

VHIMA EXECUTIVE BOARD MEETING
MARCH 16, 2007
WINDSOR BUSINESS PARK, RICHMOND

TOPIC	Discussion	Follow-Up
Present	Cindy Phelps, Karen Phipps, Evelyn Bickley, Shelia Gunn, Linda Vernon, Lisa Whitaker, Loren Wolf, Allison Viola, Marion Swaim, Terry Jones, Sara Riganti (Student), Leslie Twine, Arnita Perry	
Review of Minutes	Approved	
Treasurer's Report	Sent via email this a.m. reviewed by Marion.	
Convention Report	Program, Arrangements, Vendor, Registration, Silent Auction, Member Gift	
Program/ Arrangements	<p>Registration packets Loren Wolf - Tue Eve – Vendor 4pm-7pm vendor set up. She will get info in 2 weeks early. Board Meeting will be 6pm – 7:00pm and Dinner at 7pm at the hotel.</p> <p>Registration – postcards went out last week. Loren had a call last week. Loren has sent Maryland HIMers to the website.</p> <p>Loren has 17 confirmed vendors with payment from half of them. She has sent out responses and still awaiting responses. Last yr we had about 20 or so. Some envelopes have returned.</p> <p>Some of the vendors - Ames, DataKey, DeVry, DDS, FastTrack, HIA, Nuance (Dictaphone), Spacesaver, QuadraMed, Spheris, SPI, MedQuist has not confirmed. All those who have confirmed, she has followed up with email. They will receive a pre-show attendance listing.</p> <p>Loren says efforts to obtain participation has not been successful. They are buying a booth and doing their own raffle. The only funds we have received is \$500 from SoftMed.</p> <p>At the business meeting – door prizes \$50 gift cards for gas; We have received \$100 For door prizes, funds – Booth space – about \$10K from vendors if no one does any ads – no ads have been received so far.</p>	<p>Loren will look at the list from last year to see who needs to call. DeVry has not responded yet. Loren will send us a list so we know who has confirmed.</p> <p>Need head count by April 18th per Evelyn.</p> <p>Evelyn will send us a budget for the convention based on 150 persons for us to decide</p>

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	<p>Lisa - has 2 backups Dr. Wendy Novicoff will need a hotel room. (Thursday) Lisa – will be at the business meeting to handing out presentations. She wants volunteers to hand out speaker info. She has heard from everyone except Robin. Lisa will be moderating the roundtable discussion. She will pass out 3x5 cards at the beginning of day for the members to ask questions. Cindy Phelps or Joyce Booker will be at round table.</p> <p>Lisa – in program manual. Easel boards – obtain new mini boards for rooms – to set up locations.</p> <p>Terry – got a call about the C.E.s that we offer – are they approved for AAPC?</p> <p>KForce wants to send promotional items – they want names of attendees. Board says no, come to attention or purchase a booth—significant contribution. The list is provided to those who obtain a booth for exhibiting.</p> <p>Silent Auction – Linda – Has 13. She has recruited Patty Cranford for assistance. On Thursday night, we will have a fashion show; she is all lined up and she will spend the night in Cindy’s Suite about 8pm; cheese crackers; chocolate fountain with strawberries; \$250.00</p> <p>Marion – Installation of Officers; formerly Arnita (now being installed)</p>	<p>Lisa – will review the process for CE approvals for AAPC for Friday.</p>
Convention 2008	Arnita	
Budget	<p>Marion reviewed via conference call see report Cheryle sent the report this a.m. Feb 07 shows rebate of 14,815.73. State convention \$935.00 income; \$16 Total exp \$21,829.54; \$35,621.98 Wachovia; \$16, 737.04 money market Wachovia \$28,170.89</p>	

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	Total money markets - \$119,893.14	
Fantastic Newsletter	Next Deadline May 18 th – do we have someone assigned We will bring our cameras, forward pictures to Patty.	
President’s Address	<p>Cindy – Core Service awards submit for 3 categories – she has not received any info from the persons Coding Roundtable – Gloria awaiting information Legislative – Linda distributed info at board meeting. HIM Education – Allison – awaiting information It is due on Friday, March 30th. Cindy will submit.</p> <p>Linda – we want our foot in the door with what the governor is doing. What do we ultimately want to do so we can incorporate into document. What do we hope to do? What was part of our strategic plan? She wants AHIMA to know we are making every effort to get our foot in the door. E H R panel; E H R survey E H R at Mary Washington – onsite tour; Linda / Cindy will fine tune next week.</p> <p>Karen, Linda, Cindy, Allison – Teams Talks and Hill Day participation next week. (Thursday a.m. during breakfast)</p> <p>AHIMA Silent Auction – recommendation not to send a picture this year. We spent \$150 last year; this year \$150-\$200 (includes s/h); Loren will take care of this for AHIMA.</p> <p>Loren asked what happens on Hill Day – AHIMA presents you a packet for all states. Cindy reviewed the topics for 4 packets; brief talking points; On website – AHIMA for Hill Day. A meeting is set up for congressman from area and we visit and discuss; Allison will be there; 120 persons will be present so far with 7 from Virginia.</p> <p>AHIMA Nominating Committee Candidates Invitation from NC Meeting – they do their election at the meeting – set up very well</p>	

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	<p>structured and very active</p> <p>Allison will be going to the DC meeting – Greensboro Meeting – Free lodging registration – Arnita will attend NC meeting</p>	
<p>VHIMA Executive Director Proposal</p>	<p>Karen, Loren, Arnita Reviewed info with Board – Coordination Activities & Transitional things from year to year. Keep salary at 12K and how do we grow our efforts. Treasury – separate person Recommendation – outreach education, legislative, local association, membership as example Consider this person as contract – start looking for independent contractors, could handle it like an RFP, pay/hour, etc. Have someone give us a proposal. Credentials preferred, if they do not have AHIMA membership it would be ok, experience is more important. If there are people who are executive directors but not necessarily HIMers; it would mean we would need to outline our expectations.</p> <p>Next Steps – redo JD for ED; Develop requirements for posting position, program evaluation tools, clearer expectations of what we need from this person (at convention) One year contract – Identify the non-performance issues. Person or contractor will need to have their own liability insurance.</p>	
<p>Linda -</p>	<p>Governor’s IT council Health Reform Commission – public hearings in 3 parts of the state. K Byrd will attend the one on March 12 at Johnston Memorial Hospital conducted by Secretary of Human Services –Proposed Topics: Access to Care , Quality, Transparency Prevention, Improving Healthcare Workforce, Long Term Care. Will catch up with K. Byrd Meeting in Chesapeake Monday eve Chesapeake Chambers 530-730 pm and March 27th in South Boston –</p>	

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	<p>Lisa – Bon Secours and Sentara Healthcare will be in attendance. Marion and Lisa to report back. Allison request we send comments – Website and email address</p> <p>She met with Northern VA Technology Council – 1st meeting headed up by Tobin. Excellent turnout moderator and council – addressing workforce issues – shortages of RHIA's & RHIT's in Northern, VA. Jane Woods had not heard that we have one in the state. Speak with Anish and we should become members of IT committee. The governor appoints committee members, Anish. Linda invited him to our board meeting and IT. Schedule prohibited him from attending. Campaign in Galax VA (SW Virginia near TN line) – would love to educate – remote coding, etc. Goal to establish coding/distributive training and employment opportunities. Clinical coder vacancy rate 11%. Northern VA is gearing up to increase the workforce from our standpoint. Allison ask if he had another staff member to whom we can contact?</p> <p>Marion mentioned that there must be some federal funding attached to this training effort.</p> <p>Allison/Linda/Sara will get together and work with this process and have someone to talk with them. Health Planning Agency – Sara. There is a RHIO's meeting May 11th at GMU.</p> <p>Sara said we were granted 6 month membership (June 07) to Northern VA Technology Council. \$675 annual fee for membership.</p> <p>Linda exchanged business cards with several key persons (put in appearance) Invite HSS person – Marilyn Tavenner, Secretary of Health & Human Services –</p> <p>Lisa will do business cards – provide the invitation to our meeting -</p>	
Website	Up to date (except for program)	
Allison	Tried to hook up with Leslie TCC unable to connect;	

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	She sent out info to local area presidents to have David and other DeVry, Geo Mason primarily to talk about Distance Ed Program. Leslie said she would pass info along. If anyone else has any suggestions to whom we can reach out to, let her know. Great program to reach out – such as Galax. VA. Linda attended on Allison's behalf .	
Bylaws	Marion – Parliamentarian	
Marion	No report Preparing for VHIMA Meeting	
Gloria	No report	
Shelia – Membership	Good time to take advantage – provide copies as persons come in. Put on the front a checklist. Membership online; have laptop at convention that they can update information. The Joy of Belonging – yellow shirt with black pants When is Coder's Day – Oct 10 th – Evelyn will make sure that we have internet connection at Registration Desk. At AHIMA website, there are mentors. Our VHIMA Mentors – Board Members and local presidents. If a person says they do not want to be listed that they go back to the AHIMA site and change their contact preferences.	Lisa will send AV requirements for speakers to request internet access to Evelyn. DeVry wanted internet access.
Kristen	Scholarship – does have any applications. Deadline April 1 st .. For grad students, do you need recommendation from program director.	
Local Reports	None	
Other Business	Linda – results of nominating committee – membership 600 received; 90 ballots returns; 7 had no identification numbers. (invalid). Pres Elect – Arnita Perry VP – Loren Wolf Secretary – Terry Jones Treasurer - Evelyn Bickley Elected Director – Allison Viola	

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	Delegate - Gloria Litton AHIMA Nominating Committee – Katherine Byrd	
Microfilm	Rolls of Minutes – Cindy has microfilm roll machine – and will locate the following information. Linda needs to complete our historical plaques as to who in the past has been distinguished board member. Do we need to put these in safety deposit list Supplies – Legal Manual with disk located and in Karen’s possession. VHIMA folders are still in stock with Loren; Loren also has the sleeves for badges. Can use different color paper for exhibitors and board members,	Bubble Bee custom will be used for Joy of Belonging for Shelia – Cindy
Other Business	Kudos Loren – one of her coworkers, Marlene Kane – been solicited for Career Day for local high school to talk about health info and coding and other opportunities – tons of questions – getting into high school level – Linda is about to do this with girl scouts –	
Next Board Meeting	TUE APRIL 24 TH – 6:00 PM HILTON GARDEN INN – CONFERENCE CALL – AVAILABLE WITH EVELYN SETTING UP PHONE. SUBMIT DISTINGUISHED MEMBER AWARD – VHIMA – APRIL 6 TH .	Email Cindy Board Member of the year.

Recorder
Arnita Snead Perry, RHIA