



## **Board Conference Call November 1, 2004**

### **Minutes**

**Board Members Present:** Mary Jones, Ron Benham, Stephanie Moss, Terry Harrison, Monica Rutkowski

**Board Members Absent:** Andy Gomm

**Contract Staff:** Maureen Greer, Sharon Walsh

**Announcements:** Monica announced her resignation effective the end of February. She will be leaving the Board with one year remaining on her term.

### **Approval of Minutes**

The minutes were approved as corrected.

### **Treasurer's Report**

- **Balance Sheet:** The Board reviewed the balance sheet and there were no questions. The Board has requested that the balance sheet be posted on a quarterly basis on the secure section of the web.
- **2004 Budget and Expenditures:** There was discussion regarding current expenditure levels.
- **Approval of 2005 Proposed Budget:** Ron moved and Stephanie seconded that the budget be approved as submitted.

**Governmental Relations Report** – Sharon provided an update on the reauthorization process and an anticipated timeline for final approval. There was a general discussion of conducting facilitated conference calls for members once reauthorization is complete.

### **Administrative Liaison Report**

- **Membership Notices:** Membership notices were sent out on Friday. Board members will follow up with calls to states that were not members in 2004
- **Medicaid RFP:** After discussion regarding the current status of the RFP, Ron moved that the Board rescind the current Medicaid RFP and reissue the RFP after a review for any necessary revisions. Stephanie seconded the motion and the Board approved. Maureen will make necessary revisions and distribute the proposal to the Board for final approval before releasing the proposal next week.
- **Newsletter:** The newsletter has been distributed electronically to all member states and territories.
- **New Coordinator Mailing:** Letters have been sent to all new coordinators welcoming them and offering the support of the Association. Board members will do follow up calls to see if ITCA can be of assistance.

- **Washington Updates:** The format has been finalized and will be used for all Governmental communications. The documents will be distributed in pdf format.
- **Web Updates:** The chart of needed changes has been distributed. The goal is to have all changes made by the February meeting.

### **Approval of Rate Paper**

- Distribution – The rate paper has been completed. Maureen is drafting a cover letter for Mary to be distributed with the paper. The document will be distributed electronically. Paper copies will be provided to members at the February meeting. A small number of copies will be sold to interested parties.

**Strategic Workplan** – The Board reviewed the strategic workplan as amended with dates and assignments. This will be an internal working document with the formal plan as developed in July provided to members at the annual meeting.

### **Committee Reports**

- **Legislative:**
  - The committee will host two conference calls related to reauthorization
- **Awards:**
  - Committee membership: Duncan will identify several members to participate on the committee.
  - Nomination forms have been distributed to members with a deadline of December 10.
- **Nominations:**
  - Committee membership: Duncan will identify several members to participate on the committee.
  - Board slots to be elected:
    - Member at Large (term expires 2005)
    - Member at Large (term expires 2006)
    - Secretary/Treasurer (term expires 2008)
    - Vice President (term expires 2007)
- **Membership:**
  - The membership committee will have a report ready for the December call with recommendations regarding a new dues structure and membership categories. The recommendations will go to the membership for a vote in February.

**The next Board call will be December 13, 2004 at 3:00 pm EST.**