

# Iowa Alliance in Home Care Board of Directors Meeting

**Date:** Monday, June 8, 2009  
**Time:** 12:30 pm - 4:30 pm  
**Location:** The Meadows Event and Conference Center – Altoona Room

1. Call to order Chris Grundmeyer
  - a. Roll Call/Quorum Confirmation Lorilyn Schultes
  - b. Amendments to the Agenda
  - c. Approval of Prior Meetings Minutes
  
2. Old Business Chris Grundmeyer
  
3. Reports Chris Grundmeyer
  
4. Discussion & Action Items:
  - a. Board Officer Election (Mid-term) Chris Grundmeyer
  - b. Board District Representative Appointments Chris Grundmeyer
  - c. FY 2010 Committee Chair Appointments Chris Grundmeyer
  - d. New IRS Form 990 Compliance Policies Chris Grundmeyer
  - e. FY 2010 Advocacy Directions Phyllis Stadlander
  - f. IAHC Annual Membership Business Meeting Agenda Chris Grundmeyer
  - g. Bi-monthly Board Meeting Continuance Chris Grundmeyer
  - h. "IAHC Executive Report" Blog Mark Wheeler
  
5. New Business Chris Grundmeyer
  
6. Wrap Up
  - a. Next Meeting Date: Tuesday, August 11, 2009 (10:00 am-12:00 pm) Chris Grundmeyer  
*Location: Conference Call*
  - b. Adjournment Chris Grundmeyer

### **1.c. Approval of Prior Meeting's Minutes**

Minutes from the following meetings are presented for review and approval:

- April 14, 2009 Board of Directors

### **2. Old Business**

None

### **3. Reports**

#### **a. Committee**

**Executive Committee** (Chair: Chris Grundmeyer)

- No Report

**Advocacy Committee** (Chair: Phyllis Stadtlander)

- No Report

**Bylaws Committee** (Chair: Jeanne Jungers)

- No Report

**Data Committee** (Chair: Susan Petersen)

- No Report

**Education Committee** (Chair: Barb McWhirter)

- **2009 Annual Conference & Expo Update** – We have a record event. More than 150 registrants and 35 exhibitors.

**Finance Committee** (Chair: Steve Weber)

#### **1. Financial Reports** – The following financial reports are included:

- a) Balance Sheet
- b) Income Statement (Budget vs Actual)
- c) Financial Narrative

**Marketing & Public Relations Committee** (Chair: Harley Carter)

- No Report

**Membership Committee** (Chair: Lynelle Diers)

- No Report

**Planning Committee** (Chair: Julie Tow)

- No Report

**b. Council & Section**

**Home Health Care**

**Facility-based** (Board Rep: Barb McWhirter) - No report

**Non-Profit** (Board Rep: Phyllis Stadtlander) - No report

**Official Government** (Board Rep: Shirley Rath) - No report

**Proprietary** (Board Rep: Chris Grundmeyer) - No report

**Home Infusion** - No report

**Home Medical Equipment** - No report

**Hospice** - No report

**Personal Care Services** - No report

**Private Duty** - No report

**c. Discipline**

**Nursing** (Board Rep: Jeanne Jungers) - No report

**Home Health Aide** (Board Rep: Susan Petersen) – I have been appointed to the Direct Care Worker advisory council. This legislatively appointed, IDPH-led, group is instrumental in facilitating the development, advocacy and implementation of several direct care worker focused initiatives. It is important for IAHC to have a voice at this table.

d. District Reports

**Central** (Board Rep: Janice Jensen) - No report

**East** (Board Rep: Julie Tow) - No report

**Northeast** (Board Rep: Joyce Friederich) - No report

**Northwest** (Board Rep: Mona Scaletta) - No report

**Southeast** (Board Rep: Lynelle Diers) - No report

**Southwest** (Board Rep: Lorilyn Schultes) - No report

e. Executive Director's Report

1. **"IAHC Executive Report" Blog**

The "Iowa Home Care Report" recently became a News Blog. Blogs offer several distinct advantages for communicating timely and other important information. They automatically catalogue posts by date and subject plus are interactive by allowing readers to post comments which all others can view.

On the heels of the Iowa Home Care Report I've developed a new "IAHC Executive Report" blog. This blog is intended to be read by the board of directors only.

2. **Direct Care Worker Advisory Council**

IAHC lobbyist, John Cacciatore, and I learned late in the recent Iowa legislative session that the Direct Care Worker advisory council was continuing to meet, contrary to earlier reports, with its new primary purpose to facilitate the implementation of several recommendations that have been developed the past couple of years. As a result, IAHC has requested a seat on this advisory council.

After initially being told that there were no spots available, and that there was currently sufficient "in home" provider representation, we were invited last week to submit a representative's name.

I'm happy to report that Susan Petersen has agreed to serve as the IAHC representative. As the Home Health Aide representative on the board Susan and I both agreed that, if available to serve, she would be our most logical representative.

3. **Board Candidate Nomination**

Bryan Sanders, Vice President Home and Community Based Services for Wesley Retirement Services, has been nominated to serve on the Iowa Alliance in Home Care board of directors as an At-Large representative. His bio form is attached for

review. His nomination is on the agenda for the June 9<sup>th</sup> Annual Membership Meeting.

#### **4. Board Reception**

There will be a board reception held to honor outgoing board members Lorilyn Schultes and Harley Carter. The reception will be held from 4:30 – 5:30 pm at AJs restaurant (i.e. on-site restaurant where board dinner will be held).

#### **5. Board Dinner**

The annual board dinner will be held in AJs restaurant beginning at 5:30 pm. Our dinner sponsor will be BKD. Joining us for dinner will be Mary St. Pierre, opening keynote presenter and John Cacciatore, IAHC lobbyist.

I have asked Mary to say a few words about IAHC's membership preparedness for the upcoming OASIS-C requirements. I have asked John to prepare a few comments concerning the 2009 Iowa legislative session and his input regarding our best advocacy direction for FY 2010.

## **2. Discussion & Action Items**

### ***Background Information and Anticipated Action***

#### **1. Board Officer Election (Mid-term)**

Current board Secretary, Lorilyn Schultes, is not seeking re-election to the IAHC board of directors. The President appoints, with the board's approval, a current member to this office. Note: The bylaws require that an eligible board member must have served a minimum of one year on the board. Shirley Rath has agreed to place her name in nomination for this officer position.

**Anticipated Action:** Approval

**Suggested Motion:** Move to accept the appointment of Shirley Rath as Iowa Alliance in Home Care board Secretary.

#### **2. Board District Representative Appointments**

The following districts, whose representative's term expires 6-30-2009, did not hold elections during their spring district meeting. As a result, the candidates listed below will require interim board appointment until district elections can be held at the fall district meetings.

Central District Representative – Janice Jensen

East District Representative – Julie Tow

Southwest District Representative – Rhonda Duvall

**Anticipated Action:** Approval

**Suggested Motion:** Move to accept the appointment of Janice Jensen to the Iowa Alliance in Home Care board of directors as the Central district representative until district elections can be held in the fall.

**Suggested Motion:** Move to accept the appointment of Julie Tow to the Iowa Alliance in Home Care board of directors as the East district representative until district elections can be held in the fall.

**Suggested Motion:** Move to accept the appointment of Rhonda Duvall to the Iowa Alliance in Home Care board of directors as the Southwest district representative until district elections can be held in the fall.

### **3. FY 2010 Committee Chair Appointments**

IAHC standing committee chairs must be current board members. Attached is a list of current committee chairs. It is recommended, with the approval of the incumbents, that current committee chairs be retained in their current capacities. The lone exception is the chair of the public relations & marketing committee since Harly Carter is retiring from the board.

**Anticipated Action:** Approval

**Suggested Motion:** Move to reappoint current committee chairs to their present committees.

### **4. New IRS Form 990 Compliance Policies**

As presented and discussed at the February 10, 2009 board of directors meeting, the Internal Revenue Service has issued a new Form 990 annual tax return/report that must be submitted by most federal income tax exempt organizations, including trade associations. Instructions for the form have also been issued.

The new Form 990 is to be used beginning with the filing for 2008. For non-calendar-year organizations, like IAHC, the new form is to be first used for the tax year that began in 2008 (i.e. 7/1/2008 – 6/30/2009)).

Among other new features, the form asks in Part VI if the filing organization has adopted a series of five governance policies; the organization must answer “yes” or “no” for each. While a “no” answer does not indicate any violation of law or inconsistency with federal income tax exemption requirements, it could trigger scrutiny by the IRS. To minimize that risk, many organizations using the new form will want to be able to answer “yes” to all five of these governance policy questions.

The five policies, and current status, are:

1. **Conflict of Interest** – IAHC has an existing policy which meets this requirement.

2. **Whistleblower** – New
3. **Document Retention and Destruction** – New
4. **Process for Determining Compensation** - New
5. **Joint Venture** - New

Attached are proposed new policies that, if approved, will satisfy IAHC's new IRS form 990 compliance requirements.

**Anticipated Action:** Approval

**Suggested Motion:** Move to approve the new organizational policies as presented.

## 5. FY 2010 Advocacy Directions

In advance of the IAHC Advocacy committee's annual advocacy planning meeting (i.e. legislative priorities development) I would like to engage the board in some high-level brainstorming regarding the direction of our advocacy efforts for our next fiscal year (i.e. 7/1/2009 – 6/30/2010). For example, is our best strategy given the foundation built this year (i.e. "Ask Me About Home Care" visits) to focus on:

- a. **Medicaid Funding Shortfall** – This approach relies on our core argument that the current payment methodology, where the Medicaid Limit is increasingly eroding the payment that too many home care providers rely on, is insufficient and unsustainable. Of course, our cost analysis data is a core justification point.
- b. **Access to Home Care Services** – This direction would likely focus on key "access to services" issues which should get the attention of the legislature, especially those whose constituents reside in "at risk" access areas. For example, recent district membership meeting discussions on this topic point to the possibility that we may want to look at the one key area of EPSDT. Our member providers are telling me that those home health providers that provide services to children, which aren't the majority presently, either have or are making plans to scale back their services if in fact that don't discontinue them altogether. Of course the tie-in here would be the efforts of the legislature the past couple of sessions, and Senator Hatch's efforts in particular, to provide "greater access" to health care services for children.
- c. **Direct Care Worker Supply** – This strategy could focus, at least in part, on the work of other associations (i.e. Iowa Caregivers Association) and of the several legislatively-appointed working groups addressing these issues. As we discussed at our meeting last week, it is advantageous from an advocacy standpoint to enlist the assistance of others who can also speak to our message especially on a topic of great interest already. The talking points could essentially center on the inability of many home care providers to adequately provide for direct care worker compensation and benefits when reimbursement sources (i.e. Medicaid) are inadequate to sustain a proactive policy.

**Anticipated Action:** Discussion

## 6. IAHC Annual Membership Business Meeting Agenda

I will be reviewing the agenda and background information for the annual membership meeting. I'm looking for board feedback with respect to additions or modifications. See Annual Membership Meeting attachment for details.

**Anticipated Action:** Discussion

## 7. Bi-monthly Board Meeting Continuance

At the December 2008 board of directors meeting it was recommended that the board meet on a bi-monthly basis with every other meeting in conference call format. The primary objective was to more efficiently address the volume and magnitude of agenda items requiring board discussion and action.

The board agreed to a bi-monthly meeting rotation on a trial basis through the end of the current fiscal year (i.e. 6/30/2009). I would like to have some discussion of the pros and cons from the trial. Unless the board agrees to the contrary I would like to suggest that this bi-monthly format continue.

**Anticipated Action:** Approval

**Suggested Motion:** Move to hold regularly scheduled Iowa Alliance in Home Care board of directors meetings on a bi-monthly basis.

## 8. "IAHC Executive Report" Blog

The Iowa Home Care Report was recently updated to a "News Blog" format. There were many member, as well as staff, benefits associated with this update. I am proposing that a similar, but different, "IAHC Executive Report" blog be utilized to communicate with board of directors on important and timely topics of the day.

Here is a summary of the benefits of using a blog for the IAHC Executive Report:

1. **Automatic Email "News Article" Updates Notification** - Members can be automatically notified of new blog postings. A member will receive an email notification, once per day, that one or more news articles were posted to the IAHC blog that day. No email will be generated if no articles were posted on a particular day. Note: Members will need to complete a one-time registration for this notification option. Select the "Receive Email Updates" link at the top of the newsletter blog page and following the instructions for entering your email address.
2. **Comment Posting & Viewing** - This interactive feature allows any member to comment (i.e. commentary, ask questions) on a particular post. Posts and responses are then viewable by any member as well.

3. **Topic Coordination & Search** - Most news articles will be referenced by a "Category" (i.e. OASIS, Coding, Medicaid). This allows for a quick search of all related articles.

**Anticipated Action:** Discussion

# Attachments

# Bryan Sanders

(Board Candidate Name)

## Biographical Profile

**Background** (i.e. education, work experience):

### EDUCATION

*Grandview College – Des Moines, IA*

*September 1996 – December 1999*

- Bachelor of Science in Nursing (BSN)

*Iowa Methodist School of Nursing – Des Moines, IA*

*January 1994 – May 1996*

- Diploma – three year RN

### Work Experience

*Wesley Retirement Services – Johnston, IA*

*January 2004 – Present*

VICE PRESIDENT HOME AND COMMUNITY BASED SERVICES December 2006 – Present  
Executive Director of Home and Community Based Service January 2004 – December 2006

*Visiting Nurse Services – Des Moines, IA*

*June 2000 – October 2003*

VICE PRESIDENT / DIRECTOR OF CLINICAL SERVICES June 2001 – October 2003  
Adult Health Manager May 2000 – June 2001

*Central Iowa Health System – Des Moines, IA*

*May 1994 – June 2000*

Hospital CAN/Nursing, Home Care Nursing, Marketing, Management of HCA/Nursing teams (CIHS HOME CARE/InTrust)

### COMMUNITY INVOLVEMENT

- Foreign mission work in Peru and Brazil
- Served as Church deacon
- Church small group leader
- VBS youth recreation leader
- Sunday School Teacher
- Volunteer youth soccer coach
- Altoona soccer director of Coaches
- Head coach varsity boys soccer

**Current Position** (i.e. title, length of service, responsibilities):

**VICE PRESIDENT HOME AND COMMUNITY BASED SERVICES December 2006 – Present**  
**Executive Director of Home and Community Based Service January 2004 – December 2006**

*(Home and Community based services includes: Medicare Certified Home Health Care (3 branch offices), Hospice, Adult Day Care (2 Centers), Meals on Wheels, Public Health Home Care Aide and Case Management services, Affordable Assisted Living, Volunteer Services, Wesley Therapy LLC, Flu / Pneumonia immunization program)*

- Participate on Wesley Retirement Services Executive Team providing overall governance for the organization.
- Monitor industry changes and trends.
- Responsible for the vision, operations and growth of all home and community based services, including budget, strategic planning, quality improvement, innovation and fiscal performance.
- Recruit and mentor senior leadership positions for home and community based services.
- Work with the board of directors on the mission, vision, quality, integrity, and direction of the organization

**Professional Accomplishments** (i.e. awards, recognitions, projects):

- **I have spent the last 5 years growing home and community based services for Wesley Retirement Services, which includes, but is not limited to:**

Medicare certified home health agency start up - 2004

Adult day care acquisition - 2004

Merger with local public health agency - 2006

Medicare certified hospice agency start up – 2007

Therapy company start up - 2008

**IAHC Board Interests** (i.e. areas of expertise, committee chair assignments):

**These would be my areas of interest, but will serve where I am needed**

GOVERNMENTAL AFFAIRS COMMITTEE

MEMBER & CONSUMER EDUCATION COMMITTEE

MEMBERSHIP COMMITTEE