



# Iowa Dietetics in Health Care Communities

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### **From the Chair...**

*By Char Kooima, RDN, LD, LN*  
[indhcc.chair@gmail.com](mailto:indhcc.chair@gmail.com)

#### Thanksgiving

"Be grateful for the obstacles in your life. They have strengthened you as you continue with your journey."

I recently attended FNCE in Chicago and was able to meet many other dietitians and vendors from across the nation. One of my favorite comments when asked where I was from was, "Oh Iowa – you guys are always ahead of everyone else". What a wonderful compliment and I hear this quite often! ID-HCC has a very strong presence within the consulting arena and are often looked to for advice. We continue to be a strong force of consulting dietitians whose passion and vision of the future of dietetics remains the priority.

We have seen many changes over the years and this year has not let us down! Many facilities are working towards the new Certified Dietary Manager regulation and dealing with changes in staffing within dietary departments; terminology changes with mechanical altered diets and thickened beverages; turn-over in our board; moving to electronic methods of communication, registration, and going "green" in this electronic world.; "going live" with a new way of managing our group and promoting functions; and so close to the launch of the scholarship and award component for our group.

With the new year just around the corner, we plan to tackle all of the challenges we have been faced with and make 2018 a great one. We need volunteers to continue with our mission and are asking for anyone who would like to be part of the board as Chair elect to contact anyone of us. Our nominating committee has outlined the need/requirements of the current open positions. Please consider serving!

Our spring conference is coming up as well – April 6, 2018 and we have a full day of top notch speakers and topics that should be of interest to any area of dietetics. Stay tuned for more details and registration as the time approaches.

As returning Chair, I want to take a moment and thank those that have volunteered their time and energy to the board and council of ID-HCC. And members of ID-HCC, THANK YOU for supporting this group.

Char



**Phase 2 Tag Crosswalk:**

Links to new F Tags



**ID-HCC Spring Conference:**

Conference Date:  
6 April 2018

Location: Hilton Garden  
Inn, West Des Moines

**Phase 2 Tag Crosswalk**

By Rose Hoenig, RD, CSG, LD

[dietitianhoenig@gmail.com](mailto:dietitianhoenig@gmail.com)

Attached is new F tag cross walk showing the replacement F tags. Credit to Brenda Richardson who gave permission. this is the direct link - <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/List-of-Revised-FTags.pdf>

link to new F tags

<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/Advance-Appendix-PP-Including-Phase-2-.pdf>

Please see included attachment.

**ID-HCC Annual Conference  
Save the Date**

**ID-HCC Spring Conference on 6 April 2018 – Don't Miss It!**

At Hilton Garden Inn in West Des Moines.  
Near Jordon Creek Mall



**ID-HCC Spring Conference:**

We are transitioning over to another registration organization called Eventbrite for conference registration and membership renewals. Stay tuned for the links and instructions on how to renew your 2018 membership online.



### **Consider Run for Office:**

Open positions – Chair  
Elect

Treasurer

Nominating committee  
junior

## **Consider Run for Office**

*By Katie Wulkow, RDN, LD*

[indhcc.seniornominating@gmail.com](mailto:indhcc.seniornominating@gmail.com)

The election process of board and committee members to serve on the ID-HCC board was updated per approval of a bylaw update during the election at our last annual meeting, March 27, 2017. The nominations committee will conduct interviews of potential candidates and make a recommendation of a single person for each open position to the membership at the annual meeting. Membership will then receive a ballot to vote to approve each person, and may be taken as a spoken simple majority.

If you are (or anyone you know) are interested in becoming involved in a leadership role to provide resources, communication and connectedness to other consultant dietitians serving Iowa Healthcare communities, please let the nominations committee know!

The nominations committee will be seeking nominations for the following positions: Here is a description of the positions.

### **Chair**

Chair elect – 3 year role; chair elect, chair, past chair

- a. Chair elect roles and responsibilities are to Works with the current President in all areas to orient to the position.
- b. Perform the functions of the office of Chair in the absence or disability of the Chair.
- c. Become familiar with by-laws, duties of all officer positions, ID-HCC activities & future plans of the ID-HCC.
- d. Appoint District Representatives and committee chairs, with the approval of the Board of Directors, and approve the selection of members of standing or special committees to serve during the Chair-elect's term as Chair.
- e. Attends, reports at, and participates in Board meetings and conference calls as needed. Establish quorum at B&C meetings
- f. Chair Public Relations Committee- lead publicity at dietetic meetings
- g. Maintain website, printed material and social media.
- h. Oversee the planning and presentation of the program for the Annual Spring Conference as performed by the Event Coordinator.
- i. Assist meeting planner as needed and Introduces speakers at annual spring meeting.

### **Treasurer – 2 year role (even year)**

- a. Serve as a member of the Board of Directors.
- b. Transfer managing name of Bank Account to current Treasurer.
- c. Have custody of all funds and securities of ID-HCC and keep full and accurate accounts of all receipts and disbursement in the books belonging to ID-HCC.
- d. Submit a written or electronic copy report of the financial status of the Association.
- e. Submit a written or electronic copy report of the financial status of the Association to the Board of the Directors, and the membership at the Annual Conference.
- f. Make an annual financial report to the ID-HCC, which may be audited by an auditor or committee approved by the Board of Directors.
- g. Plan the yearly budget for the ID-HCC and review expenses. Make recommendations to the Board on policies on future expenditures.
- h. Submit the yearly budget to the Board of Directors for approval.



- i. Update the membership form annually.
- j. Collect and receive all dues, donations and other money paid to or belonging to ID-HCC. Deposit ID-HCC money in the name and to the credit of the Association in such depositories as designated by the Board of Directors. Draw funds by check in the name of the Association.
- k. Compile the annual membership list based on dues received.
- l. Collaborate with Secretary and Executive Director of IAND to identify non-AND members by cross-referencing lists.
- m. File Tax Form.

Nominating committee – 2 year role (One member will be elected each year for a two-year term. The senior member will serve as Chair).

- a. Junior Member serve as a member of the council.
- b. Serve as a member of the Board of Directors (Senior Member).
- c. Designate a slate of candidates for office annually, on a timely basis so that a ballot may be compiled in the ID-HCC newsletter prior to the Spring IDHCC Annual Conference.
- d. Conduct the annual election during the Spring ID-HCC Annual Conference.
- e. Conduct any special elections.

Secretary – 2 year role (odd years) This position is not up for election.

- a. Be responsible to record the minutes for all meetings of the Board of Directors and Council and distribute them following the meeting to the Board and any Council members in attendance. Be responsible for recording the minutes of any member meeting. Provide a summary of any minutes for the newsletter and ID-HCC website.
- b. Be responsible for sending announcements and documents to the IAND webmaster and IAND Marketing Chair to keep the ID-HCC webpage current and useful for members. Information is due every quarter on these dates: June 15, September 15, December 15, March 15. Monitor documents and links quarterly on the ID-HCC webpage to ensure accuracy and functionality.
- c. Cooperate with the Chair(as directed) and District Representatives in order to issue the call of the business meeting at the Annual Meeting/Conference.
- d. Following the election, reserve the results from the webmaster and Nominating committee.
- e. Send the names and email addresses of newly elected Board of Directors and Council to the IAND webmaster and IAND Marketing Chair to update the ID-HCC webpage.
- f. May receive and file reports of the Board of Directors and standing committees.
- g. Assist the treasurer(as needed) to determine if the membership list is current with IAND members and follow up with non-members.
- h. Have any and all other powers and duties vested in the office of the Secretary.

You may nominate yourself or another person. Nominations will be considered until February 1, 2018.

Please contact the nominations committee with your nomination and any questions.

Nominating Chair, Senior – Katie Wulkow: [indhcc.seniornominating@gmail.com](mailto:indhcc.seniornominating@gmail.com)

Nominating Committee, Junior – Theresa Eberhardt: [bonnie@alpinecom.net](mailto:bonnie@alpinecom.net)

## **ID-HCC Fall Board and Council Meeting 2017**

**October 2, 2017 6:00 pm**

The IowaStater Private Dining Room West  
Gateway Hotel & Conference Center  
2100 Green Hills Drive  
Ames, IA 50014

### **ID-HCC Vision**

ID-HCC seeks to provide leadership in dietetics to Consultant RD's serving Iowa Healthcare Communities

### **Goals**

- Increase member involvement in ID-HCC through connectedness and communication.
- Provide pertinent, cutting edge knowledge with our members.
- Promote consulting dietitian profession to increase the population of qualified consulting dietitians.

1. Call to order-Paula Watkins
2. Attendance: ***Paula Watkins, Sandy Verhasselt, Jocelyn Evans, Char Kooima, Theresa Eberhardt, Amy Mooney-Geels, Katie Wulkow, Anne Sposato. Guests: Monica Lursen and Christy Frese***
3. Minutes of previous meeting- ***Motion to approve by Char, Katie 2<sup>nd</sup>. Board approved.***
4. Financial/Legal guidelines (please go to IDHCC Google drive, administrative folder and read the file entitled **Legal/Tax** prior to the meeting)

**From our bylaws:** Article XI-Indemnification of Officers.

Indemnification: ID-HCC will indemnify all officers to the full extent permitted by the Volunteer Protection Act of the State of Iowa and may indemnify other persons acting for and on behalf of ID-HCC. ID-HCC may purchase insurance to indemnify officers and other persons determined by the ID-HCC Board of Directors.

***Discussion: 1. To get an EIN # by the end of the year, inception date of the organization will be the date of the EIN # is obtained. Sandy V to obtain with Char's assistance as she will need to get information from Mary Sells on what she had used in 2016. Placed on hold due to the information provided by IAND.***

***Discussion about D & O insurance.***

***Monica Lursen and Christy Frese from IAND discussed our relationship to IAND. Monica provided a handout see the end of minutes for handout. Monica posed the questions of what is the purpose of our relationship with IAND, what are the pros and cons of current relationship, and what would make the relationship better?***

***As a group, the group decided to send pros/cons to secretary to compile in an anonymous document by October 31, 2017, the secretary will have the responses to the Board/Council by November 4, 2017, with a follow-up Conference call to discuss.***

5. Treasurer report

**Savings: \$12,513.08**

**Checking: \$16,237.56**

**Total Expenses: \$3,171.84**

6. Website

***The website was updated around September 11<sup>th</sup>, there were several additions along with the Eventbright pay system was added. Let me know if you have any other additions or corrections to add to the website. Since the ID-HCC page was started in 2015 there has been over 1500 views.***

***Next update to the website will be December 19<sup>th</sup>, 2017. Encouraged all to go to the website and look at the new documents that were placed.***

7. Facebook page

***Jocelyn Evans will be managing the page. Discussion on whether it will be a closed or open group. Question on what the purpose of the page is, ideas to post questions about surveys, etc. Members at this time cannot post directly on the page, the admin will have to approve, once approved, members can comment. A short article to be placed in newsletter about the website.***

8. Nominations Committee – Katie

***Katie will be meeting with Robin to get the binder of previous contacts. Katie will be placing short job descriptions on the positions that are coming open in the Newsletter. Those positions are Treasurer, Chair Elect, and Nomination Jr.***

9. Newsletter

***a. Next deadline: November 1, 2017***

***b. Stipend: Motion to continue to provide \$500 stipend for Newsletter editor. Paula 2<sup>nd</sup>. Board approved.***

***c. Anne reviewed what is placed in the newsletter at certain times of the year, ie: Spring newsletter has information about the Spring meeting. Anne spends 6-8 hours each production on the newsletter.***

10. Scholarships/Grants for members-Char

***The guidelines continue to be worked on such as the verbiage for the proposed application process. Approximately \$1200 for the budget. May not be ready until the Spring 2018 Meeting.***

11. 2018 Spring Conference-Char

***All of the speakers have committed, with contracts in place. Char showed the Eventbright website, the members pay the additional fee for paying online. Conference brochure is***

**being worked on along with speaker bios and objectives. Article about Eventbright to be placed in the newsletter.**

12. Membership gift – Sanitation DVD- Paula

**\$5.00 per DVD, they will do the mailings of the DVDs with address list provided with them.**

13. IAND Publications Task Force

**Joan is on this committee. There are surveys on updating various outdated publications with potential to be updated.**

14. Other business

**1. Motion: \$1000 stipend for the Event Coordinator to attend conference of choice. 2<sup>nd</sup> Paula. Board Approved.**

**2. Sandy V to update job description, Amy to send her the job description.**

**3. Paula Watkins resigned as Chair at the end of the meeting effective immediately.**

15. Adjourn: 8:50 pm

**1. On Tuesday, October 3, 2017, Joan Guentz resigned as Co-Chair, effective immediately.**

**2. Around October 5<sup>th</sup>, 2017, Char Kooima, Past Chair, per the By-Laws of Feb, 2017, she is the Interim Chair.**

See below of the attached handout from IAND

**As per group discussion on External/Internal Relationship:**

**1. Send your pros/cons/additional questions of the external/internal relationship to the ID-HCC secretary @idhcc.secretary@gmail.com by October 31, 2017**

**2. Secretary to compose document with pros/cons anonymously and send back to Board/Council by November 4, 2017.**

**3. Follow-up discussion to take place after above the date.**



Anne Sposato, MS, RD, LD, CCC  
940 Black Bear Bend  
North Liberty, IA 52317

## **Iowa Dietetics in Health Care Communities (ID-HCC) Executive Committee and Officers 2017-2018**

### Chair

Char Kooima, RDN, LD, LN  
[indhcc.chair@gmail.com](mailto:indhcc.chair@gmail.com)

### Secretary

Amy Mooney-Geels, RD, LD, CDM  
[indhcc.secretary@gmail.com](mailto:indhcc.secretary@gmail.com)

### Treasurer

Sandy Verhasselt, MS, RD, LD, CDE  
[indhcc.treasurer@gmail.com](mailto:indhcc.treasurer@gmail.com)

### Nominating Chair

Katie Wulkow, RDN, LD  
[indhcc.seniornominating@gmail.com](mailto:indhcc.seniornominating@gmail.com)

### Nominations Chair-Elect

Theresa Eberhardt, RDN, LD  
[bonnie@alpinecom.net](mailto:bonnie@alpinecom.net)

### Newsletter Editor

Anne Sposato, MS, RD, LD, CCC  
[indhcc.newsletter@gmail.com](mailto:indhcc.newsletter@gmail.com)

### Meeting Planner

Char Kooima, RDN, LD, LN  
[indhcc.eventcoordinator@gmail.com](mailto:indhcc.eventcoordinator@gmail.com)

### Meeting Planning Co-Chair

Rose Hoenig, RD, LD, CSG  
[dietitianhoenig@gmail.com](mailto:dietitianhoenig@gmail.com)

### Legislative

Kathleen Niedert, PhD, RD, CSG, LD  
[kniedert@aol.com](mailto:kniedert@aol.com)