

**FACHSA Executive Committee**  
**August 30, 2012 Conference Call Meeting Minutes**

**Attendees:** Claudia Tuck, Pauline Tracie, Ann Arnall, Cathy Pearson & Lanard Perry

**Meetings**

*Executive Committee* - the Executive Committee will hold regular once a month meetings, maybe the last Thursday of the month for regular, so that new officers can get comfortable in their new positions and business needing to be done. The frequency of the meetings will be reduced as needed.

- **Next Meeting** – maybe 3:00 PM Thursday 9/20 or 9/27. Claudia will send out a notice to lock in a date and time.

*The 2013 Annual FAC Conference* will be held June 25 through 28, 2013 at Marriott Tampa Waterside – Tampa, FL

*The 2013 February FASCHA Workshop* – the proposed plan is to meet in Orlando again as in recent years. The meeting site seems to be a convenient location for many and is a location where FACHSA has had some of the best attendance and most successful workshops.

Claudia will 1) send a notice to FACHSA members in late September or early October to inform them of the meeting and solicit ideas for meeting agenda items. Members will be able to submit ideas up to the time of the meeting. She'll also 2) ask Margaret Brennan to help identify/secure the meeting location.

*The 2012 FAC Policy Conference* will be held September 19-21, 2012 in Sarasota.

The question 'how do we (FACSHA) identify and/or select items of importance to work on?' The answer is...“typically, we highlight projects and issues that are left undone from prior years and move forward with them. The FACHSA Chair passes that info on to Vickie Carpenter.

- Claudia will send email out asking for issues needing to go before the policy conference.
  - Change the way that Medicaid is billed

FAC Legislative Conference – November 28 through December 1, 2012.

- Pauline will be attending the conference and will get and share the name of Heather's replacement with Claudia
- FACHSA won't be attending this event as an annual meeting. The Bylaws need to be revised to show one annual meeting verses two annual meetings per year.

Bylaws Review – 2006 Bylaws are online and can be found at the following url...

[http://www.facsse.org/pdf/bylaws/FACHSA\\_Bylaws\\_11\\_2006rev4%20COMPLETED.pdf](http://www.facsse.org/pdf/bylaws/FACHSA_Bylaws_11_2006rev4%20COMPLETED.pdf)

Claudia has a 2008 draft that she'll send to Executive Committee Members after Tuesday next week for feedback. Lanard will check with Elmira to see if she's reviewed the 2008 draft for feedback yet.

- St Lucie County changes website and Claudia will have the document updated to the 2008 Draft

### **Officers' Duties - Article VII of Bylaws**

**The President** shall preside at all FACHSA meetings, unless designated to the President-Elect, perform all duties usually pertaining to the office of President. The President will also represent the organization at conferences, task forces, and committees, unless the Executive Committee sees fit to have other representation

**The President-Elect** shall assume all responsibilities of the President when the President is absent or unable to carry out the duties of the office and assist the President as requested. The President-Elect will also chair the Surveys Committee.

- Anne (Wilma) wants to be on the survey committee and will be working on getting surveys out by end of December. Pinellas and Brevard haven't responded yet.

**The Secretary** shall keep official records including the minutes and attendance of all business, executive and special meetings and act as custodian of all non-financial records. The Secretary will also be responsible for keeping a current e-mail group for the organization and provide corrections to the web master.

- Discussion ensued about what constitutes a FACHSA member and the disconnect between list serve and FACHSA membership list. Further discussion is anticipated.

**The Treasurer** shall have custody of all FACHSA funds, maintain and monitor records of financial accounts, prepare and send annual dues notification, prepare an annual operating budget, etc.

- Books need to be audited. Lanard will ask Elmira to send them to Claudia so that it can be done. Scanned documents transmitted via email will suffice.
- Dues due ....Claudia needs treasury records; bank statements, copies of checks and treasure reports, etc.
- **Strategic Planning** – ask Elmira to Chair to get started in February workshop.

**Membership Development** – what's definition of a member; are they dues paying or not; some counties pay and others day. Need treasury books...around 14K in account  
Send dues notice out this year and look at a different way next year.

Claudia to send Memberships benefits package.

**Health and Human Services Meeting** in September. Two things to focus on 1) the rewrite of Medicaid 2) Health Departments

### **Things To Do**

1. Send Memberships benefits package (Claudia)
2. Ask Margaret Brennan to help identify/secure location for FACHSA February Meeting (Claudia)
3. Send February FACHSA Notice to members in Sep/Oct (Claudia)
4. Send dues notice to members (Claudia)
5. Books need to be audited (Claudia)
6. Update 2008 By Laws on the website (Claudia)
7. Send Copy of 2008 By Laws to the Executive Committee for review and feedback (Claudia)
8. Review & provide feedback to Claudia (Executive Committee Members)
9. Ask Elmira to mail/email Treasurer documents to Claudia (bank statements, copies of checks and treasurer reports, etc) so that it can be audited (Lanard)
10. Ask Elmira if she'll Chair a Strategic Planning Committee to start in February's Workshop (Lanard )
11. Lanard will check with Elmira to see if she's reviewed the 2008 draft for feedback yet
12. Secure and provide name of Heather's replacement to Claudia (Pauline)
13. Get surveys out by end of December (Ann)