

# Section on Health Policy & Administration

of the American Physical Therapy Association

## **Business (Member) Meeting**

February 19, 2010, 6:00 – 8:00 pm

**Hilton Cobalt 500, San Diego, CA**

### **AGENDA**

1. Call to Order
2. Attendance and Introductions
3. Review of Minutes
4. PT-PAC (Reenie Kavalari)
5. Reports
  - a. Officers
    - i. President
    - ii. Vice President
    - iii. Secretary
    - iv. Treasurer
  - b. Committees
    - i. Finance
    - ii. Nominating
    - iii. Bylaws
    - iv. Member Services
    - v. Publications
    - vi. Government Affairs & Practice
    - vii. Research
    - viii. Programs
  - c. Special Interest Groups
    - i. Cross-Cultural & International SIG
    - ii. Technology SIG
  - d. Task Forces
    - i. Lamp Institute
  - e. Executive Director
6. New Business
  - a. Proposed Bylaw Revisions
  - b. Swearing in of new officers
7. Announcements
  - a. Recognition of Outgoing Committee Members
7. Adjournment

# Section on Health Policy & Administration

of the American Physical Therapy Association

## Member Meeting

February 11, 2008, 6:00pm – 8:00pm

Las Vegas, NV

### MINUTES

1. Call to order: President Rick Gawenda called the meeting to order at 6:05 PM.
2. Attendance and Introductions: 45 members, students, guests were in attendance.
3. Review of Minutes. **MOTION:** to approve minutes as published on the APTA-HPA website.  
**Motion carried.**
4. Reports
  - a. President
    1. Report is as submitted on APTA-HPA website.
    2. Participated in strategic planning in Alexandria January 23-25, 2009.
  - b. Vice President
    1. Report is as submitted on APTA-HPA website.
    2. The LAMP committee is making progress toward trade marking the LAMP acronym and symbol.
    3. Report participation in APTA reimbursement round table at CSM 2009.
    4. Vice President to participate in PASS conference on behalf of APTA-HPA.
  - c. Secretary
    1. Report is as submitted on APTA-HPA Website.
  - d. Treasurer/Finance committee
    1. Report is as submitted on APTA-HPA Website
    2. The treasurer's 2008 annual report is in handout distributed to tables.
    3. Withdrawal of money's from reserve account in 2008 was not necessary due to savings on expenses and increased revenue from programming.
    4. The organization has lost 27% on reserve investment account balances due to the current economic climate.
    5. The 2009 budget as approved by the Board of Directors is attached.
    6. The organization may have to implement funding from the reserve account in 2009 to preserve member benefits.
    7. All reserve accounts were consolidated in 2008 into a single Schwab account.
    8. The board of directors approved a \$10,000 contribution toward a health services research project.
  - e. Nominating committee
    1. Report is as submitted on APTA-HPA Website.
    2. A board appointment for a new member is forthcoming soon due to resignation of a nominations committee member.

3. Nominations are now being taken for next year's election cycle. Members who have suggestions regarding nominees should contact Steve Forbush at [sforbush@uca.edu](mailto:sforbush@uca.edu) or HPA website. Available offices include President, Treasurer, and a nominating committee member.
- e. Bylaws committee
1. Report is as submitted on APTA-HPA Website.
  2. Bylaws have been reviewed and no changes were recommended by the committee.
- f. Member services committee
1. Report as submitted on APTA-HPA Website.
  2. The organization had 2015 members in 2008 which represents 2.7% increase in membership. This was first year for a positive trend in membership since 2004, when Administration and Health Policy sections merged.
  3. A 2009 member survey results are on the APTA-HPA Website
  4. Member services committee is targeting students and new professionals for increased membership.
  5. The annual networking breakfast will be held at CSM 2009 on Thursday morning at 6:30 a.m.
  6. HPA knowledge networks are available on APTA-HPA website. These are resources for members that have a particular question or issue.
  7. The Hands on HPA project would like to solicit help with short term projects. See APTA-HPA website for further details.
- g. Publication committee
1. Report is as submitted on APTA-HPA Website.
  2. HPA Resource is avenue for members to share information with other members.
  3. HPA Journal is the organization's source of peer reviewed research articles on health policy and administration topics.
  4. Deadline for next issue of HPA Resource is the end of February.
  5. Janice Kuperstein will be new chair of the committee.
  6. A new committee member is needed. Please let the committee chair know of recommendations for this post.
- h. Government Affairs & Practice Committee
1. Report is as submitted APTA-HPA website.
  2. GAP committee in collaboration with APTA has developed an advocacy toolbox available soon from APTA. This is a training tool to help professionals develop advocacy skills.
  3. Chair participated in the federal government affairs critical issues survey.
  4. Practice related documents should be sent to chair for consideration of posting on APTA-HPA website.
- i. Research Committee
1. Report is as submitted on APTA-HPA website
  2. Research committee's main function is to review poster and platform sessions for CSM. We have a very interesting group of posters and platforms this year.
  3. Research platform sessions are tomorrow morning Thursday following the networking breakfast.

4. Reviewed grant proposals for HPA Small Grant Program. Deadline of Jan 1 for this year has passed, but members were encouraged to prepare proposals for next year for grants of 5,000-10,000 dollars.
5. Annual research forum was held this morning at CSM 2009 with reports presented by researchers who received last year's grant funding.
6. The committee has successfully collaborated with the Foundation for Physical Therapy to broaden the APTA research agenda to include health service research.
7. Janet Freburger will be an incoming committee member for this year and Gary Brooks is incoming chairperson.

j. Program Committee

1. Report is as submitted on APTA-HPA website.
2. 57 hours of programming were developed and implemented for CSM 2009.
3. The PT-PAC fund raiser is tonight in the conference hotel. Members were encouraged to participate.
4. The HPA Annual Networking breakfast will be held in conference room Islander H at 6:30 Thursday morning.
5. Four audio conferences were held in 2008. One has been implemented so far this year and another one is scheduled for March 3, 2009.
6. Scholar One will be open tomorrow, February 12, for program proposals for CSM 2010.
7. A proposal to sponsor a multi-section program for CSM 2010 coming soon.
8. Thank you to APTA programming committee and our programming committee for a very successful CSM 2009, with approximately 8300 attendees.
9. Proctors who moderated HPA Sessions at CSM 2009 should return summary sheets to the committee.
10. The annual awards ceremony will be held at the networking breakfast.

k. Cross-Cultural & International SIG

1. Report is as submitted on APTA-HPA website.
2. The CCISIG has grown to 230 members strong.
3. First annual global health reception was held this evening prior to the HPA membership meeting.
4. Thanks to HPA board and membership as well as programming for support over the past year.
5. The SIG has had successful collaboration with APTA in furthering the global health agenda this year.

l. Technology SIG

1. Report is as submitted on APTA-HPA website
2. The SIG is looking forward to working on objectives outlined in new strategic plan.
3. Chair will participate in PASS summit.
4. Working toward developing adopting interoperable health records
5. Wii educational offering had great response at CSM 2009.

- m. LAMP Institute
    - 1. May 1-3, 2009 the first core leadership course will be held in Pittsburg PA. Brochures and marketing materials are currently available.
    - 2. Five \$100 dollar scholarships to the C1 Course in May are available for new professionals.
    - 3. Marketing T shirts are available at HPA Booth.
  - n. Executive Director
    - 1. Report is as submitted on the APTA-HPA website.
5. New Business
- a. HPA Website
    - 1. A major overhaul of the website is complete. Members are encouraged to utilize the website frequently.
    - 2. Board is updating policies and procedures on website.
  - b. HPA Mission and Vision Statements
    - 1. Mission and Vision Statements developed at Strategic Planning Retreat and approved by the board at yesterday's board meeting were presented.
  - c. HPA Strategic Outcomes
    - 1. Strategic Outcomes as developed at Strategic Planning Retreat and approved by the board at yesterday's board meeting were presented.
    - 2. Recommendation for advocacy outcome to make sure that objectives are measurable.
    - 3. Recommendation to distinguish HPA strategic outcomes from APTA functions.
    - 4. Technology scope discussion occurred, may want to include other rehabilitation technologies in the strategic objectives.
    - 5. Committees have been charged to flesh out objectives to implement strategic outcomes.
6. Announcements
- a. PT-PAC – Renee Kavalari, PAC Trustee
    - 1. PAC has been very active in federal elections with 92% of those candidates supported with campaign contributions winning elections.
    - 2. PT-PAC has been effective in advocating for reimbursement legislation at the federal level, as well as student loan repayment legislations, and pursued closing loopholes in Stark Laws.
    - 4. PTPAC provides for access to legislators. This is very important with health care reform looming.
    - 5. PT-PAC hopes to have 11,000 contributors making 1.1 million in contributions in 2009. Participation encouraged from HPA members.
    - 6. HPA Members encouraged to support this evening's social event sponsored by HPA-PAC.
    - 7. Thanks expressed for HPA's support of the PT-PAC.

- b. APTA Nominating Committee-Janet Downing
  - 1. Nominating committee is committed to increasing the pool of potential leaders.
  - 2. Slate of APTA nominees for 2009 office presented.
  - 3. HPA membership encouraged to nominate individuals for 2010 election. Nomination forms are available on the APTA website.
  
- c. Recognition of outgoing committee chairs in appreciation of their service to APTA-HPA.
  - 1. Jay Segal - nominating committee chair
  - 2. Linda Resnik – research chair
  - 3. Sue Schafer – publications committee chair
  - 4. Steve Lesh – programming committee chair

7. Adjournment 7:31 pm.

Respectfully Submitted,

Cyndi Scott  
Secretary, HPA

## **HPA Treasurer's Annual Report**

### **HPA 2009 Financial Report**

2009 had a planned budget loss of \$4000 including a \$30,000 withdrawal from reserves to provide members with new education opportunities. The HPA Board did an excellent job of reducing expenses without compromising programs to end the year on the positive side by \$3000 and only using \$25,000 from reserves. Dues income declined significantly coming in at \$8,500 below budget.

2009 was the real beginning for HPA LAMP: The Institute for Leadership in Physical Therapy. Two courses, "C-1: Becoming the Autonomous Professional of Choice" were conducted in Pittsburg and Philadelphia. The courses were very well received and the participants are excited about "C2: Adaptive Leadership in Physical Therapy" to be held in Pittsburg, March 26-28, 2010. The Lamp Task Force lead by Jennifer Wilson was able to reduce 2009 budgeted expenses by \$4000 and increase income by \$6000.

The HPA Program Committee provided the membership with five audio conferences in 2009 and generated \$22,600 in income. HPA continues to provide a significant registration discount for its members while staying very competitive in this market. The Program Committee was involved in 78 hours of programming at CSM 2009 and our membership attendance generated \$45,000 of registration income for the Section.

The Board members continue to keep travel expenses to a minimum resulting in reducing budgeted travel expenses by \$19,000. The Research Committee awarded over \$19,000 in grants.

### **2010 HPA Budget**

The HPA Board of Directors approved the 2010 budget at its fall meeting. Rocky Mountain Management Services continues to provide the membership with excellent services and is now managing the HPA website and audio conferences. The Board put in place policies and procedures for the management service to handle the daily accounting of the Section and maintaining the checking and saving accounts in 2010.

LAMP moves to the next phase offering the first "C2: Adaptive Leadership in Physical Therapy" in Pittsburg and the third C-1 will be offered in Los Angeles in September.

The Program Committee will offer four audio conferences in 2010 and 55 hours of programming and meetings at 2010 CSM.

The HPA website contains a wealth of information as well as the ability to register on-line for LAMP and audio conferences.

HPA provides its members with a free networking breakfast at CSM and to enhance student participation the Membership Committee will sponsor 7 students to CSM and provide each student with a member mentor.

The Board has cut their travel budget by changing the June Board meeting to a conference call. The President will continue to be funded to the APTA House of Delegates to represent the Section.

HPA has sustained its commitment to support the research of its members by budgeting \$15,000 in grants. The grant application process is on the HPA website.

This is my last report to the membership. I would like to thank all the Board members that have served with me and the membership for giving me the opportunity to serve as their Section Treasurer.

## Section on Health Policy and Administration 2010 Budget Summary

### Income

2100 · Dues	90,000.00
2200 · Registration	114,700.00
2300 · Advertising	1,500.00
2400 · Sales	4,500.00
2500 · Sponsorships	3,800.00
	3,800.00
<b>Total Income</b>	<b>214,500.00</b>

### Expense

3100 · Advertising/Promotion	1,863.00
3200 · Audio Visual	7,000.00
3300 · Service Charges	1,895.00
3400 · Contribution	3,500.00
3500 · Display	2,500.00
3600 · Donation	200.00
3700 · Grants	15,000.00
3800 · Postage	7,410.00
3900 · Printing	13,475.00
4000 · Professional Services	
4010 · Accounting	3,500.00
4020 · Association Management	62,050.00
4040 · Website	300.00
4050 · Consultant	10,000.00
	75,850.00
<b>Total 4000 · Professional Services</b>	<b>75,850.00</b>
4100 · Awards	400.00
4200 · Registration Comp	1,000.00
5100 · Honorarium	10,854.00
5200 · Supplies	1,420.00
5300 · Telephone	5,570.00
5400 · Promotional Material	3,300.00
6000 · Travel	
6010 · Travel	23,889.00
6020 · Per Diem	26,641.00
	50,530.00
<b>Total 6000 · Travel</b>	<b>50,530.00</b>
7000 · Meeting	
7010 · Catering	11,915.00
7020 · Room Rental	1,065.00
	12,980.00
<b>Total 7000 · Meeting</b>	<b>12,980.00</b>
7100 · Miscellaneous	30.00
	30.00
<b>Total Expense</b>	<b>214,777.00</b>
<b>Net Ordinary Income</b>	<b>-277.00</b>

<p>Enhance Prof Leadership #1 Dev.Imp,Dist LAMP programs #2 Mentor 200 new LAMP attendee #2a Mentor Pool #2b speaker Pool #3 Metrics to eval LAMP #4 Collaborate to integrate LAMP elements to components #4a Dev. Com. Leadership pool #4a1: CEUs for leadership/professionalism</p>	<p>Feb. 2010 Program Com. <a href="#">CSM 2010: 13.5 hours of programming related to enhancing professionalism and leadership.</a> <a href="#">Audioconference "Leaderation" scheduled for May 12, 2010.</a></p> <p>LAMP Committee</p> <ul style="list-style-type: none"><li>. Investigate and align additional programming and speakers to leverage and grow program in development.</li><li>√ C1-1 and C1-2 completed in 2009; 60 participants.</li><li>√ IILP implemented; approx. 20 IILPs in progress.</li><li>√ C2 to be launched March 2010.</li><li>√ C1-3 to be held in Los Angeles CA Sept 10-12, 2010<ul style="list-style-type: none"><li>○ C1-4 Spring 2011 (TBA); C2 Los Angeles, CA Sept 2011.</li></ul></li><li>√ ALP to be launched March 28, 2010</li><li>√ 3 presentations completed at NSC "Becoming a Personal Leader" (NightLight program).</li><li>√ 'C1-5' – Spring 2011 in Dallas, TX</li><li>√ Building/mentoring leadership faculty pool; mentors are matched/coordinated with IILPs.</li><li>√ 2009 LAMP Budget shorter shortfall (-\$4,000) due to &gt; actual revenue and &lt; actual expenses</li></ul> <p>2. Recruit and mentor New Professionals, emerging leaders, and component leaders through the LAMP Institute.</p> <ul style="list-style-type: none"><li>a. Leverage mentor pool – ongoing.</li><li>b. Develop Speakers pool – in process. Investigating the implementation of a Faculty Development Boot Camp in 2011.</li></ul> <p>. Design metrics to evaluate outcomes of LAMP Institute.</p> <ul style="list-style-type: none"><li>√ Each C1 program has been evaluated so far.</li><li>√ IILPs and ALPS will become our program outcomes (in development); piloting IILP Showcase at C2-March 2010.</li></ul> <p>4. Collaborate with Components and APTA National (Component Services, Education, and Practice Management)-to integrate LAMP elements into professional and leadership program and initiatives – new &amp; existing.</p> <ul style="list-style-type: none"><li>a. Facilitate the development of a Component Leadership Council.</li><li>√ Discussions re: collaboration in progress.</li></ul>
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HPA Vice President Strategic Plan Update

January 25, 2010

	<p>i. Investigate adding mandatory CEUs for leadership and professionalism</p> <p>√ Applying for CEUs per program by state.</p> <p>Membership Committee has a student mentor program at CSM to attend HPA meetings and presentations.</p>
<p>Advocacy</p> <p>#1 Influence health/payment policy</p> <p>#1a submit comments</p> <p>#2 Educ members on policy and process for effecting change</p> <p>#3 Assist to reduce admin burden in PT practice</p> <p>#4 Present 5 hrs on CSM and 3<sup>rd</sup> part issues</p> <p>#5 Increase listserv to 40% of members</p> <p>#6 member tool box for advocacy</p>	<p>GAP Committee:</p> <p><a href="#">indicated.-GAP CHAIR DID SUBMIT INFORMATION TO LEGISLATORS RELATED TO VARIOUS BILLS T/O THE YEAR THAT WOULD AFFECT PT PRACTICE AND REIMBURSEMENT. GAP ALSO INFORMED MEMBERS VIA LISTSERVE WHEN ADVOCAY ACTION WAS NEEDED RELATED TO VARIOUS BILLS AND POSSIBLE REIMBURSEMENT CHANGES.</a></p> <p>GAP helped develop a membership 'Tool Box' for advocacy education and process</p> <p>Program Committee:</p> <p><a href="#">ADVOCACY 11.25 hours of programming directly related to Advocacy issues, plus 1.5 day preconference.</a></p> <p>Membership Committee: Student Mentor program with funded PAC luncheon for students</p>
<p>Technology</p> <p>#1 promote interoperable HER</p> <p>#2 Recommendations for incorp informatics competencies in PT</p> <p>#3 SIG as a resource for HPA and components</p> <p>#4 Educate PT/PTA on tech for evidence in practice</p> <p>#5 Dev resources for tech support in research</p> <p>#6 Increase SIG membership by 25%</p> <p>#7 Identify SIG members working to implem. EHR</p>	<p>SIG actions:</p> <p>Representation at PASS, ATA Annual Conference, CSM.</p> <p>#3 Article in Publications;</p> <p>New wiki;</p> <p>APTA HIT; Resource Group;</p> <p>APTA National Outcomes; Database Review Group;</p> <p>submitted manuscript on innovative informatic infrastructure</p> <p>#4 Audio conference planned; on a panel CSM 2010;</p> <p>#6 increased 49% with 36 new members and 12 new to listserv</p> <p>Programming Committee:</p> <p><a href="#">TECHNOLOGY: 1.5 day preconference plus 11 hours of programming related to technology issues. Two audioconferences held in Fall 2010 on Rehab and Electronic Documentation</a></p>
<p>Social Responsibility</p> <p>#1 Programming CSM</p> <p>Programming Student Conclave</p> <p>#2 Audio conference annually</p> <p>#3 members to propose venues for education</p> <p>#4 use SIG/HPA listserv to post education opportunities</p>	<p>Programming Committee:</p> <p><a href="#">SOCIAL RESPONSIBILITY: 10.75 hours of programming related to Social Responsibility. Audioconference "Strategies To Enhance Culturally Competent Physical Therapy Care For The Eastern Patient In Western Health Care Settings In U.S.A" held</a></p>

HPA Vice President Strategic Plan Update

January 25, 2010

<p>#5 quarterly articles/case studies                  #6 Feature members engaged in local/global community in Resource                  #7 Resource column on related topics                  #8 Create CCISIG website with 2 year updates/revisions on service learning guide, clinical educ, resources                  #9 Facebook discussion, etc sites                  #10 Member survey every 3 year                  #11 Create Member directory online                  #12 Info exchange by members in remote site                  #13 Promote WCPT discussion pages                  #14 Facilitate members connection with global health initiatives with annual Global reception at CSM                  #15 Collaborate with external organization                  #16 Quarterly conference calls of SIG leadership                  #17 SIG activity at Student Conclave                  #18 subcommittee chaired by student/new prof                  #19 Create mentor program                  #20 Student run free PT clinics                  #21 SIG rep to Minority Affairs Diversity Event annually                  And to global health conference                  #22 Be a resource for APTA and monitor policy changes on cultural competency/disparities                  #23 Promote ethical standards                  #24 promote research with HPA grant funding                  #25 CCISIG ex. Com. Retreat CSM 2011                  #26 Annual award to member for service                  #27 Scholarship annually for project toward mission                  #28 Increase membership 25%</p>	<p><a href="#">January 26.</a></p> <p>CCISIG has appointed a member to be working on each objective.</p>
<p>Research                  #1 Advance Research agenda with funding 1-2 projects per year                  #2 Influence APTA in health services research funding                  #3 Increase #/quality of poster/presentation on HPA research                  #4 Increase #/quality HPA research articles in refereed journals                  #5 Partnerships of clinicians and researcher for health services research</p>	<p>Reserch Com.                  Received 6 grant app. For 2010 with one grant extension</p> <p>#3 poster presentations at CSM; manuscript to Family Practice a peer reviewed magazine                  #5 contacted past grant awardees</p> <p>Programming Committee:  <a href="#">RESEARCH</a>  <a href="#">Platform presentations 2.75 hours of programming.</a></p>

# Notice to HPA Members of Proposed Bylaw Revisions

*submitted for approval by HPA members at the February 2010 business meeting in San Diego, California*

## ARTICLE VI MEMBERSHIP MEETINGS

### Section 2: Special Meetings

Additional meetings may be scheduled during the course of any calendar year with a written notice ~~mailed~~ provided to the members at least 30 days prior to the time of the meeting. A meeting must be called if 40% of the members request one in writing.

**Rationale:** Removal of the word “mail” allows for written notification to be provided through the mail or electronically.

## ARTICLE VII OFFICERS BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

### Section 5: Board of Directors C. Meetings

1. Regular Meetings. There shall be at least two (2) regular Board of Directors meetings per year.

2. Definition of Meeting: Meeting may be conducted through the use of any means of communication by which all board members in attendance may hear each other during the meeting

~~32~~ Special Meetings. The President may call a special

meeting of the Board of Directors and must call a special meeting on written request of three (3) members of the Board of Directors.

~~3-4~~ Notice required for meetings. Electronic, telefax or phone call notice, unless otherwise stated in the Bylaws, of all meetings shall be given to all members of the Board of Directors no later than thirty (30) days before the date fixed for the meeting. ~~When a decision is needed between meetings of the Board of Directors, voting may be conducted by mail, by conference call or with at least a quorum of members participating.~~

~~4.5.~~ A quorum shall consist of five (5) members.

**Rationale:** Addition of Bullet #2: This language is consistent with the 2008 Florida Statutes for Articles of Incorporation for the definition of a meeting. This language would broaden our definition of meeting.

**Rationale:** Removal of language in Bullet #4. If the language for a meeting is accepted, it would eliminate the need to define the process for voting. HPA