

2021 | POLITICAL ACTION KIT

# WVOSPAC

WEST VIRGINIA HOSPITAL POLITICAL ACTION COMMITTEE

**HOSPITALS  
TAKING ACTION FOR  
EFFECTIVE GOVERNMENT**





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To ensure that your HOSPAC campaign runs smoothly and efficiently please follow the four simple steps outlined in this packet, and send items 1, 2, and 3 back to HOSPAC staff:

### **Step 1 SIGN AND RETURN THE CEO PRIOR AUTHORIZATION CARD**

Federal election law requires each CEO to sign and return a Prior Authorization Card before HOSPAC can solicit your employees.

Please sign and return Item 1 to HOSPAC staff.

### **Step 2 MAIL YOUR PERSONAL CONTRIBUTION TO HOSPAC**

Commitment begins at the top. That is why we need you to send your personal contribution to HOSPAC.

Please complete Item 2 and return it with your contribution to HOSPAC staff.

### **Step 3 DESIGNATE A HOSPAC HOSPITAL COORDINATOR**

To make this effort as successful as it can be, please designate a member of your staff to oversee the HOSPAC solicitation program and to be the liaison between your hospital and HOSPAC.

Please complete Item 3 and return it to HOSPAC staff.

### **Step 4 GIVE POLITICAL ACTION KIT TO YOUR HOSPITAL COORDINATOR**

After you have: 1) Completed the CEO Prior Authorization Card, 2) Completed your personal contribution card and, 3) Designated your HOSPAC Hospital Coordinator, please give this packet of information to the Coordinator for their use during the campaign. It includes: A Frequently Asked Questions (FAQ) document regarding HOSPAC, and a Solicitation Guide.

Together with your Hospital Coordinator, you can now begin your HOSPAC campaign. The staff at HOSPAC looks forward to working with you on this important endeavor.

HOSPAC is a strong component of the WVHA legislative advocacy program, and a well-funded PAC allows us to strengthen our advocacy efforts and to ensure that our voices are heard throughout the political and legislative arenas.

Your support and the commitment of hospital CEOs around the state will make an important difference in our efforts to elect policy makers that support their community hospitals and equip the WVHA legislative team with one of the most important tools needed to be an effective advocate.

# Step 1

## Complete the Prior Authorization Card

### FEC REQUIREMENT

The Federal Election Commission (FEC) established federal campaign finance law requiring the American Hospital Association Political Action Committee (AHAPAC), and state hospital associations acting on its behalf, to have prior authorization from the hospital CEO before solicitation of eligible employees of the hospital occurs.



Under federal law, once the Prior Authorization card is signed, eligible staff can be asked to contribute to the AHAPAC. Hospital employees are eligible if they fall into both of the following categories:

- 1) Salaried employees of an AHA and/or state hospital association member hospital, and
- 2) Supervisory, managerial/administrative positions with professional responsibilities.

Please be aware that certain state and federal election laws may differ, with state laws being less restrictive in certain areas. If specific questions arise, it may be useful to contact WVA or a local attorney.

Please complete and return to HOSPAC staff – Prior Authorization Card must be completed by CEO.

**PRIOR AUTHORIZATION**

The American Hospital Association Political Action Committee (AHAPAC) is authorized as the only federal trade Association PAC to solicit contributions from eligible employees of:

1

Hospital Name		
Mailing Address	City/State/Zip	Telephone
Print Hospital Executive Name	Title	
Email (required)		

For the following year (s) indicated:

20 (21)	Hospital Executive Signature
20 (22)	Hospital Executive Signature
20 (23)	Hospital Executive Signature
20 (24)	Hospital Executive Signature
20 (25)	Hospital Executive Signature

# Step 2

## Make Your Personal Contribution

**COMMITMENT BEGINS AT THE TOP.** That is why your personal contribution to HOSPAC is critical to the success of our efforts at your hospital. Your contribution not only provides HOSPAC with the resources to be effective, but it also demonstrates to your eligible employees that this effort is worth their commitment as well.

In addition, your contribution will help HOSPAC achieve three critical goals:

- Provide much-needed support to our friends in Charleston and on Capitol Hill who are in tough races;
- Make a difference in filling open seats with new legislators who understand the importance of hospitals in West Virginia; and
- Assure a much-needed counterbalance to the influence of other special interest groups who are seeking to make West Virginia's hospitals bear the brunt of such challenges as reductions in Medicare and Medicaid, repeal of certificate of need (CON), and erosion of medical liability reforms, to name a few issues.

Your contribution to HOSPAC is shared between the state and federal levels. HOSPAC partners with the American Hospital Association Federal PAC (AHAPAC) through an annual joint fundraiser. HOSPAC transfers 50 percent of Chairman's Circle (\$500 contributions) and above to AHAPAC to support West Virginia candidates at the federal level, unless the contributor designates otherwise.

*Please note the following special club level contributions:*

- 1898 Society (\$5,000)
- Champions Club (\$2,500 - \$4,999)
- Ben Franklin Club (\$1,000 - \$2,499)
- Chairman's Circle (\$500 - \$999)
- Capitol Club (\$350 - \$499)

Please complete and return to HOSPAC staff. **\*\*Contribution card may be photocopied for additional copies\*\***

# 2

### 2021 HOSPAC CONTRIBUTION CARD PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN IT WITH YOUR CONTRIBUTION TO HOSPAC.

Name \_\_\_\_\_

Title (Required) \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email (Required) \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Hospital \_\_\_\_\_

Signature (Required) \_\_\_\_\_

1898 Society \$5,000

Champion's Club \$2,500

Ben Franklin Club \$1,000

Chairman's Circle \$500

Capitol Club \$350

Other contribution \$ \_\_\_\_\_

Method of Payment

Check Enclosed

Mastercard

Visa

Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC (3-digit code on back of credit card) \_\_\_\_\_

Please mail your contribution card, along with form of payment, to  
HOSPAC - 100 Association Drive Charleston, WV 25311

**All contribution cards must contain a signature. Checks are to be made payable to "HOSPAC." Personal checks only; corporate checks not accepted.**

Contributions to HOSPAC/AHAPAC are not deductible as charitable contributions for federal income tax purposes. Your contribution is important to us, but we want to emphasize that all contributions are voluntary and have no impact on your job status, performance review, compensation or employment. Any amount given or the decision not to give will not advantage or disadvantage you.

## Step 3

### *Designate Your Hospital Coordinator*

Knowing the demands on your time, we strongly urge you to designate an employee to serve as the HOSPAC Hospital Coordinator to oversee your efforts on behalf of the campaign. Designating a Hospital Coordinator is in compliance with federal election and tax law. In addition to overseeing the simple tasks outlined below, your Hospital Coordinator will receive support from HOSPAC staff to ensure that your hospital's HOSPAC Campaign runs smoothly and efficiently.

The responsibilities of the Hospital Coordinator are reasonable and manageable. They include (and are not limited to):

- Making sure your CEO solicitation letter and other communications are received by all staff members who are eligible to participate in HOSPAC.
- Organizing follow-up telephone calls to ensure that all eligible employees are verbally asked to participate.

If you have questions regarding specific campaign tactics, please call Tina Rymer (304) 353-9717, or email at [trymer@wvha.org](mailto:trymer@wvha.org).

## Step 4

### *Give Political Action Kit to Your Hospital Coordinator*

After you have: 1) Completed the CEO Prior Authorization card; 2) Completed your personal contribution card; and 3) Designated your HOSPAC Hospital Coordinator, please give this packet of information to the coordinator for their use during the campaign. Remembering to give this Political Action Kit to the Hospital Coordinator is essential in having an effective and successful HOSPAC campaign. The Kit includes a Frequently Asked Questions (FAQ) document regarding HOSPAC and a Solicitation Guide.

Please complete and return to HOSPAC staff or contact Tina Rymer at [trymer@wvha.org](mailto:trymer@wvha.org) or 304/353-9717.

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#### HOSPITAL COORDINATOR DESIGNATION CARD

Please designate a Hospital Coordinator.

CEO's Name		Telephone
Hospital Coordinator's Name		Title
Hospital Name		
Address	City	St Zip
Telephone	Fax	Email

# 3



## Frequently Asked Questions

**Q: What is HOSPAC?**

**A:** HOSPAC is a membership political action committee, organized and supported by persons who support the improvement of healthcare in West Virginia, and who support hospitals and their role in improving healthcare. HOSPAC is a voluntary, non-profit, non-partisan organization whose purpose is to provide financial support to candidates for election in West Virginia, and to support issues and measures that improve healthcare in West Virginia. Contributions are voluntary and have no impact on job status, performance review, compensation, or employment. Contributions to HOSPAC are not deductible as charitable contributions for federal or state income tax purposes.

Your contribution to HOSPAC is shared between the state and federal levels. HOSPAC partners with the American Hospital Association Federal PAC (AHAPAC) through an annual joint fundraiser. HOSPAC transfers 50 percent of Chairman's Circle (\$500 contributions) and above to AHAPAC to support West Virginia candidates at the federal level, unless the contributor designates otherwise.

**Q: May corporations participate in campaign activity in West Virginia?**

**A:** No. The West Virginia Code **§3-8-8** states, Corporation contributions forbidden; exceptions; penalties; promulgation of rules; additional powers of State Election Commission. (a) An officer, agent, or person acting on behalf of any membership organization or any corporation, whether incorporated under the laws of this or any other state or of a foreign country, may not pay, give, lend, or authorize to be paid, any money or other thing of value belonging to the corporation to any candidate or candidate's campaign committee for nomination or election to any statewide office or any other elective office in the state or any of its subdivisions.

**(c)(1)** The provisions of this section do not prohibit a membership organization or corporation from soliciting, through any officer, agent, or person acting on behalf of the membership organization or corporation, contributions to a separate segregated fund to be used for political purposes. Any separate segregated fund is considered a political action committee for the purpose of this article and is subject to all reporting requirements applicable to political action committees.

**Q: Who may contribute to HOSPAC?**

A: HOSPAC is subject to state election laws that govern who may contribute to a political action committee. HOSPAC may receive contributions from persons who support the goals of HOSPAC. As a matter of policy and practice, HOSPAC solicits contributions only from WVHA member officers, directors, and administrative employees and their spouses. Administrative personnel include employees with supervisory or policy making responsibilities who are paid on a salary rather than an hourly basis, officers and executives of the corporation, and individuals following recognized professions. Only employed physicians of WVHA member hospitals and health systems may contribute to HOSPAC.

**Q: Who should not be solicited for a contribution?**

A: Hourly workers and professionals represented by a labor union. However, hourly workers may voluntarily contribute to HOSPAC as long as they are not solicited.

**Q: Why should hospital officers, executives, administrators, and professionals contribute to HOSPAC?**

A: HOSPAC participation allows healthcare providers to actively participate in the political process by electing candidates who will support healthcare issues. Contributions to HOSPAC are an excellent way for members of the hospital community to make informed choices in supporting candidates and to demonstrate to policymakers their commitment to healthcare. HOSPAC endorsements and political contributions hold policymakers accountable for their positions on healthcare policy.

**Q: How much may a person contribute to HOSPAC?**

A: The maximum contribution is \$5,000 for the primary election and \$5,000 for the general election.

**Q: How should I set up a HOSPAC campaign in my hospital?**

A: Remember, no corporate resources whatsoever may be used in political activities in West Virginia. Care should be taken to make sure that persons interested in supporting HOSPAC, who work in hospitals, do not use any hospital resources in raising money for, or contributing money to, HOSPAC.

Interested volunteers may establish HOSPAC campaigns at their respective hospitals, provided that, they do so on their own time, and provided that, they use personal rather than corporate resources. Many interested hospital executives identify a staff member who is interested in serving as campaign coordinator and who is responsible for development and implementation of a plan to solicit contributions.

Each hospital leadership team is assigned a goal based on total licensed beds as reported to the Office of Health Facility Licensure & Certification (OHFLAC). Remember, one of the goals of HOSPAC is to get members of the hospital community more involved in the political process. The more people in your facility who are involved, the easier it will be for you to meet your goal.

**Q: Can city and county hospitals participate in PAC fundraising?**

A: Yes, but special care should be taken by officers, directors and employees of city and county hospitals to make sure that laws regarding public employees are complied with. The West Virginia Code §3-8-12(j) states, A person may not solicit any contribution, other than contributions to a campaign for or against a county or local government ballot issue, from any nonelective salaried employee of the state government or of any of its subdivisions: Provided, that in no event may any person acting in a supervisory role solicit a person who is a subordinate employee for any contribution. A person may not coerce or intimidate any nonelective salaried employee into making a contribution. A person may not coerce or intimidate any non-salaried employee of the state government or any of its subdivisions into engaging in or refraining from any form of political activity. The provisions of this subsection may not be construed to prevent any employee from making a contribution or from engaging in political activity voluntarily without coercion, intimidation, or solicitation.

**Q: Where can I find out more about what is prohibited and permitted under West Virginia campaign laws?**

A: West Virginia election laws are governed by West Virginia statute, published rules and regulations and judicial decisions interpreting and applying to such cases. The West Virginia Secretary of State is the chief elections official in the state of West Virginia and is empowered to interpret and apply the election laws. The Secretary of State publishes helpful brochures and information packets and is a good source of information and guidance in response to specific campaign law questions.

**Q: Are there any additional restrictions in terms of campaign activities imposed on tax-exempt organizations?**

A: Yes. Organizations that enjoy tax-exempt status under the Internal Revenue Code are generally prohibited from engaging in political activity. Generally speaking, incidental political activity, such as soliciting for a political action committee contribution, will not jeopardize the tax-exempt status of such organizations. There is a complex body of law surrounding this subject.

Also, West Virginia law prohibits any person from soliciting political contributions on public property or soliciting contributions from public employees.

**Q: How can I inform employees about HOSPAC endorsed candidates?**

A: Many hospitals are exempt from taxation and therefore are prohibited from endorsing or working on behalf of specific political candidates. However, tax-exempt hospitals can undertake political education activities that encourage voting, educate voters on issues of importance to hospitals, and inform voters of candidate positions on the issues. HOSPAC may provide lists of candidates who support health issues that you can make available to employees. While public and non-profit hospital corporations face additional restrictions in their political activities, individual hospital officers, directors, and employees may, on their own time, support candidates of their choice.

This FAQ attempts to answer some of the basic questions surrounding West Virginia state election laws as they apply to HOSPAC. Should anyone have additional questions regarding campaign and election laws contact an attorney or the West Virginia Secretary of State's Office ([www.sos.wv.gov](http://www.sos.wv.gov)) who can provide you with guidance and additional materials on election law issues.



## **Solicitation Guide**

### **Tips for one-on-one solicitation**

#### **Be Prepared**

Know as much as you can about the person you are soliciting before contacting them. For example, know whether they have given to HOSPAC in the past and if so, how much they have given, and which issues interest them most.

#### **Introduce Yourself**

Give your credentials as they relate to HOSPAC, i.e. How many years you have been a supporter of HOSPAC...What your relationship is to HOSPAC.

#### **Make a Connection to the Individual**

Based on your research, try to make a personal connection with the prospect. Think about what you have in common: work, hometown, common issues or interests, a mutual acquaintance, age of children, etc.

#### **Tell the Individual Why You Are Calling/Meeting**

Don't apologize for discussing or calling about HOSPAC. Thank him/her for giving you a few minutes to discuss why HOSPAC is so important to hospitals and health systems.

#### **Make Your Case Clearly**

Explain why giving to HOSPAC is so important. Do not assume your prospect understands the connection between HOSPAC and his or her work. *(See next page to help make the case).*

#### **Ask an Open-ended Question and Listen**

Ask the individual a question that will enable you to learn what is of concern to him/her. This added information will help you make the best case for contributing to HOSPAC. Allow the prospect to ask you questions about the PAC.

- Examples: Have you ever been approached before about participating in HOSPAC?
- Have you ever been active in politics?
- Do you follow the State Legislature?

#### **Ask for the Contribution**

Ask for a specific amount – people want to know what is expected of them. If the prospect gave last year, remind him/her how much they gave and ask the person to consider a specific amount.

#### **Confirm the Pledge or a Date for a Follow-Up Call**

If you are unable to confirm a specific amount for a contribution, make a specific date for a follow-up phone call or meeting.

#### **Follow Up on Any Specific Request**

If you agreed to send any additional materials to the prospect, make sure you follow up on the specific request.

#### **Say Thank You**

Every individual contribution—no matter how small or large—should be recognized and appreciated. Remember, the end of your solicitation today is the beginning of your solicitation for next year. So, remember to say thanks!



Emphasize the following:

- Hospitals and health systems need a voice in our State Legislature, where key decisions that impact health care are being made every day. HOSPAC can give us this voice by helping to elect officials at the state level who are willing to stand up for our concerns.
- HOSPAC also provides the opportunity for the hospital community to participate in the “big picture.” HOSPAC is a strong voice for hospitals and health systems at both the state and federal levels.
- A significant percentage of hospital budgets come from Medicare and Medicaid. How much these programs pay providers is based on decisions made in our state Legislature and in Congress. Additionally, hospitals and health systems in WV confront the daunting task of complying with a growing number of regulations. We need to make sure that our elected officials and decision-makers understand the important role hospitals play. This includes the tremendous impact our hospitals and health systems have on the state’s economy.
- Our hospital, employees, and patients clearly benefit when elected officials are willing to listen to health care concerns.

Should anyone have questions or concerns regarding any information in the Political Action Kit, please contact Tina Rymer HOSPAC staff at [trymer@wvha.org](mailto:trymer@wvha.org) or (304) 353-9717.



## STAFF CONTACTS

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## CONTACT

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# THANK YOU

FOR YOUR CONTINUED  
SUPPORT OF  
**HOSPAC!**