



NDHIMA Business Meeting Minutes October 15, 2021

Jeff Plemel welcomed attendees to the NDHIMA Virtual Business Meeting and called the meeting to order at 12:00 p.m. He stated this year's annual conference is being held virtually, again, due to the Public Health Emergency (PHE) and thanked the membership for taking the time to join us for the live virtual Business Meeting. The Board Members introduced themselves to the membership.

APPROVAL OF MINUTES: Dyan Torgerson stated the October 1, 2020 Business Meeting minutes are posted on the NDHIMA website for review. Ashley Brusseau made a motion to approve the minutes. Mary Hagen seconded, and the motion carried.

PRESIDENT'S REPORT: Jeff Plemel gave a recap of the 2021 House of Delegates breakout sessions, stating there were no house action items this year. There was one motion sent to the committee to move forward to the 2022 House of Delegates to move the meetings to a non-Sunday to not interfere with everyone's opportunities to worship on Sundays. The president's message revolved around moving the profession forward by standardizing the naming conventions within AHIMA, investing in professional development, advocating on political agendas, leading the effort on protecting and securing data, making sure clinical documentation integrity and compliance is evident and claiming our stake in other sectors. Jeff stated they were broken out into pathfinder sessions to discuss the top three skills needed within our profession: technology skills, interpersonal skills and matching how the younger generations want to work.

SECRETARY'S REPORT: Dyan Torgerson reported since the June 2020 changeover meeting, the Board has been meeting regularly to keep up to date on changes within AHIMA/NDHIMA and to keep up on projects the Board members have been working on. During the changeover meeting on June 11th, 2020, new Board members Lori Kudrna-Blees, President Elect, Tabettha Schmeets, Education Co-Director, Ashley Brusseau, Membership Director and Jill Thoreson, Treasurer were welcomed and outgoing Board members Staci Miller, Kari Buccholz and Laurie Peters were thanked for their contributions to NDHIMA during their term.

Dyan stated NDHIMA is continuing to use Microsoft Office 365 for all business needs and it has been going well. She reminded the membership of the new email addresses for the Board and that they can be found on the NDHIMA website.

PRESIDENT ELECT'S REPORT: Lori Blees stated she and Jennifer Kalec attended the virtual sessions for the 2021 Leadership Symposium. Lori stated the theme of the symposium was Information Sharing to align with the AHIMA 2020-2023 strategic plan. They want to achieve information sharing through policy and thought leadership with focus on resilience through innovation, shaping the profession through leadership and perseverance, and transforming and growing with diversity to grow in our environments.

Lori also sat in on the House of Delegates sessions. She states there was a focus on advocacy and growth in the profession, to make sure we stay relevant in the profession and there is bi-directional communication with AHIMA and the CSAs. She reiterated the pathfinder sessions is to help equip



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professionals and students with the skills needed for the profession. Jennifer noted there is a push to increase membership involvement in the association through volunteer opportunities.

TREASURER'S REPORT: Jill Thoreson reported the financial audit is set to be completed by the end of the year. She stated NDHIMA will have an official financial audit done every other year (odd years) with a Board review done on the off years (even years). Jill reported the interest rates for CDs is very low right now, it was suggested to pull out the money and put them in savings to gain interest. Once the CD interest rates increase the money will be put back into CDs. One did mature and is locked in at a low interest rate; however, the other three were caught before they were locked into a low interest CD.

Jill reviewed the Statement of Activity Comparison (Profit & Loss Statement) report from July 2020-June 2021. Total revenue was \$23,113.28 and total expenditures was \$7,135.30 for a net revenue of \$15,977.98. The report included total revenue and total expenditures for the previous year July 2019-June 2020. Previous year revenue was \$27,401.59, with total expenditures of \$37,508.53. The biggest expense from the previous year was the hotel cost from the last in person annual conference. Since the 2020 annual conference was held virtually, the costs for the annual conference were significantly lower.

She reviewed the Statement of Financial Position (Balance Sheet) as of June 30, 2021. Current assets include \$54,259.97 in checking/savings, other assets (CDs) amount of \$33,429.70 with a total asset of \$87,689.67.

She reviewed the 2020-2021 Budget vs. Actual and noted NDHIMA came under budget for a lot of items as most of the conferences were held virtually, there was no travel or lodging expenses. The state conference income was significantly higher than anticipated from the conference dues. This is why the conference dues were reduced this year. The total expenses were significantly lower, too.

The Budget FY 2022 was reviewed. Estimated income from the conference is \$12,000. This was based off of last year's budget, slightly reduced because of the decrease in conference pricing. It is anticipated the legal manual will be released this year and will bring in an estimated \$12,500. Estimated total income is \$31,970.98. The Board Meeting expense of \$1,685 is for the changeover meeting that happened in June. We had two people attend the national conference, this was held virtually so there was no travel or lodging expenses included, just the cost of the conference. Estimated total expense is \$8,934. Tina Schwartz noted there is no expense listed for the state conference, Jill stated this will be \$1,300 and will increase the total expenses to \$10,234. The net income will then change to \$21,736.98. This will be updated on the budget. Deb Selland noted the national conference is budgeted for virtual. Jill stated this is budgeted for the conference that already took place and was virtual. The 2022 conference will be on the next budget and will have to be adjusted for in person or virtual. It was noted the budget is approved after it has already been in place for a few months. This is because the NDHIMA fiscal year is July through June and there is no longer a spring meeting to approve the next year's budget prior to implementation. This will be discussed by the Board to see if there are other alternatives. Mandie Medalen made a motion to approve the FY 2022 Budget with amendments. Jennifer Kadlec seconded, and the motion carried.



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MEMBERSHIP DIRECTOR'S REPORT: Ashely Brusseau reported as of September 2021 there are a total of 272 NDHIMA members. The average membership numbers from September 1, 2020 through September 1, 2021 are: 196 active, 3 emeritus, 8 new graduate, 6 new to AHIMA, 24 premier, 33 student, 2 new credential and 91 certified non-members.

Ashley reported there were no scholarship applications this year. She stated the scholarship program is open to applicants and reminded members of the scholarship criteria. She urged members to share this information with anyone that may need a scholarship. Scholarship applications can be found on the NDHIMA website and are due no later than May 1st of each year.

STATE ADVOCACY COORDINATOR'S REPORT: Jennifer Kadlec reported she has completed the risk management chapter and she met with Joy Krush in September to edit the legal manual to make sure nothing was missing. They found a chapter that was not completed, Jennifer is working on completing this. Once this is finalized it will be sent for legal review. Once the legal review is completed it will be published on the NDHIMA website for the membership.

Jennifer attended the 2021 AHIMA Advocacy Summit held virtually, stating the agenda seeks to transform health and healthcare by connecting people, systems and ideas. AHIMA has embraced three principles that directly align with this vision: access, integrity and connection. She and Jill participated in the discussions with the ND House of Representatives and Senate staff to support three bills:

- HR 366, the Protecting Access to Post-COVID-19 Telehealth Act
- S 674, the Public Health Infrastructure Saves Lives Act
- S 104/HR 379, the Improving Social Determinants of Health Act

EDUCATION DIRECTOR'S REPORT: Mandie Medalen and Tabettha Schmeets thanked everyone for attending this year's virtual conference. Mandie reminded everyone to listen to all the presentations and complete the survey to receive the CEU certificate. Mandie stated the 2022 NDHIMA Conference will be held September 29 and 30 at the Ramkota Inn in Bismarck, ND. The plan is to have an in-person meeting if the PHE is over. Mandie stated last year there was a total of 56 registrations, this year there was a total of 82 registrations!

PAST PRESIDENT/NOMINATING COMMITTEE'S REPORT: Julie Thrailkill reported open positions are President Elect, Secretary, State Advocacy and Education Co-Director (1-year) terms. She stated she will also be looking for members to serve on the nominating committee. Julie encouraged any members interested in running for a position should reach out to her.

Julie is working on keeping connections with ND Health Information Network, ND Hospital Association, ND Medical Group Management Association and the ND Long Term Care Association. Trying to see what they are offering for education and how NDHIMA can be a part of that. They are open to setting up meetings with NDHIMA Board members or other representatives in the membership.

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, 2022 and will be reviewed at the Board's summer changeover meeting.



PAST PRESIDENT AWARD: Jeff Plemel recognized and thanked Julie Thraikill for her time as President from 2019-2021. He was unable to present her plaque in person but will be sending this to her.

Jennifer Kadlec made a motion to adjourn the meeting at 12:41p.m. Tabettha Schmeets seconded, and the motion carried.

Dyan Torgerson, RHIT, CCS
NDHIMA Secretary