

MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING

Idaho Occupational Therapy Association

January 14, 2006

12:00pm to 4:00pm

Idaho Elks Rehabilitation Hospital. Boise, ID

Participants: Dana Howell (President), Ludee Vermaas (President-Elect), Jill Zwyer (Vice-President), Robyn Wu (Secretary), Gail Brown (Treasurer), Cherie Strand (AOTA RA Rep.), Scott Harnden (Reimbursement Chair), Kelly Duarte-Buchanan (COTA Liaison), Jill Satren (Far North District Chair), and Linda Jackson (Executive Director)

Called to order @ 12:10 pm by Dana Howell. Introductions were made. Welcome to Jill Z., Kelly, and Jill S.

Approval of Minutes

- ❑ Minutes from 10/13/05 quarterly Executive Board meeting were reviewed. Cherie corrected RA Report to read "The statewide listserv Talk AOTA may be discontinued." Scott moved to approve the minutes with the above correction. Ludee seconded the motion, and the motion passed.
- ❑ Minutes from 10/15/05 annual membership meeting were reviewed. Ludee moved to approve the minutes. Scott seconded the motion, and the motion passed.

President's Report

- ❑ Dana has received positive feedback re: October's conference.

President-Elect's Report

- ❑ Annual conference 2006
 - Ludee presented Marketing Proposal and Conference Committee's meeting (12/8/05) minutes
 - Conference tracks
 - Pediatrics track—speaker Mary Benbow confirmed
 - Mental Health track—EB recommends choosing broader topic, to be applicable to the adult population across various practice settings (phys dys, geriatrics, etc.). Farrell has contacted Tina Champagne (national level speaker) and local speakers who specialize in PTSD.
 - Hands track—Scott recommends decreasing target attendees to 40. Scott proposed organizing the Hands Track through PCR (Cherie & Scott's continuing education business). Board discussed potential conflicts of interest. Scott and Cherie to submit proposal with draft of contract to Conference Committee for review.
 - Dana suggested considering a "Call for Papers" plus keynote speaker for future conference.
 - EB recommends inviting Becki to attend next Conference Committee meeting on Jan. 29th to increase SIS involvement with conference

Vice President's Report

- ❑ Jill presented district updates
 - SE—Janice Jean. Meeting scheduled on Jan. 23rd
 - SW—Farrell Lindley. Last meeting held in November. All 2006 meeting dates are scheduled. Survey developed re: preferences for meetings—EB recommends modifying format and administering survey statewide.
 - SC—Lesley Ruby. Next meeting to be scheduled.

- NC –currently no Chair. Discussed possibility of combining with Far North
- Far N—Jill Satren. Planning to make personal contact with members, visit sites, and identify potential speakers.
- Challenges identified by district chairs include low turnout at meetings and large (spread out) geographic areas
- Funding for district meeting: EB clarified that district chairs need to submit proposal for EB approval to receive funds for meeting speakers or sites
- Discussed that members in certain geographic regions may need to receive double mailings for meetings
- Jill requested members to contact her with suggestions for potential speakers at meetings

Treasurer's Report

- Gail presented quarterly Budget Reconciliation
- Gail presented Profit Loss Statement from 2005 Conference
- Improving documentation of expenses
 - Gail moved to require that receipts need to be submitted with all reimbursement requests. Ludee seconded the motion, and the motion passed.
 - Gail will develop Reimbursement Request Form
- Taxes
 - IOTA will need to file taxes for 2005 due to income > \$25,000
 - Will also need to file 1099 for ED salary. Need to add expense item for taxes on budget.

SIS Chairperson Report

- Becki is requesting direction from EB re:SIS's
- Becki is planning to add Phys Dys SIS
- Scott proposed organizing a small Hands conference in northern ID this spring
- Linda requested SIS coordinators to forward info to her, so website can be updated

Reimbursement/ Legislative Chair Report

- Dana and Cherie met with Elmer Martinez, state representative from Pocatello. Elmer suggested for IOTA to contact chairpersons of the Health and Welfare Committees in both houses of state legislature re: Medicaid reimbursement.
- Linda met with Carlos Bilbao, state representative and member of the Health and Welfare Committee. Carlos suggested pursuing a Rules Change regarding Medicaid reimbursement for OT.
- Results from the survey collected at October's general membership meeting have been submitted to David Rogers, Medicaid administrator. Scott has attempted to schedule follow-up meeting with David Rogers—unsuccessful so far.
- Cherie followed up re: teaming up with SLP's to pursue reimbursement. The attorney retained by the SLP's quoted \$10-15,000 fee to draft a Rules Change.
- Grassroots activity: Scott has been contacting governor's office via phone and email each time a patient cannot be seen due to current Medicaid regulations. It was suggested to consider developing form letters for both patients and therapist to use for contacting their legislators.
- Discussed next plan of action:
 - 1) Contact David Rogers and request his assistance to write a Rules Change.
 - 2) If David is not willing, approach either Elmer Martinez or Carlos Bilbao to draft Rules Change
- Ludee has set up meeting on January 27th with Senator Kelly to discuss Medicaid reimbursement concerns. Linda and possibly Scott will also attend.

COTA Liaison Report

- No report

RA Report

- Online meeting held in November
 - Status report (including fiscal implication) on “Private Insurance Advocacy” to be developed
 - Position papers
 - Obesity—will be revised to include pediatric population. Re-vote in April
 - Disaster preparedness—passed
 - Neutrality statement—passed
 - FW educator competencies paper—passed
 - Good informal discussions occurred re: practice trends in different states
- Next meeting on April 26-28th at AOTA Conference in Charlotte, NC

Executive Director Report

- Membership
 - Database created to track payments
 - Membership voted to increase dues
 - Currently 150 members
 - Registration forms will collect more info re: practice areas, special interests, and employers
 - EB suggested sending out Membership Cards upon receipt of dues—need to add as budget item next year.
- Website
 - Linda recommends updating website to have better capabilities for content manager, calendar of events, pictures, and members only section.
 - Ludee moved to allocate \$399 to purchase a new website. Scott seconded the motion, and the motion passed.
 - Linda to contact David Newby to settle finances.
- Advertising
 - Linda created brochure for advertising and sponsorship. Suggestions/ edits were made.
- Upcoming publications: Winter newsletter and Membership Directory will be going to print ~ Feb. 15th.

New Business

Brainstorming session

- SIS activities
 - Establish affiliation with ASHT, Idaho Chapter
 - Becki attends first meeting, provides orientation, introduce bylaws, etc.
 - Find out members’ interests
 - Clarify roles of SIS vs. Districts. Are Districts still necessary?
 - Increase involvement with annual conference
 - Utilize mass emailing and website to communicate to members
- District activities
 - Clarify roles and differentiate from SIS
 - District chairs to assist with SIS develop in their respective districts, serve as information source for issues in the area (including political activities)
 - Combine district and SIS meetings
 - Re-draw or combine districts

- Membership
 - Meet with organizations that have low membership
 - Survey non-members
 - Ask rehab directors to post IOTA info
 - Contact lost members
 - Explain benefits of IOTA membership
 - Continue to develop website and email communications
 - Membership drive—use SIS and districts to recruit members
 - Sponsor membership—with discounts applied
 - Trial membership
 - Group discounts
 - Increase student memberships; consider having a student rep on the EB

- OTA involvement
 - Encourage OTA's to contact Kelly
 - Administer survey
 - Mass emailing to OTA's
 - Dedicate an issue of quarterly newsletter to OTA's

- Other sources of revenue
 - Links with businesses
 - Grants
 - Links with ISU and BSU

Recommendations from brainstorming session

- Scott moved that IOTA establishes affiliation with ASHT Idaho Chapter, such that ASHT members automatically would become members of IOTA's Hands SIS, if no financial liabilities for IOTA would be incurred. Jill Z. seconded the motion, and the motion passed.
- Scott moved that Jill (with input from Farrell and Becki) will revise the "SW District Meeting Survey" submitted by Farrell, to survey members re: roles of SIS and districts. The survey will be included in the next quarterly newsletter. Target completion date Feb. 10th. Kelly seconded the motion, and the motion passed.
- Ludee moved that the ED will coordinate 2 worksite visits annually for recruitment. Cherie seconded the motion, and the motion passed.
- Cherie moved that IOTA contact BOM to ask permission to: 1) Insert IOTA flyer in licensure renewals, and 2) Release contact information for new OT or OTA's, for purpose of recruitment. Scott seconded the motion, and the motion passed.
- Scott moved for IOTA to have a membership drive beginning April 1st, for duration of 1 month. Ludee seconded the motion, and the motion passed. Jill Z. will chair the membership drive committee; Kelly and Dana will serve on committee.
- EB recommends that a future newsletter issue will focus on OTA's.
- EB recommends further discussion of having a student representative on the board.

2006 meetings

- April 15th in Pocatello with luncheon for ISU students
- July 15th in Challis
- September 21st in Boise

Adjournment

Cherie moved to adjourn the meeting. Scott seconded the motion, and the motion passed. Meeting was adjourned at 4:05pm.

To Do

Task	Who	When
Submit proposal describing terms of PCR managing Hands Track at annual conference	Scott and Cherie	Prior to Jan. 29th
Notify Becki of next Conference Committee meeting	Conference Committee	ASAP
Contact Jill Z. with potential speakers for district meetings	Everyone	Ongoing
Develop form for reimbursement requests	Gail	Prior to next EB meeting
Forward information re: SIS activities to Linda, so info can be posted on website	SIS coordinators	Ongoing
Consider developing form letters for therapists and patients to contact legislators re: Medicaid reimbursement	Reimbursement Committee	?
Contact David Rogers, and request his assistance to write a Rules Change	Reimbursement Committee	Prior to next EB meeting
Send out Membership Cards	Linda	Ongoing
Contact David Newby to settle finances	Linda	ASAP
Establish link with ASHT, ID Chapter	Scott	?
Develop membership survey re: roles of SIS vs. districts	Jill Z.	Feb. 10th
Coordinate 2 worksite visits for recruitment	Linda	In 2006
Contact BOM re: recruitment strategies	Linda	Prior to next EB meeting
Organize membership drive	Jill Z., Kelly, Dana	Implement in April 2006