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Home Care Association of Washington.

Sincerely,

*Peterson & Associates, P.S.*  
PETERSON & ASSOCIATES, P.S.

SES:paf  
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Every Relationship Counts



**Home Care Association of Washington**  
**Statement of Financial Position - Income Tax Basis**  
As of June 30, 2016 and June 30, 2015

	Jun 30, 16	Jun 30, 15
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 · PCB Checking 0944	66,492.68	41,405.43
1010 · PCB Money Mkt	147,758.63	112,772.94
1020 · Baird Cash and Equivalents	35,896.67	35,237.47
1030 · Bairds Investment Assets	83,584.16	79,659.76
Total Checking/Savings	333,732.14	269,075.60
Accounts Receivable		
1200 · Accounts Receivable	12,299.00	18,370.00
Total Accounts Receivable	12,299.00	18,370.00
Other Current Assets		
1300 · Prepaid Expenses	1,287.00	6,768.37
1310 · Prepaid Insurance	309.56	873.04
1375 · Prepaid Workshop Expenses	1,800.00	500.00
1499 · Undeposited Funds	1,875.00	475.00
Total Other Current Assets	5,271.56	8,616.41
Total Current Assets	351,302.70	296,062.01
<b>TOTAL ASSETS</b>	<b>351,302.70</b>	<b>296,062.01</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	11,177.12	2,239.91
Total Accounts Payable	11,177.12	2,239.91
Other Current Liabilities		
2100 · Deferred Income	0.00	149.00
2110 · Deferred Dues		
2115 · Provider Dues	128,530.78	113,515.16
2120 · Affiliate Dues	4,756.19	1,298.02
Total 2110 · Deferred Dues	133,286.97	114,813.18
2175 · Deferred Workshop Income	0.00	2,000.00
Total Other Current Liabilities	133,286.97	116,962.18
Total Current Liabilities	144,464.09	119,202.09
Total Liabilities	144,464.09	119,202.09
Equity		
3000 · Unrestricted Net Assets	202,129.25	202,129.25
32000 · Retained Earnings	-25,269.33	-51,350.19
Net Income	29,978.69	26,080.86
Total Equity	206,838.61	176,859.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>351,302.70</b>	<b>296,062.01</b>

**Home Care Association of Washington**  
**Statement of Activities - Income Tax Basis**  
For the Year Ended June 30, 2016 and 2015

	Jul '15 - Jun 16	Jul '14 - Jun 15
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Provider Dues	220,552.38	206,430.13
4010 · Affiliate Dues	7,166.83	4,510.73
4100 · Annual Meeting/Conv - Spring	31,930.00	37,570.00
4110 · Conf Trade Show Booth	7,395.00	8,110.00
4200 · Workshops/Seminars	61,085.00	45,477.49
4240 · Job Target/Career Board	1,336.35	522.40
4260 · Directory/Mailing List Sales	0.00	0.00
4280 · Sponsorships/Endorsements/Rebat	0.00	7,942.24
4285 · Affiliate Sponsor	0.00	0.00
4370 · Miscellaneous Income	363.35	0.00
5000 · Interest & Dividends	135.69	481.29
<b>Total Income</b>	<b>329,964.60</b>	<b>311,044.28</b>
<b>Expense</b>		
4390 · State Sales Tax	0.00	0.00
7000 · Management/Facilities/Staff/Equ	105,000.00	105,000.00
7010 · Service Charge Expense	2,620.45	1,993.37
7100 · Executive Director	76,800.00	76,800.00
7110 · Executive Director Expenses	3,885.33	4,506.48
7130 · Lobbyist/Legislative Consultant	38,400.00	38,400.00
7150 · Lobbyist Expenses	731.44	1,069.45
7230 · Insurance	1,801.48	1,677.39
7290 · Tech. dev/Maint/Website	4,475.37	5,630.00
7310 · Postage	0.00	1,111.38
7330 · Membership Directory	0.00	0.00
7340 · Publications/Subscriptions	0.00	0.00
7370 · NAHC Dues/Other Memberships	1,350.00	1,250.00
7380 · Newsletters/Publications	0.00	265.00
7405 · Member Services	4,680.00	0.00
7440 · Public Relations/ Awards	0.00	114.96
7520 · Board Meetings Expense	323.81	140.80
7530 · President's Travel Expense	743.24	0.00
7580 · Miscellaneous	35.00	178.85
7620 · Consulting - HCAW/OAHC Discussi	3,400.00	0.00
7630 · Accounts Receiveable Write-Off	895.00	5,400.50
7700 · Annual Mtg/Convention Spring		
7710 · Speaker	6,879.34	0.00
7720 · Technology	4,153.19	0.00
7725 · Hand Outs	2,248.88	0.00
7730 · Lodging	15,793.59	0.00
7700 · Annual Mtg/Convention Spring - Other	0.00	25,756.34
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>29,075.00</b>	<b>25,756.34</b>
7900 · Workshops/Seminar Expense		
7910 · Speaker	20,158.55	10,798.98
7915 · Food and Beverage	3,012.88	1,184.59
7920 · Technology	245.00	9,125.00
7925 · Hand Outs	2,828.22	1,747.41
7930 · Lodging	1,477.12	0.00
7900 · Workshops/Seminar Expense - Other	2,631.62	299.00
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>30,353.39</b>	<b>23,154.98</b>
<b>Total Expense</b>	<b>304,569.51</b>	<b>292,449.50</b>
<b>Net Ordinary Income</b>	<b>25,395.09</b>	<b>18,594.78</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
9000 · Baird Change in Market Value	1,930.71	-2,337.80
9100 · Baird Income and Distributions	2,652.89	10,317.22
<b>Total Other Income</b>	<b>4,583.60</b>	<b>7,979.42</b>

**Home Care Association of Washington**  
**Statement of Activities - Income Tax Basis**  
For the Year Ended June 30, 2016 and 2015

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	<u>Jul '15 - Jun 16</u>	<u>Jul '14 - Jun 15</u>
Other Expense		
8500 · Loss on Investment	0.00	493.34
Total Other Expense	0.00	493.34
Net Other Income	4,583.60	7,486.08
Net Income	<u>29,978.69</u>	<u>26,080.86</u>