

# COUNCIL OF STATE HOME CARE ASSOCIATIONS

## BOARD OF DIRECTORS MEETING

### VIA CONFERENCE CALL

The Board of Directors met via conference call at 11:00 a.m. EST. on Monday June 11, 2012.

The meeting was called to order by Chairperson Marci Tetterton.

The role call was conducted by Secretary, Cathy Cranston. Attending were the following members: Marci Tetterton, Christy Johnson, Pat Kelleher, Jane Kelly, Annette Mays, Sarah Myers, Casey Blumenthal and Cathy Cranston.

Absent Excused: Kim Foltz and Vicki Hoak

***The minutes of the March 26, 2012 meeting were amended to include the correct spelling of Sarah Myers' name. Sarah moved and Annette seconded a motion to accept the minutes as amended; the motion carried unanimously.***

***The minutes of the June 3, 2012 meeting were reviewed. Casey moved and Pat seconded a motion for approval; the motion was unanimously approved.***

The minutes of the December have not been approved yet and they will be rewritten and made available at the Board meeting in August.

Treasurer, Cathy Cranston reported that on April 30, 2012, the Council had \$83,476.07 in the checking account. Deposits totaling \$10,002.00 were made in May. Expenses were \$2277.35.

The Pennsylvania Association Financial Director, Vicki and Cathy are still working to set up the account at a bank in PA. The bank required various original documents which took more time than expected. The process should be complete and the funds transferred before the end of June.

The 990 for 2011 has not been completed and the Louisiana Auditor requested an extension. Cathy will talk with Warren to make sure the filing goes in as soon as possible.

Based on past history a budget will be developed for review and approval in August.

***A motion to accept the financial report was made by Annette and seconded by Christy; it passed unanimously.***

Pat and Jane reported on their progress developing a policy manual for the Council including operational and governance policies for the Council. The policies presented were:

- Document Retention and Destruction Policy
- Conflicts of Interest Policy
- Conflict of Interest Policy – Board Acknowledgement Form
- Apparent Authority Policy
- Sponsorship Policy
- Whistleblower Policy

***Sarah moved and Cathy seconded a motion to approve the document retention, conflict of interest, and whistleblower policies; the motion was passed unanimously.***

It was agreed that more research should be done on the apparent authority policy and that Pat and Jane would make a recommendation at the August meeting.

The scholarship policy was also tabled for a vote in August pending more discussion and development of criteria and procedures.

It was agreed that there may be differing opinions among Council members on the purpose and role of the Council. It was further agreed that surveying each member would be a good strategy for getting member perspective and that it would guide discussion in for a full Council conference call sometime before the retreat in August. A discussion on core values, mission and vision will help set the framework for further discussion at the retreat. Marci will send out the online survey and arrange for a call time in July.

Cathy brought a request by one of the Council members, who communicated in writing his wish for a full council call to address issues which surfaced during the planning of the Summit. **After discussion and speculation about the letter it was agreed not to hold the call.** Marci was asked to call the member and inform him of the online survey, strategic planning, operational policy development and pre retreat call in the hope that those actions taken by the Board would indicate good faith, affirmative action and transparency.

Board members felt that Pat had articulated the concerns raised during the Summit process and that the Board had heard those issues and are responding in a planful way. The survey, planned discussion on mission, establishment of governance policies and strategic planning were the responsive and most useful way to move forward.

In order to ensure as much participation at the retreat as possible there was considerable discussion about offering some level of stipend to members whose Association financial position is the sole reason they were not planning to attend the retreat.

The issues raised were several including:

Setting precedent

Pressure on the Council budget

Process for selecting who would receive the scholarship

How to ask the requesting member to demonstrate need

It was agreed that the scholarship policy now being written will guide these decisions in the future but for this situation the following was decided.

Pat moved and Cathy seconded the following motion which was unanimously approved:

***The Council will make available to members in need a onetime stipend of up to \$525.00 to pay registration for the retreat and a portion of travel or accommodation expenses.; that the maximum amount the Council agrees to set aside is \$5250.00 and that applicants be selected on first come first served basis.***

To be eligible for a stipend the State Executive must submit their registration for the retreat and a written request for assistance by June 30, 2012 to the Pennsylvania Home Care Association. PA will make decisions based on the number and amount of request not to exceed the amount of the cap set by the Council. Marci agreed to send out a communication to members.

The next meeting of the Board is August 7, 2012 in Virginia.

The meeting adjourned at 1:00 p.m.

Cathy Cranston  
Secretary

would consist of an online survey, a pre retreat conference call to discuss core values, mission, vision, and to create a framework for the membership meeting that would set goals. The sponsorship and apparent authority policies were carried over to the next meeting so that additional refinements can be made.