

NDHIMA Business Meeting Minutes

September 26, 2019

Julie Thrailkill welcomed attendees and called the meeting to order at 11:10 a.m.

APPROVAL OF MINUTES: Dyan Torgerson stated the September 13, 2018 Business Meeting minutes were posted on the NDHIMA website, and copies are available at the tables. Tina Schwartz made a motion to approve the minutes. Patti Kritzberger seconded, and the motion carried.

PRESIDENT'S REPORT: Julie reported she received a resignation for the President-Elect position and the Board has decided to leave the position empty for the remaining term. Julie and Laurie Peters have volunteered to stay on the board as President and Past-President, respectively, for an additional year until a new President-Elect is chosen during the 2020 NDHIMA Board election.

Julie gave an update on what the House of Delegates (HoD) has been working on:

- The AHIMA national convention was September 14-18, 2019 in Chicago, IL. Julie, Joy and Dyan attended the AHIMA HoD session as membership numbers support 3 delegates to attend.
- 2019 Breakout sessions
 - Thought Leadership/Environmental Scanning: Julie attended this track and stated she is looking to see how this will work for North Dakota. She is working with neighboring states (i.e. SD, Wyoming, Nebraska) to come up with a tool that we can all use. She stated she wants to stay transparent with the membership and get them involved in the organization on a state and national level, including attending the NDHIMA annual conference for learning and networking.
 - House Action Items: Joy attended this track and stated two topics were discussed:
 1. Changes to the AHIMA Bylaws: Several changes were discussed during the forum. After delegate discussion at the forum it was decided there needed to be further review and discussion of all the proposals; however, it was voted to add verbiage that no AHIMA board voted in position will be uncontested.
 2. Regional Delegate Liaison: Several CSAs proposed having an RDL for designated states to communicate with the House of Delegates on behalf of the states they represent, this would be someone already on a CSA board within that group of states. This was not passed as there was concern on this being a barrier to communications with the HoD and there were too many questions to pass at the time it was proposed.
 - Best Practices for Engagement, Communication and Process: Dyan attended this track on how to increase membership engagement with the organization on a state and national level. She stated the conversation was heavy on the use of social media to attract and keep the membership involved. She also noted there were a lot of great



North Dakota Health Information
Management Association

ideas for networking during annual conferences that may be incorporated in future NDHIMA conferences.

Julie stated she attended the Leadership Symposium held July 12-13, 2019 in Chicago. The purpose of the symposium is to prepare CSA leadership to conduct the business of the CSA in accordance with the AHIMA guidelines and to provide insight into the goals/strategies of AHIMA, so CSA's can align with them. She stated her key take away was the awareness campaign that Dr. Wylecia Wiggs Harris, CEO of AHIMA, is working on. Dr. Harris wants to make sure Health Information Management professionals are at the table and for HIM professionals to make sure they are promoting themselves in their organizations. Julie stated Dr. Harris is a very passionate speaker and encourages members to listen to her speak when they have the opportunity.

SECRETARY'S REPORT: Dyan Torgerson reported since the 2018 June Board changeover meeting, the Board has been meeting monthly to keep up to date on changes within AHIMA so those can be shared with the membership. During the Board's summer changeover meeting on June 28, 2019, new Board members Jill Thoreson, Treasurer, Mandie Mendalen, Education Director, Kari Buchholz, Education Director (returning) and Staci Miller, Membership Director were welcomed, and outgoing Board members Kathy Haaland, Larissa Stein, Reanna Leier and Shawna Zatoupil were thanked for their contributions to NDHIMA during their terms. Dyan noted the Business Meeting minutes will be posted on the NDHIMA website within 30 days.

TREASURER'S REPORT: Jill Thoreson reported NDHIMA is looking for a company with non-profit experience to complete a formal financial review. Once this is completed a committee of non-board members will be formed to review finances, rotating with a formal review. Timelines for the formal financial review and committee review still need to be finalized. She also reported the Board is going electronic with use of online banking and implementing SharePoint for file storage. The Board is also looking at updating Quickbooks and the laptop, which are both out of date.

Jill reviewed the Profit & Loss Budget vs. Actual report from July 2018 through June 2019. Total income was \$24,231.64 and Total Expense was \$22,944.86 for a net income of \$1,286.78. Jill stated she was able to clean up some of the accounts by combing duplicate accounts. She also changed the wording from "interest income" to "investment income" to better describe what this income represents.

She reviewed the Balance Sheet FY Comparison Report, current assets include \$49,274.24 in checking/savings, other assets (four CDs) amount to \$32,541.44, with total assets of \$81,815.68. Jeff Plemel made a motion to approve the Balance Sheet. Sheri Batesole seconded, and the motion carried.

The Budget FY 2020 was reviewed. Estimated income from the conference is \$24,000. She noted it is expected to earn \$12,500 of income from the release of the legal manual, and estimated total income is



North Dakota Health Information
Management Association

\$45,717.89. Estimated expenses from the conference is \$13,000. New expense lines were added to include legal manual expenses of \$2,262.50, Office 365 for \$1,080, Quickbooks for \$300, and additional expenses added to the miscellaneous expenses to include a new laptop for NDHIMA use. Estimated total expenses are \$39,268.30, with a net income of \$6,449.59. Sue Roehl made a motion to approve the FY 2020 Budget. Hope Friesen seconded, and the motion carried.

EDUCATION DIRECTORS' REPORT: Kari Buchholz reported the 2020 annual conference will be held September 24-25, 2020 at the Ramkota Hotel in Bismarck and encouraged members to submit topic ideas. She stated a survey monkey will be sent via email for conference evaluations and hard copies of CEU certificates are available on the registration table. She also thanked the site coordinators, Kim Amundson and Sheri Batesole, for their help during the conference. Mandie Mendalen thanked the Fargo Visitor Center for providing name tags and signs, free of charge, used during the conference.

STATE ADVOCACY COORDINATOR'S REPORT: Joy Krush reported the legal manual is almost complete and waiting on a formal legal review, which is included in the FY 2020 Budget. The plan is to publish this on the NDHIMA website for members to purchase and download. The final format of the legal manual will be a PDF.

Joy stated Tuesday, September 24 was Patient ID Day where we called upon Congress to repeal the current ban on the use of federal funds to promote or adopt a unique patient identifier (UPI). Last week, the US Senate released the text of its FY20 Labor-HHS bill-as it stands, the ban remains in place in the Senate bill. She encouraged members to visit the Advocacy Action Center on the AHIMA website and contact representatives on this issue. She stated Laurie will demonstrate how to use the Advocacy Action Center during the afternoon session on the AHIMA website.

Joy stated the SDHIMA in conjunction with their Hospital Association have asked us to participate in a survey regarding inpatient denials. Purpose is to determine if this is a multi-state issue with payers creating their own rules and denying diagnoses that are clinically pertinent, for example sepsis, malnutrition, etc. Surveys were placed on each table and Joy asked members to complete and give back to her. The results of the survey will be shared with members and the ND Hospital Association.

MEMBERSHIP DIRECTOR'S REPORT: Staci Miller reported membership totals are 195 active, 4 emeritus, 10 new graduates, 41 new to AHIMA, 15 premier active and 54 students for a total of 319 members. She noted there is a total of 93 NDHIMA members, 2 non NDHIMA members and 4 students in attendance at the conference, 88 (86 members) on Thursday and 81 (79 members) on Friday. Staci reminded members to update their profiles on AHIMA to make sure they are receiving all communication from AHIMA and NDHIMA.



North Dakota Health Information
Management Association

Staci reported there were two scholarship recipients for 2019, Laura Brodina who is attending North Dakota State College of Science and Dana Haugen who is attending Minnesota State Community Technical College. She reminded members the scholarship applications can be found on the NDHIMA website and are due no later than May 1st of each year.

PAST PRESIDENT/NOMINATING COMMITTEE'S REPORT: Laurie reported open positions are President-Elect, Secretary, State Advocacy Director, Education Co-Director (1-year term) and Nominating Committee. She stated she has started soliciting members for these positions and encouraged those interested to reach out to her.

DISTINGUISHED MEMBER AWARD: No nominations were received this year. Members are encouraged to nominate a peer for this award. Nominations are due by May 15, 2020 and will be reviewed at the Board's summer changeover meeting.

Julie presented the President's plaque to Laurie and thanked Laurie for her dedication to the organization and the profession.

Janel Schmaltz made a motion to adjourn the meeting at 12:02 p.m. Jeff Plemel seconded, and the motion carried.

Dyan Torgerson, RHIT, CCS
Secretary