

# COLORADO RURAL HEALTH CARE GRANT COUNCIL

## MINUTES

December 10, 2007

These minutes are a summary of the proceedings and motions of the Colorado Rural Health Care Grant Council. Attachments referenced in the minutes are available through the Colorado Rural Health Center at [info@coruralhealth.org](mailto:info@coruralhealth.org) or 303-832-7493.

### **Call to Order/Introductions**

The December 10, 2007 Colorado Rural Health Care Grant Council ("the Council") meeting was called to order at 11:10 am at The Colorado Health Foundation, 501 South Cherry Street, Suite 1100, Denver, Colorado by Dr. Ned Calonge, co-chair.

### **Members Present:**

Cody Belzley (Governor's Office, Denver), Jay Brooke (High Plains Community Health Center, Lamar), Dr Ned Calonge, Co-Chair, (Colorado Dept of Public Health & Environment, Denver), Denise Denton (Rural Health Consultant, Denver), Lydia DeLaRosa (Long Term Care, Mesa County), Andrea Kawulok (Colorado Coalition for the Homeless, Berthoud), Marcy Morrison (Insurance Commissioner, Denver), Khanh Nguyen (The Colorado Health Foundation, Denver), Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa), Dr. Jacqueline Stiff, Co-Chair, (Unitedhealthcare, Denver), Christopher Underwood (Dept of Health Care Policy & Finance, Denver), Charles Unsel (Department of Local Affairs, Denver).

### **Members Absent:**

None

### **Staff Present:**

Lou Ann Wilroy, Executive Director, Colorado Rural Health Center

### **Approval of Minutes**

A **MOTION** was made and seconded to accept the minutes as submitted.

**MOTION PASSED UNANIMOUSLY**

### **Administrative Business**

#### **Proposal from Colorado Rural Health Center**

In response to the Council's request, Lou Ann Wilroy, Executive Director of the Colorado Rural Health Center (the State Office of Rural Health) presented the attached proposal for providing administrative services to the Council and the Rural Health Care Grant program. The proposal includes a detailed scope of work and six year budget for 5% of the total amount of the grant funding, which is the maximum amount designated by UnitedHealth Group for administrative expenses.

In order to avoid any conflict of interest, Ms. Wilroy and Denise Denton (former Executive Director of the Colorado Rural Health Center) were asked to leave the meeting during the subsequent discussion and vote related to this issue.

A **MOTION** was made and seconded to approve the proposal and budget submitted by the Colorado Rural Health Center.

### **MOTION PASSED UNANIMOUSLY**

#### Designees

The Council discussed whether or not members should be allowed to name a designee or alternate to attend meetings when the appointed Council member is unavailable. It was noted that it is the Council's preference that the appointed Council member make every effort attend each meeting, and that the appointed Council member must attend the majority of Council meetings. Designees should attend only in circumstances beyond the control of the appointed Council member. It was also noted that, with the exception of the appointees from government agencies, Council members were appointed based on personal experience and contribution, not on organizational affiliation.

A **MOTION** was made by Ms. Denton, and seconded by Ms. Belzley, to allow agencies named in the Executive Order to appoint an alternate designee to serve on the Council.

### **MOTION PASSED UNANIMOUSLY**

#### Quorum

Council members agreed that a quorum will be required for vote, that voting by proxy will not be allowed, and that a quorum should be defined as 2/3 of the Council members which equals 8 of the 12 members. Additionally, the Council agreed that votes via email would be allowed, but only by the designated Council members, not alternates.

A **MOTION** was made by Ms. Denton, and seconded by Ms. Belzley, to define a quorum of the Council as 2/3 of the membership.

### **MOTION PASSED UNANIMOUSLY**

#### Conflict of Interest

It was noted that members of the Council may be eligible to apply for the Colorado Rural Health Care Grant program. The Council members agreed that a conflict of interest and recusal policy should be developed once the grant guidelines are written.

#### **Follow up:**

- Ms. Belzley agreed to investigate conflict of interest and/or recusal policies used by other Governor appointed Boards.
- Dr. Calonge agreed to share an example from the State's Comprehensive Cancer Program (CCP).

#### Expense Reimbursement

Now that the Colorado Rural Health Center (CRHC) has been appointed to provide administrative support to the Council and grant program, CRHC will facilitate the expense reimbursement process for the Council members. CRHC will provide expense reimbursement

forms to Council members, and will invoice the Governor's office for the funds to cover the expenses. Upon receipt of funds from the Governor's office, CRHC will reimburse Council members directly.

### **Program-Related Issues**

#### **Guiding Principles**

At the November meeting, the Council was presented with the following proposed guiding principles from Dr. Stiff from Unitedhealthcare:

The Colorado Rural Health Grant Program will focus on projects that incorporate the following principles:

- Definition of need defined by Coloradans (based on epidemiology of disease, medically underserved areas)
- Community involvement
- Delivery of integrated, coordinated preventive, community based health services
- Target important medical challenges within medically underserved communities
- Support health and medical decisions that lead to better health outcomes and healthier communities
- Ability to measure improvements through expanded access and evidence based quality measures

Following discussion, the Council members agreed to include the following additional guiding principles:

- Leverage other available resources
- Avoid duplication of other efforts
- Short term funding
- Capital or infrastructure-related projects, not direct services

The Council will utilize these guiding principles in carrying out its duties as outlined in the Executive Order, and will incorporate these guiding principles in the grant guidelines and review process.

#### **Definition of Rural**

The Council previously made the decision that only rural organizations would be eligible to apply for the Colorado Rural Health Grant program. The Council discussed various rural definitions and concluded that the "urbanized area" definition of the US Census would be the most practical and comprehensive method of defining organizations that are **ineligible** to apply. Therefore, all organizations located outside of Colorado's nine urbanized areas would be defined as rural for this grant program. Currently, Colorado's urbanized areas are Boulder, Colorado Springs, Denver, Fort Collins, Grand Junction, Greeley, Longmont, Louisville, and Pueblo.

A **MOTION** was made by Ms. Belzley, and seconded by Mr. Underwood, that the definition of rural for the Colorado Rural Health Care Grant Program will be "organizations located outside of Colorado's urbanized areas."

**MOTION PASSED UNANIMOUSLY**

The Council noted that it is also necessary to define “primary care” for the purposes of the grant program.

**Follow up:**

- Ms. Wilroy will provide commonly used definitions of primary care to the Council for review.

Size and Term of Grants

The Council discussed developing two separate Requests for Applications (RFAs) during the 2008 grant year. The Council feels the size of grant awards should be \$10,000 to \$50,000 for each scheduled grant cycle for the next six years, and that these funds should be used to support short term infrastructure-related projects only (projects that will be completed within a one year grant cycle.) However, since there are additional funds available during 2008 (approximately \$2 million will be carried over from 2007), the Council is interested in considering funding some larger projects of up to \$250,000, with a longer grant term and a later application deadline.

Preferences

The Council members agree that preference should be given to applications from organizations that:

- Demonstrate collaboration with other organizations
- Leverage other available resources;
- Are from counties with limited primary care access points and a limited number of potential applicants;
- Are from entities that have not received funding from the Primary Care Fund administered by the Department of Health Care Policy and Financing and funded through the state tobacco tax;
- Include a viable plan for sustainability of the project or activity.

These preferences will be outlined in the RFA.

Timeline

The Council developed the following draft timeline for the 2008 grant cycle:

January 28----Finalize RFA draft at Council Meeting

February 15----Release RFA

March 1-----Letters of intent deadline

May 15-----Grant application deadline

June 15-----Review and Recommendations Completed

Application and Review Process

The Council members agreed upon the following general details related to the grant application and review process:

- Annual grant cycles will be based on the State fiscal year (July to July).
- Electronic submission will be required.
- Prospective applicants will be asked to submit a letter of intent to preliminarily gauge geographic diversity and scope of projects.
- The Council and CRHC will make every effort to involve rural communities in review process.

- Multi-year projects will not normally be approved. Grantees will be required to reapply for subsequent funding.
- Hospitals will not be eligible, only outpatient primary care facilities.
- Mobile health services will be eligible to apply.

**Follow up:**

- A subcommittee consisting of Dr. Calonge, Ms. Denton and Ms. DeLaRosa will work with Ms. Wilroy to draft the RFA and grant review guidelines for presentation to the Council at its next meeting.
- Dr. Calonge will draft a funding strategy for 2008 through 2011.
- Ms. Belzley will determine whether or not private, for-profit entities are eligible to apply.

**Next Meeting**

Subsequent meetings of the Council will be held on the fourth Monday of each month from 11:00 am to 2:00 pm at The Colorado Health Foundation at 501 South Cherry Street, Suite 1100 in Denver. Lunch will be provided by The Colorado Health Foundation.

**Adjournment**

The meeting was adjourned at 2:09 pm.

*Submitted by:*

Lou Ann Wilroy, Executive Director  
Colorado Rural Health Center