

MHCA Board Retreat

September 29-30, 2016

Ruttger's Bay Lake Lodge
 Hanlon Board Room
 25039 Tame Fish Lake Road | Deerwood, MN 56444

September 29th

Time	Topic
10:00 am	Environmental Overview – KM
	Ctrl + Alt+ Believe <i>Reboot your Association for Success</i>
	MHCA Visioning
12:30 pm	Lunch
4:30 pm	Adjourn
6:00 pm	Dinner and Discussion <i>Ruby's Dining Room</i> <ul style="list-style-type: none"> A. Executive Director Updates <ul style="list-style-type: none"> 1. Leadership Summit Highlights 2. Workforce Task Force 3. Staffing B. Employment Hotline - ACTION
8:00 pm	Bonfire

September 30th

8:00 am	Breakfast & Overview from
8:30 am	Strategic Plan Review <ul style="list-style-type: none"> A. Gaps B. Priority Issues
10:00 am	Business Items <ul style="list-style-type: none"> A. Annual Meeting Venue Selection - ACTION B. Dues Structure Discussion <ul style="list-style-type: none"> ▪ ACTION: 2017 increase C. New Board Webpage
11:30 am	Adjourn

Next Meeting:

November 8, 2016

2:00 pm | U of M Continuing Education and Conference Center



Employment Hotline Proposals

Proposal	Jackson Lewis	Wessel Sherman
General Info	National firm with Mpls office	Midwest firm with Mpls office
Service	A dedicated line for 15-20-minute conversation with legal professional, without an "attorney/client relationship"	Call as often as needed to talk with legal professional; No document review, claim representation or extensive counsel will be offered
Fee	<p>The phone calls are available at no charge. Other special pricing includes:</p> <ul style="list-style-type: none"> ▪ Discounted fee for members: 7% * ▪ Discounted fee for MHCA: 7% * ▪ MN model handbook - \$2,000 ▪ Admin charges - \$5,000 ▪ Admin charges & mediation - \$6,500 ▪ Wage & Hour Mini Audit - \$5,000 ▪ I-9 reviews- spot check or tier pricing available (details in the proposal) <p>*The discounts will be applied to each individual's standard hourly rate, which range from \$315 to \$410. Discounted rates are \$291, \$333 and \$379 for the three individuals assigned to this project.</p>	\$1,800/year
Response Time	24 hours	24 hours
Professionals	<p>Brian: Principle; former nursing facility administrator; certified as Labor & Employment Law Specialist; exclusively represents employers</p> <p>Gina: Managing Principle; certified as Labor & Employment Law Specialist; does training</p> <p>Jennifer: Associate; Exclusively counsels management on employment matters</p>	James Sherman - Pres/CEO and one Associate



Memorandum

To: MHCA Board Members

From: Allison Kindseth, Education Manager

Date: July 21, 2016

Subject: MHCA Annual Meeting - Future Site Selection Survey

Survey Background

In June, a future meeting site survey was sent to all MHCA members. A total of 122 responses were received, with 34% of the responses coming from Region 5 (Twin Cities Metro) and the remainder equally dispersed amongst the other regions. 51% of those surveyed attended the 2016 Annual Meeting. Of those that did not attend, overwhelmingly the reasons for not, were as follows:

- Cost
- Scheduling Conflict/Too Busy
- Short Staffed
- Rotate Managers each year and this was not the year to attend

Copied below is a summary of the survey results.

Survey Results

- Over 82% of respondents prefer to attend a meeting held on Wednesday or Thursday (62% prefer Friday).
- 69% of respondents prefer a conference held in the Spring (20% prefer Fall).
- 52% of respondents would like the conference to be shortened to 2.0 days (30% prefer 2.5 days).
- 97% of those surveyed ranked the conference "Good Value" or better.
- Regulatory/Licensure, Leadership, and Clinical were the top ranked educational tracks.
- St. Cloud and Brainerd tied for the #1 preferred meeting location, followed closely behind by Alexandria, the Twin Cities, and Duluth (Mankato and Rochester received the lowest rankings).

- 92% of those surveyed would consider an Annual Meeting venue not in a resort setting (provided social events are convenient).
- Keeping in mind that overnight accommodations may not be necessary with some geographical locations, agencies would send the most staff to a meeting held in the Twin Cities. St. Cloud and Duluth tied for 2nd and Alexandria and Brainerd tied for 3rd (Mankato and Rochester would realize the lowest attendance).

Next Steps

After evaluating the survey results, MHCA is exploring meeting venues in the following parts of the state:

- St. Cloud
- Twin Cities Metro (excluding downtown)
- Duluth
- Brainerd Lakes Area

MHCA will present 2-year proposals to the Board at the September Retreat. At this time, the Board will be asked to vote on the venue for the 2018-2019 Annual Meetings.

**MHCA 2018-2019 Annual Meeting
Venue Comparison**

Property	City	Meeting Dates	Sleeping Room Rate	F&B Estimate	AV	WiFi	Rental	Investment*	Expo Services	Notes
Cragun's Resort & Hotel on Gull Lake	Brainerd	08-May-2018 to 10-May-2018 14-May-2019 to 16-May-2019	\$103	\$28,125	\$720	\$0	\$0	\$28,845	\$2,513	
Arrowwood Resort & Conference Center	Alexandria	08-May-2018 to 10-May-2018 07-May-2019 to 09-May-2019	\$109	\$27,000	\$1,360	\$0	\$1,300	\$29,660	\$2,513	
Duluth Entertainment & Convention Center	Duluth	15-May-2018 to 17-May-2018 14-May-2019 to 16-May-2019	\$104 - \$160 \$109 - \$163	\$26,375	\$1,360	\$780	\$6,750	\$35,265	\$4,375	Parking Fee \$5/Bkfst Inc. in Hotel Rate
River's Edge Convention Center	St. Cloud	15-May-2018 to 17-May-2018 14-May-2019 to 16-May-2019	\$99	\$31,225	\$300	\$499	\$10,405	\$42,429	\$2,513	Parking Fee \$5/2019 Rates 3% Higher
DoubleTree by Hilton	Bloomington	08-May-2018 to 10-May-2018 14-May-2019 to 16-May-2019	\$135	\$41,500	\$3,500	\$450	\$6,000	\$51,450	\$2,513	

*Investment calculation based on 250 attendees (7% sales tax & 22% service charge additional)

*Expo services calculation based on (50) 8x10' booths

2-Day Meeting Agenda:

Tuesday	
4:00 – 6:00 p.m.	Board Meeting
6:00 – 8:00 p.m.	Board & Staff Dinner
5:00 p.m.	Expo Hall Set-Up
Wednesday	
8:00 a.m.	Registration Opens
9:00 – 10:00 a.m.	Opening Keynote/Breakfast
10:15 a.m. – 12:30 p.m.	Breakouts - 3
12:30 – 1:30 p.m.	Recognition Program Luncheon
1:45 – 2:45 p.m.	Breakouts - 3
2:45 – 5:45 p.m.	Expo Hall Opening/Reception
6:15 p.m.	Optional Social Event (Off-Site)
Thursday	
8:00 a.m.	Registration Opens
8:30 a.m. – 9:30 a.m.	Breakfast/Business Meeting
9:45 a.m. – 11:30 a.m.	Federal/State Updates
11:30 a.m. – 1:15 p.m.	Lunch & Exhibits
1:15 p.m. – 2:15 p.m.	Breakouts - 3
2:30 – 3:30 p.m.	Closing Session