

NCVPRN Executive Board Meeting Agenda
Host: Vicki Lindberg at Oakland Mercy Hospital
February 20, 2018 @ 2pm to 4pm
VoiceBridge-402-827-6122

Committee Reports due to Cindy Yound, February 16, 2018

- I. Meeting was called to order by President Rachel Werner at 1405. Those present in attendance was Rachel, Past President Cindy Yound, Treasurer Buddy Goodenkauf, and Secretary Vicki Lindberg. Deb Hawkins from Oakland Mercy Hospital Cardiac Rehab was also in attendance. Those attending via Voice Bridge were President Elect Emily Thompson, Board Member at Large Sarah Holley-Burbach, and Program Chair Pam Gaines. Rachel and the Board welcomed Sarah to our group and into the new position.**
- II. Secretary Report had been sent out to all members prior to meeting. Members acknowledged they had received the minutes. Motion made by Emily to approve the minutes as sent; Cindy seconded the motion.**
- III. Treasurer Report was presented by Buddy; noted that under the “Income” the month of interest needed to be changed from November to December. He will make this change and send out the revised form to be attached to the minutes. Sarah made motion to accept the treasurer’s report and Vicki second the motion.**
- IV. Committee Reports were presented by Cindy as follows:**
 - A. Membership/Communications/Outcomes – Dani Ronk Chair; some members of the Board had conference call with Dani. She reported that duties of the committee were to get list of members complied, send welcoming letters to new members, keep updated record of the number “N” of programs in existence in our state getting updated information to the website. Membership goals are to try and get more employees in our rehabs to join, but many facilities are no longer**

paying employees for the AACVPR membership. Board discussed that we need to search out for excellent speakers for our conference that we have within our state and making contact with the various organizations. Rachel has a contact with the HF nurses group, Buddy will connect with his contact in Pharmacology group and Exercise Physiology, and Emily will connect with her contact in Respiratory to see speakers that we can tap into for conferences. We all felt we needed to get HF nurses educated to what Cardiac Rehab has to offer their patients. We felt it would be beneficial to include links to their various conferences on our website.

- B. Marketing & Development – Roberta Chilcoat, Chair; Buddy reported that he attended the Proclamation signing with Bert. Vicki reviewed with the Board the process to submitting for Proclamation signings. This is the committee the Rachel would like to have the next conference call with for reviewing the duties and responsibilities. She will set a date and notify Bert of said date, then send out to the Board.**
- C. Health Policy & Reimbursement – Karen Hardy, Chair; had sent out email to Cindy. Main information was that our bill for APC supervision of rehab is moving forward attached onto the ACCESS Act, but with effective date January 2024. Hopefully this will move through faster. SET PAD billing instructions have been posted, so it is okay to submit claims as of October 1, 2017, but claims from as far back as 5/25/2017 can now be submitted. Links are posted on the AACVPR Regulatory & Legislative Information on the web page. Karen will be sending out a Reim Update in the near future. DOTH is coming up and will be sending Buddy G. and Carrie Krepel.**
- D. Program – Pam Gaines, Chair; reported that her committee will start to have monthly conference calls now very soon. Preliminary contract with convention center has been signed. She reviewed the good prices we will be getting for rooms, no fee for AV support and is getting clarity regarding a deposit. Cindy reported that she has a contact that might be a good “AV support person” for her committee and will contact her. Pam reported that contact has been made with Dr. Lisa Mansur and she has agreed to speak at the fall conference. Mar.-April will be**

when her committee reviews the evals to start search for suggested topics and speakers. She suggests that we get the “Save the Date” flyer out in July. AACVPR has been contacted with the date of our fall conference to allow plenty of time to arrange a national speaker for our event. Aug-Sept. will need to be timeframe to work on the CEU’s. She will also be getting in contact with Jan Williams who is the host site contact person.

a. Fall conference Oct 3rd and 4th, Quality Inn & Conference Center, Grand Island

V. Old Business

- A. Board member at large (Trial position) – welcome to Sarah Holley-Burbach. At the fall conference members will vote on keeping this position or disbanding.**
- B. DOTH plans – Buddy G. reported that he and Carrie Krepel will be attending and they have meeting set up with Sasse, Fischer and Smith.**
- C. Nebraska Program of the Year award – Emily Thompson presented the application form she had created for this award. The Board agreed that the form will be used for programs to complete and submit for this award. This could be one way to promote the Registry (offering free Registry fee to site winning this award). To see if sites would be interested in joining this, we can have Dani set up a Survey Monkey to have sites give input to their interest in becoming members.**
- D. Strategic planning - Proposals for committee projects for the calendar year 2018; Fundraising, member initiatives, website planning**
 - a. Defer application for Joint Affiliate of the Year – Decision was made to defer for a year, work on our Strategic Plan, we plan to use a SWOT to help us review our strengths/weaknesses. A copy of a SWOT form to use is attached. Members are to complete, evaluate our Strategic Plan and bring to next meeting. Using the AACVPR strategic plan format is what we will use as a guideline to update our plan.**
 - b. Review Cindy Yound’s contact with potential committee members – covered earlier in meeting.**

- c. Review phone call with Dani Ronk – reported earlier in meeting.
- d. Review proposed student position – Buddy G. presented to the Board the form he created for application for this position. Board agreed to use this form and copy attached.
- e. Schedule upcoming phone call with Roberta Chilcoat – Rachel will contact Bert with a date and time for a phone call with her and send this date out to the rest of the Board. The next committee chair call will be with Karen Hardy

VI. New Business

- a. Articles of incorporation review – Rachel reported that articles of incorporation were filed September 2016. This is a bi-annual report; next filing in spring 2019. Rachel will get a reminder in the mail for this to be completed.
- b. Claire Shannon, member from Iowa group contacted Rachel regarding have an NCVPRN booth in their vendor hall at their spring conference. It was decided to not have booth at this upcoming spring conference. Board did decide that we should post their conference information on our website.

- VII. Meeting adjourned at 1540. Next Meeting will be held on March 20, 2018 1-3 pm. Host is Buddy Goodenkauf, he will contact us with the site information to be determined.
(Rachel unable to attend in person unless we move time to 2-4 pm)**

Respectfully submitted - Vicki Lindberg, RN, NCVPRN Secretary

These minutes were approved at the March 20, 2018 Executive Board Meeting by majority vote.

**NCVPRN TREASURER'S REPORT
LINCOLN FEDERAL SAVINGS**

January 2018

Beginning Balance	\$16,815.74
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Income:

Paypal	1000.00
December Interest	0.14

Total Income:	\$ 1,000.14
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Expenses:

#164 Postmaster	8.50
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Total Expenses:	\$ 8.50
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Total NCVPRN Bank Balance	\$17,807.38
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Balance reflects bank balance at the end of January. There are zero checks outstanding. There is a \$21.00 charge for updated checks and this will be reflected in February. There is AACVPR's membership reimbursement (\$2960.55) and two PayPal deposits (\$736.47) in February bring the current checkbook balance is \$21,483.40.

Respectfully submitted,

W. A. "Buddy" Goodenkauf, MS
NCVPRN Treasurer

NCVPRN Program of the Year

This award is designed to recognize an outstanding Cardiac or Pulmonary Rehab program in the state of Nebraska. It is an opportunity to recognize a program that has demonstrated excellent service to their patients, their leadership ability, and their commitment to NCVPRN. The recipient will be awarded one year paid access to the Registry. All applications will be reviewed by the current NCVPRN board members. Applications must be received by _____ and the winner will be announced _____.

Requirements:

1. Must be an active member of NCVPRN.
2. Must be a certified program.

The application includes:

1. A description of activities during National Cardiac Rehab Week &/or National Pulmonary Rehab Week that promoted heart &/or pulmonary health and education with their participants, community, or hospital.
2. A description of leadership in regards to cardiac &/or pulmonary rehab. (This could be involvement with legislative initiatives, promotion of cardiac/pulmonary rehab in the community, or presentations to professional groups).
3. A description of involvement and commitment to NCVPRN. (This could be as a board or committee member, active involvement in promotion of cardiopulmonary rehab, or involvement with legislative issues).

NCVPRN Student
Volunteer
Position Description

Title: Cardiac and Pulmonary Rehab College
Student Volunteer

Date: February 12, 2018

General Summary

Students in health care related field wishing to gain insight to patient care within the Cardiac and Pulmonary Rehab assisting with administration/committee functions and other functions determined by the executive board. The selected student would receive a one year student membership to AACVPR

Uses and discloses patient protected health information:

- 1) only as it applies to volunteer functions,
- 2) in amounts minimally necessary for intended purpose,
- 3) in a confidential manner.

Supervision

- Reports to the Board of Directors
 - Works with NCVPRN Committees and will report to the Committee Chair
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Principle Duties and Responsibilities:

Essential Position Functions:

1. Works directly with an assigned NCVPRN Committee to assist in completing the goals of the NCVPRN strategic plan
2. Other duties approved by the board of directors
3. Develop and submit a research poster to AACVPR national conference

Qualifications

Education

High School Diploma with some college in exercise science or health related field.

Experience or Pre-Requisites:

1. Volunteers should relate well with people and be neat in appearance.
2. Must be able to work with patients, families and associates.
3. Ability to communicate with NCVPRN Board and Committee members and accept suggestions and directions from them.
4. Seeking to complete a degree in exercise science or health related field

Professionalism/Growth & Development:

1. Volunteer in an AACVPR Certified Cardiac or Pulmonary Rehab Program, hours will be set by the individual program. The student will be expected to complete competencies in blood pressure, ekg monitoring, and other skills deemed important by the rehab facility.

Physical Demands and Environmental Conditions:

1. Involves sitting for most of the shift on some days, sometimes there will be some down time.
2. Standing/walking.
3. Hand and arm use for button press.

Approved by

Date

President

Date

Board Member

SWOT Template

Department:

Internal Analysis		External Analysis	
Strengths	Weaknesses	Opportunities	Threats
Ex: Staff Experience	Ex: Lack of "Bench Strength"	Ex: New Service Line	Ex: Competitors

Priority Formulation			
Weakness/Opportunity/Threat	Action Step		Timeframe

