

Region Leaders Meeting Minutes

Date: July 28, 2016
Time: 9:15 – 10:15 AM
Location: Conference Call

TOPIC	DISCUSSION/FINDINGS	CONCLUSION/ACTION/FOLLOWUP
May Meeting Notes	The minutes were approved as submitted.	
2017 Region Meeting Schedule	<p>The 2017 region meeting schedule was approved. It was noted on the call that the May 10 meeting (held in conjunction with the Annual Meeting) will be held from 4:00 – 5:00 PM, not 10:00 – 11:00 AM as indicated on the agenda.</p> <p>One-day conference rates will be offered next year, for those looking to attend just 1-day of the Annual Meeting. Although a part of the Annual Meeting, there will not be a fee to attend your region meetings in May, if you aren't attending the full conference.</p> <p>It was noted on the call, that Region Leaders have full discretion on how long they would like the meetings to last and what they would like to include on the business agenda. All webinars will be 60-minutes in length. MHCA updates will be 15-30 minutes in length.</p> <p>MHCA asks that Region leaders take note of the following deadlines for 2017:</p> <ul style="list-style-type: none"> ✓ 2-months prior: Send MHCA confirmation of meeting location & time ✓ 2-weeks prior: Send MHCA region agenda for posting online 	<p>Please mark your calendar with the 2017 Region meeting dates:</p> <ul style="list-style-type: none"> • Wednesday, March 15 @ 10:00 AM (webinar) • Wednesday, May 10 @ 4:00 PM (<i>held in conjunction with Annual Meeting</i>) • Wednesday, June 14 @ 10:00 AM (webinar) • Wednesday, September 13 @ 10:00 AM (webinar) • Wednesday, December 6 @ 10:00 AM (webinar)

Region 4 Meeting Minutes

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	<ul style="list-style-type: none"> ✓ 1-week post: Send MHCA minutes 	
MHCA Role vs. Region Leader	<p>We reviewed the grid on the agenda, which outlines the role of the Region Leader and the MHCA staff under the new meeting format.</p> <p>MHCA will provide updates after each of the scheduled webinars. Region members may use the questions feature in the GoToWebinar control panel to send questions and comments to MHCA.</p> <p>Region Leaders asked that MHCA formalize the election process across the state. The next region elections will be held March 2018.</p>	<ul style="list-style-type: none"> • MCHA will adopt a quarterly meeting format for 2017 and begin securing speakers for the 2017 dates. • Reminder to Region Leaders: In 2017, please make sure all your meeting venues have access to WiFi and a phone connection.
CEUs for Region Webinars	<p>MHCA asked Region Leaders if they would like to include CEUs with each webinar offering for a nominal administrative fee (\$10/person). Without CEUs, MHCA can offer the webinars for free.</p> <p>Region leaders will gauge member interest at their upcoming meetings and report back to MHCA on the October conference call.</p>	<ul style="list-style-type: none"> • This will be added to the October meeting agenda
Webinar Topic Areas	<p>It was agreed that the following topic areas were a good focus for 2017:</p> <ul style="list-style-type: none"> • Regulatory/Licensure • Legal • HR • Clinical 	<p>If you have specific topic or speaker requests, please send them to Allison at akindseth@mnhomecare.org.</p>
MHCA Updates	<ul style="list-style-type: none"> • MHCA reviewed the education calendar, noting the new programs that were added in August (half-day Medication Management program in St. Cloud, a free ADRs webinar, and a Star Ratings webinar presented by the MHCA Clinical Quality team). 	<ul style="list-style-type: none"> • Encourage members to register for upcoming MHCA trainings. • Please remind members at your region meetings to send in their staff updates.

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	<ul style="list-style-type: none"> • Registration for the September 8 Assisted Living and Home Care Conference will open in early August. Program details can be found on the MHCA website. • In the Fall, MHCA will be hosting the OASIS Accuracy Workshop and Certification Exam, a special workshop on Understanding the Comprehensive Rule, an ICD-10 Coding Refresher Workshop, and the fall Policy Conference (now a 1-day metro conference with breakouts). • MHCA is undergoing a database clean-up project, please send your staff updates to MHCA via mail, email (axiong@mnhomecare.org), or fax. • The new teams will kick off in August/September. The team listservs will transition over to the new team members by August 15. 	<ul style="list-style-type: none"> • If you have not yet received notification of a team appointment, please contact MHCA. All notifications have been sent out.
Other Business	<ul style="list-style-type: none"> • Please encourage members to read the bi-monthly Informer, which is published the 1st and 3rd Tuesday of the month. It is packed full of timely updates and need-to-know information. Region leaders are encouraged to share content from the Informer at upcoming meetings. • MHCA is in the midst of hiring a new Membership and Communications Manager. Allison will remain the region staff liaison, until the position has been filled. Referrals are welcome. Please contact Kathy at kmesserli@mnhomecare.org for more information. 	

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NEXT MEETING DATE	
Date:	Tuesday, October 4, 2016
Time:	9:00 – 10:00 AM
Location:	Conference Call