



# AMERICA'S ESSENTIAL HOSPITALS

## **2015 Orientation for Board Member Assistants**

Nneka St. Gerard  
Member Services Department

*August 4, 2015*



## PARTICIPANT INTERACTION:

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All lines have been muted, but we still want to hear from you!

### Ways to interact:

- Ask questions or make comments through the “chat area” located to the right of your screen
- If you wish to speak telephonically, please “raise your hand” and wait for me to unmute your line before you begin talking





# AGENDA

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- Overview of the association and the role of key staff contacts
- Explanation of the boards and other committees
- Schedule of 2015-2016 board meetings
- RSVP and registration process for each meeting
- Overview of the website portal
- Expense reimbursement
- Questions



# OVERVIEW

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- America's Essential Hospitals, formerly the National Association of Public Hospitals and Health Systems (NAPH) is the leading association and champion for hospitals and health systems dedicated to high-quality care for all, including the most vulnerable. Since 1981, America's Essential Hospitals has supported members with advocacy, policy development, research, and education.
- Membership is by organization, not individual, so every employee of your hospital is a member and receives member benefits.



# AMERICA'S ESSENTIAL HOSPITALS

## BOARD OF DIRECTORS ROSTER

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- Michael Belzer, MD
- Akram Boutros, MD
- Stan Hammack
- John Hauptert
- George B. Hernandez, Jr., JD
- Michael Karpf, MD
- Wright Lassiter, III
- Carlos Migoya
- Sharon O'Keefe, MS
- Ramanathan Raju, MD, MBA
- Samuel Ross, MD, MS
- Donna Sollenberger, MA
- Johnese M. Spisso, RN, MPA
- Irene M. Thompson
- Roxane Townsend, MD
- William B. Walker, MD

\*\*There are currently two vacancies on the board of directors.

# ESSENTIAL HOSPITALS INSTITUTE

## BOARD OF DIRECTORS ROSTER

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- Ann Scott Blouin, PhD, RN
- Julie Ceresse, RN, MSN
- Delvecchio Finley, MPP
- Donald A. Goldmann, MD
- Leon L. Haley, Jr., MD, MHSA
- Caroline M. Jacobs, MPH, MSEd
- Dennis Keefe
- Susan Moffatt-Bruce, MD, PhD
- Erica Murray, MPA
- Christine Neuhoff, JD
- Reuven Pasternak, MD, MPH, MBA
- Anna M. Roth, RN, MS, MPH
- Bruce Siegel, MD, MPH
- Winston F. Wong, MD, MS



\*\*There are currently two vacancies on the Institute board of directors.

# COMMITTEES

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- Some board members also do double-duty and sit on select committees

Committees include:

- Compensation (*Hauptert, Karpf, Spisso, Townsend, Walker*)
- Education (*Belzer, Finley*)
- Executive Women's Leadership Academy Advisory Council (*Blouin, Finley, Moffat-Bruce, Neuhoff*)
- Finance-Association (*Karpf, Lassiter, Migoya, Sollenberger, Townsend*)
- Finance-Institute (*Haley, Jacobs, Moffatt-Bruce, Pasternak*)
- Investment Audit & Compliance (*Moffat-Bruce, Townsend*)
- Membership (*Hammack, Ross*)
- Nominating-Association (*Hauptert, Spisso, Walker,*)
- Nominating- Institute (*Haley, Jacobs, Roth*)
- Policy Advisory (*Boutros, Hauptert, O'Keefe, Sollenberger*)
- Research (*Goldmann, Haley, Keefe, Moffat-Bruce, Scott Blouin, Walker*)
- Strategic Planning (*Haley, Hernandez, Karpf, Neuhoff, Raju*)



## 2015 BOARD MEETINGS - FALL

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- Held in conjunction with the Policy Assembly at the Hyatt Regency Capitol Hill in Washington, DC
- No registration fee
- Monday, October 26
  - 11 am – 5 pm Association Board Meeting
  - 7 – 9:30 pm Board Dinner
- Tuesday, October 27
  - 8 am – Noon Institute Board Meeting



## 2016 BOARD MEETINGS - SPRING

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- Held in conjunction with the Policy Assembly at the Hyatt Regency Capitol Hill in Washington, DC
- No registration fee
- Monday, March 7
  - 11 am – 5 pm Association Board Meeting
  - 6 – 7 pm Reception
  - 7 – 9:30 pm Board Dinner
- Tuesday, March 8
  - 8 am – Noon Institute Board Meeting



## 2016 BOARD MEETINGS - SUMMER

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- Held in conjunction with Vital2016, our annual conference, at the Seaport Hotel in Boston, MA
- Reduced general registration fee for board members
- Tuesday, June 14
  - 11 am – 4:30 pm Institute Board Meeting
  - 5:30 – 7 pm Invite-only Reception (Board members and other leaders)
  - 7 – 9:30 pm Board Dinner
- Wednesday, June 15
  - 8 am – 1:30 pm Association Board Meeting



# RSVP PROCESS

- Email received from Nneka 2-3 months prior to the meeting
- **Step 1:** RSVP for the Board meeting and dinner
- **Step 2:** Complete the online registration for the corresponding event only if your executive plans to stay for it
- **Step 3:** Make hotel reservations
- Let us know if plans change; you are responsible for cancelling the hotel reservation

Good Morning and Happy New Year!

The first Board Meeting of 2014 will take place in conjunction with the **Policy Assembly** being held April 1 – 2, 2014 at the Westin Georgetown in Washington, DC. Please review the following information as you make arrangements to join us.

**RSVP for Spring 2014 America's Essential Hospitals' Board Events**  
Please contact Nneka St. Gerard at [nstgerard@essentialhospitals.org](mailto:nstgerard@essentialhospitals.org) by **March 7** to RSVP for the following:

Monday, March 31, 2014

**11:00am – 5:00pm**  
*America's Essential Hospitals Board of Directors Meeting*  
Scott Room, Conference Level

**7:00pm – 10:00pm**  
*Board Member Dinner*  
RIS Restaurant – located 1 block from the hotel

**Meeting Information and Registration**  
Please click [here](#) for more information about the policy assembly and to register.

**Expenses**  
Please review the attached travel policy for complete details but generally the association will cover up to 2 nights of hotel expenses and will reimburse you for up to \$1,000 in travel expenses (air and ground) for each meeting but we do ask that you make your travel reservations as soon as possible to obtain competitive fares. Members are responsible for scheduling their travel. Completed reimbursement forms should be sent to me by May 1.

**Hotel Reservations**  
Please make your hotel reservations by calling 888.625.5144 or clicking [here](#) by Friday, March 7. Final payment for your room and tax will be charged to the America's Essential Hospitals' account, and incidentals will be charged to your credit card.

The Westin Georgetown  
2350 M Street NW  
Washington, DC 20037

<http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1013>

Nneka St. Gerard, CMP | Senior Meetings Manager  
**America's Essential Hospitals**  
1301 Pennsylvania Avenue, NW, Suite 950  
Washington, DC 20004

## MEETING MATERIALS

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- A week prior to the meeting, you will receive an email from the member services coordinator with the Board meeting booklet attached
- This email will also contain pertinent last-minute information and cell phone numbers in case you or your executive needs to get in touch with our staff while onsite



## WEB PORTAL AND ONLINE REGISTRATION

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- Meeting materials, expense reimbursement information, rosters, and other important documents can be found on our new web portal
- The website is also the only place that we process event registrations



# HOMEPAGE AND LOG-IN

The screenshot displays the homepage of America's Essential Hospitals. At the top, the navigation bar includes links for 'about', 'in-person events', 'sponsorship opportunities', 'newsroom', 'contact us', and 'essential hospitals list'. The main header features the organization's logo and a navigation menu with categories: ACTION (Public Policy), QUALITY (Improving Our Hospitals), EDUCATION (Training Health Care Leaders), INSTITUTE (Research & Transformation), and BLOG (Essential Insights). A search bar and 'SIGN UP | LOGIN' links are also present.

Below the header is a large dark grey section containing a login form with fields for 'email address' and 'password', a 'Remember me' checkbox, and a 'LOGIN' button. A link for 'Forgot your password?' and a 'Sign up' link for new users are also included.

The middle section features a carousel of five featured individuals with their portraits and names:
 

- Essential People: Essential Communities: Essential Hospitals. These are the faces and stories behind our essential hospitals across the country.
- Deanna Harris, RN, Chief Flight Nurse, The MetroHealth System. A bio snippet mentions her dedication to helping others.

Below the carousel is a 'FILTER BY' section with icons for ACTION, QUALITY, EDUCATION, and INSTITUTE. The main content area is divided into three columns:
 

- Leadership Summit on State Medicaid Waivers:** Announces a summit on Sept. 21 in Chicago, focusing on navigating delivery system transformation and Medicaid waivers.
- CMS Video, Association Resource Page Help with ICD-10 Prep:** A newsline item dated July 20, 2015, by Matthew Buechner, discussing the Oct. 1 implementation of ICD-10.
- EHEN's Leadership for Safety Program Contributes to Harm Reduction:** An EHEN outcomes item dated July 20, 2015, by Kiran Sreenivas, highlighting hospital executives' efforts to improve quality and reduce patient harm.

On the right side, there is a 'Top Issues and Topics' section listing: EDUCATION, RESEARCH PROJECT, SPECIALTY CARE, DISASTER RESPONSE, and COLLABORATIVE PROGRAM. A newsletter sign-up form for 'Essential news in your inbox' is also located here.

# MEMBER NETWORK HOMEPAGE



The screenshot displays the 'essentialhospitals.org/membernet/dashbord/' homepage. The top navigation bar includes links for 'about', 'in-person events', 'sponsorship opportunities', 'newsroom', 'contact us', and 'essential hospitals list'. A search bar and 'My Dashboard' link are also present. The main header features the 'AMERICA'S ESSENTIAL HOSPITALS' logo with the tagline 'Access and Quality for All'. Below this, a secondary navigation bar lists categories: ACTION (Public Policy), QUALITY (Improving Our Hospitals), EDUCATION (Training Health Care Leaders), INSTITUTE (Research & Transformation), and BLOG (Essential Insights).

The main content area is titled 'ESSENTIAL HOSPITALS MEMBER NETWORK' and includes a sub-navigation bar with links to 'Dashboard', 'My Profile', 'Custom News', 'Community Discussions', 'Private Messages', and 'Contacts'.

The 'Headlines selected for you' section features an article titled 'New Program Aims to Boost Female Health Care Leaders' by Josef Fritz, dated JUN 18, 2015. The article text states: 'America's Essential Hospitals has extended its equity work with a new Essential Women's Leadership Academy, which aims to close the gender gap in executive-level positions at essential hospitals. The Academy, administered ...'. A 'VIEW MORE' link is provided.

The 'Programs and Groups' section lists several initiatives: 'America's Essential Hospitals Staff', 'America's Essential Hospitals Board of Directors', 'Essential Hospitals Institute Board', 'Fellows Program 2014', 'VITAL2014', 'Essential Hospitals Engagement Network', and 'VITAL2015'. A 'START A PRIVATE GROUP' button is located at the bottom of this section.


The 'Community Discussions updates' section includes a note: 'After you've contributed to Community Discussions, the most recent message posted to each will appear here.' and a 'JOIN OR START A NEW DISCUSSION' button.

The 'Recent Comments on content' section displays two comments: one from 'Rational Pharmacist' regarding a GAO report on 340B drug pricing, and another from 'Guest' regarding a blueprint for patient advisory boards.

The right sidebar contains a profile for 'Nneka', Senior Manager of Meetings and Events at America's Essential Hospitals, with an 'EDIT PROFILE' button. Below this are sections for 'Upcoming Webinars', 'Private Messages (0)', and 'My Contacts', which shows two contact photos: 'Alana Mallory' and 'Paul Crisano'.



# BOARD PORTAL (PRIVATE GROUP)



AMERICA'S  
ESSENTIAL  
HOSPITALS  
*Access and Quality for All*

about

in-person events

sponsorship opportunities

newsroom

contact us

essential hospitals list

ACTION  
Public Policy

QUALITY  
Improving Our Hospitals

EDUCATION  
Training Health Care Leaders

INSTITUTE  
Research & Transformation

BLOG  
Essential Insights

SEARCH

My Dashboard

ESSENTIAL HOSPITALS MEMBER NETWORK

Dashboard | My Profile | Custom News | Community Discussions | Private Messages | Contacts

### America's Essential Hospitals Board of Directors

Welcome to the board of directors portal. We are excited to provide a private online discussion environment, where you can post questions and answers to your peers and association staff. Please navigate areas on the right to access board-specific resources and information.

#### Create Discussion

Discussion Title

B I U “ ”

ABC

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≡

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↷

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🔗

Start Discussion here


P

SUBMIT


#### Group Members




Michael Becker




Timothy Coffey




George Hernandez




Michael




Johnnie




Kene



William



Bruce



Paul

SEE ALL MEMBERS

#### General Information

Board of Directors Roster

Meeting Schedule

#### Minutes

In-person meeting minutes (March 2015)

Call minutes (December 2014)

In-person meeting minutes (October 2014)

In-person meeting minutes (June 2014)

#### Board Booklets

March 2015 Board Booklet

December 2014 Board Booklet

October 2014 Board Booklet

June 2014 Board Booklet

Spring 2014 Board Booklet

#### Travel

Travel policy

Expense form

#### Committees

Compensation

Finance

Nominating

#### Contact

Kristine Metter Vice President for Member Services

Caitlyn Furr Member Services Assistant

AMERICA'S ESSENTIAL HOSPITALS  
1301 Pennsylvania Ave. NW, Suite 950  
Washington, DC 20004

202.585.0100  
info@essentialhospitals.org

MEDIA INQUIRIES  
COMM.admin@essentialhospitals.org

ASSOCIATION MEMBERSHIP  
MS.admin@essentialhospitals.org

MEETINGS AND CONFERENCES  
MS.admin@essentialhospitals.org

ACTION  
advocacy work,  
industry news, issue  
analysis

QUALITY  
improvement work,  
success stories,  
implementation tools

INSTITUTE  
about the Institute,  
Research Center,  
Transformation  
Center

EDUCATION  
webinars, programs,  
virtual classrooms

ABOUT US

VITAL 2015

POLICY ASSEMBLY

GAGE AWARDS

17

# EVENT REGISTRATION



**VITAL2014**  
*Connect. Inspire. Lead.*

Who Should Attend

Registration

Hotel Information

Draft Agenda

Speakers

Site Visit

Texas-Chic  
Celebration

Board Meetings

Ground  
Transportation

Dining and  
Attractions

CEU Credits

SAN ANTONIO, TEXAS  
JUNE 25-27



**VITAL2014, America's Essential Hospitals'**  
*annual conference, is the premier event for  
health care leaders from across the country  
to discuss crucial issues that impact their  
patients and communities.*

In addition to dynamic keynote speakers, the conference also features interactive education sessions and ample time for the critical hallway conversations that offer solutions you can take home and immediately implement.

Join nearly 300 peers and experts as we address topics ranging from health information technology and the power of patient engagement to integrated care delivery and population health. The program also will include the latest developments in health care policy, the federal budget, and the Centers for Medicare & Medicaid Services regulations.

Join us for three days of valuable education and networking:

- Learn from insightful keynote presentations and discussions led by more than 20 health care leaders from across the country.
- Discuss sustainable program ideas and strategic insights during more than two-and-a-half days of education sessions.
- Engage with peers and colleagues during unmatched networking opportunities in a dynamic and informative setting.
- Discover innovation with the Gage Awards and Fellows Program projects.
- Connect with service providers and other exhibiting sponsors who can help move your business forward.

**REGISTER NOW »**

**LOCATION**

San Antonio, Texas

**SAVE THE DATE**

June 25-27

*Demonstrate your commitment to  
our critical mission and help us  
continue to shape our strategy for  
success. Register today.*

2014 Sponsors



## Conference Registration | Process Overview

**VITAL2014**

**Welcome, Nneka St. Gerard**

**Step 1)** Personal Information

**Step 2)** Standard Rates: Members \$995 and Nonmembers \$3,000

**Step 3)** Social Events

**Step 4)** Optional Sessions

**Step 5)** Special Needs and Emergency Contact Information

**Step 6)** Registration Summary

### Registration

Who are you registering?

☐ Yourself ☒ Someone else

Proceed Ca



## Conference Registration | Search Individual

**Note:** To register someone other than yourself the individual you are trying to register must be on your organization's roster in our database.

Please contact us at 202-585-0131 or [nstgerard@essentialhospitals.org](mailto:nstgerard@essentialhospitals.org) for assistance.

### Choose Registrant

Type of search ☒ Match All Criteria ☐ Match Any Criteria

Last Name  
(Enter all or a portion of their last name)

First Name  
(Leave blank initially for best search results)

E-mail  
(Leave blank initially for best search results)

Company

*After searching use the radio button to select a name from search results and click on Select Individual.*

*If individual is not listed please search again, trying a portion of their last name or use the cancel button.*

*If you would like to add a staff member to your roster please contact the association at 202.585.0131 or [registrar@essentialhospitals.org](mailto:registrar@essentialhospitals.org).*

### Search Results

Select	Name	Company	Title
<input checked="" type="radio"/>	TRAYLOR, THOMAS	Boston Medical Center	Vice President, Federal, State and Local Programs

Select individual



## Conference Registration | Personal Information

Conference Name **VITAL2014 -**

Registrant Name **Mr. Thomas P. Traylor, MBA**

### Name and Affiliation

Changes made to the name/address information below will be for this event only. To make permanent changes to your contact information, [Edit Your Profile](#).

Membership Discounts in effect?	AEH Board	
First Name	<input type="text" value="Thomas"/>	Middle Initial <input type="text" value="P."/>
Last Name	<input type="text" value="Traylor"/>	Suffix <input type="text" value=""/>
Badge Name <i>Enter your <b>first name</b> as you would like it to appear on your badge.</i>	<input type="text" value="Thomas"/>	
Title	<input type="text" value="Vice President, Federal, State and Local Pr"/>	
Company Name	<input type="text" value="Boston Medical Center"/>	
<input type="button" value="Preview Badge"/>		

### Registration Address

Address Purpose	<input type="text" value="Business"/>
Address Line 1	<input type="text" value="715 Albany St Talbot 1"/>



## Conference Registration | Standard Rates: Members \$995 and Nonmembers \$3,000

Conference Name **VITAL2014 -**

Registrant Name **Mr. Thomas P. Traylor, MBA**

### Registration Class

#### Select One

Registration for:

Your price



[Registration](#)

\$695.00

[Summary](#)

[Previous](#)

[Save and Proceed](#)

To save changes press the "Save and Proceed" button. Jump to the [Registration Summary](#)

Please wait after clicking the "Save and Proceed" button.



## Conference Registration | Social Events

Conference Name **VITAL2014 -**

Registrant Name **Mr. Thomas P. Traylor, MBA**

### Additional Registration Items (optional)

Please indicate the items you wish to register for. Many of the events have no additional fee for registrants. Where additional fees are required for registrants and/or guests they are noted.

#### Thursday, Jun 26, 2014

- ☒ [Texas-Chic Celebration Registration - Complimentary](#)  
The Texas-Chic Celebration will include a reception, dinner and dancing.  
The event is included in your conference registration fee; however, guests must pay \$75.00 to attend this event.  
6:30PM - 10:00PM (\$0.00)
- ☐ [Texas-Chic Celebration Registration - Paid Guest](#)  
6:30PM - 10:00PM (\$75.00)

[Summary](#)

[Previous](#)

[Save and proceed](#)

To save changes press the "Save and Proceed" button. Jump to the [Registration Summary](#)

Please wait after clicking the "Save and Proceed" button.



## Conference Registration | Optional Sessions

Conference Name **VITAL2014 -**

Registrant Name **Mr. Thomas P. Traylor, MBA**

Click on name of function to view details.

### Pre- and Post-Conference Activities

#### Select Option(s)

##### Wednesday, Jun 25, 2014

8:00AM - 1:30PM ☐ [Site Visit to University Health System](#) (\$0.00)

##### Friday, Jun 27, 2014

1:00PM - 5:00PM ☐ [Leadership in America's Essential Hospitals](#) (\$185.00)

1:00PM - 5:00PM ☐ [Sustaining the Gains](#) (\$185.00)

[Summary](#)

[Previous](#)

[Save and Proceed](#)

[Cancel](#)

To save changes press the "Save and Proceed" button. Jump to the [Registration Summary](#)

Please wait after clicking the "Save and Proceed" button.





## Conference Registration | Special Needs and Emergency Contact Information

Conference Name **VITAL2014 -**  
Registrant Name **Mr. Thomas P. Traylor, MBA**

### Special Needs and Emergency Contact Information

#### Please Provide Information Below

Emergency Contact Name	<input type="text"/>
Emergency Contact Phone	<input type="text"/>
ADA Special Needs/Equip.	<input type="text"/>
Dietary Restrictions	<input type="text"/>

[Summary](#)

[Previous](#) [Next Step](#) [Cancel](#)

To save changes press the "Save and Proceed" button. Jump to the [Registration Summary](#).

Please wait after clicking the "Save and Proceed" button.



## Conference Registration | Registration Summary

Please review the information below and make sure it is correct. If you need to make any changes, use the **"Edit"** links (located in the orange section divided by a vertical line) to return to the appropriate page.

### Registrant Information

<b>Badge</b>	Thomas Thomas P. Traylor Vice President, Federal, State and Local Programs Boston Medical Center	<b>Address</b> ( Business ) 715 Albany St Talbot 1 Boston , MA 02118-2526 USA
<b>Attendee Type(s)</b>	AEH Board	

### Total Registration

<b>Total Registration Fees</b>	<b>\$ 695.00</b>
Amount Paid	\$ 0.00
Balance Due	\$ 695.00

### Basic Registration Fees

Registration	\$ 695.00
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### Optional Sessions

### Social Events



## e-Commerce | Shopping cart

### Global shopping cart

Bill To Address

Ship To Address

Remove	Item #	Type	Description	Stock	Qty	Unit Price	Ext Price
<input type="checkbox"/>	14AC	CONFERENCE	VITAL2014 [Registrant: TRAYLOR, THOMAS]		1	\$695.00	\$695.00

\$695.00

Shipping:

Total before tax: \$695.00

Estimated tax:

**Order Total: \$695.00**

[Clear cart](#) [Update cart](#) [Print](#)

[Enter Coupons/Vouchers](#) [Continue shopping](#) [Invoice Me](#) [Check out](#)



## Check Out | Process Payment

### Payment Details

**\* Please note: Upon clicking the "Submit Payment" button, your credit card will be charged.**  
Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment.

Payment Method	Credit Card
Card Type *	MC
Card Number <i>Note: Do not use spaces, non-numeric characters, or dashes.</i>	
Expiration Date (Month, Year) *	1 2014
Name on card *	
Credit Card Security Code *	
Amount Payment	\$695.00*
<a href="#">Submit Payment</a>	

**\* Please note: Upon clicking the "Submit Payment" button, your credit card will be charged.**  
Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment.

# EXPENSE REIMBURSEMENT

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- For all 3 meetings, Board Members are reimbursed up to \$1,000 in travel expenses and 2-3 nights hotel stay
- Familiarize yourself with our travel policy to determine what are considered reimbursable expenses
- Although you will provide a credit card when making the hotel reservation, the approved # of nights will be settled to our Master Account upon checkout – incidentals will be charged to the individual
- Within 30 days after the meeting, a completed expense report along with itemized receipts for all expenses must be submitted to Nneka



## QUESTIONS/CONTACTS

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Board Meeting and Conference Logistics Questions:

**Nneka St. Gerard, CMP** | Senior Manager, Meetings and Events

202.585.0131 | [nstgerard@essentialhospitals.org](mailto:nstgerard@essentialhospitals.org)

\*Out on maternity leave 8/24 – 11/27

Committees and General Questions:

**TBD** | Member Services Coordinator

202.495.3352

