

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

March 24, 2008

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 or 303-832-7493.

Call to Order/Introductions

The March 24, 2008 Colorado Rural Health Care Grant Council (“the Council”) meeting was called to order at 11:11 am at The Colorado Health Foundation, 501 South Cherry Street, Suite 1100, Denver, Colorado by Dr. Jacqueline Stiff, 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 DeLa Rosa (Long Term Care, Mesa County), Andrea Kawulok (Berthoud), Khanh Nguyen (The Colorado Health Foundation, Denver), Dr. Jacqueline Stiff, Co-Chair, (UnitedHealthcare, Denver).

Members Absent:

Marcy Morrison (Insurance Commissioner, Denver), Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa), Christopher Underwood (Dept of Health Care Policy & Financing, Denver), Charles Unseld (Dept of Local Affairs, Denver).

Staff Present:

Callie Preheim (Colorado Rural Health Center, Denver)

Alternates Present

Jo Donlin (Division of Insurance, Denver), Carol Rieder – by teleconference (Dept of Health Care Policy & Financing, Denver)

Approval of February Minutes

A **MOTION** was made by Mr. Brooke and seconded by Ms. DeLa Rosa to accept the February minutes as submitted.

MOTION PASSED UNANIMOUSLY

Administrative Business

Conflict of Interest Policy

Ms. Belzley reported that the Governor’s legal counsel will review the Colorado Rural Health Care Grant Council’s Conflict of Interest (COI) Policy. The revised COI will be sent to all Council members to look over and sign.

Application to The Colorado Health Foundation

The application to The Colorado Foundation is being written by the Colorado Rural Health Center. The application will be sent to all Council members upon completion and before submittal.

Program-Related Issues

Grant Review Process

The Council will recruit volunteer reviewers; these reviewers may include members of the Board of Directors of the Colorado Rural Health Center (CRHC), CRHC staff, Council Members, rural track medical students, grant reviewers from The Colorado Health Foundation's re-granting process, participants in the Community Resource Center's grant writing courses, and other interested parties. Ms. Belzley suggested that, due to a conflict of interest, applicants themselves should be somewhat removed from the review process.

The Council discussed the pros and cons of holding face to face rural grant reviews. Face to face reviews allow for greater discussion and can serve as a learning experience for reviewers. They are also more costly and require more time. Ms. Denton presented two documents to guide the Council in the potential organization of the grant review process. It was suggested that all applicants – those parties that submitted Letters of Intent – should receive an email from the Council or staff letting them know that this grant cycle will be very competitive and urging them to submit complete applications.

A **MOTION** was made by Ms. Belzley and seconded by Ms. Nguyen for Ms. Preheim to email all applicants – those having submitted an LOI – to clearly articulate that only complete applications will be reviewed and that only organizations outside of Urbanized Areas are eligible to apply.

MOTION PASSED UNANIMOUSLY

Ms. Belzley suggested that, rather than holding face to face rural grant review sessions, external grant reviewers (anyone not on the Council) review grants independently and submit the scores electronically. The Council decided that external reviewers will review independently and electronically all eligible applications, but that the Council will then meet to consider the scores, as well as other criteria, and determine final awards. Dr. Stiff reminded the Council that there is up to \$2 million available in 2008. The Council decided not to set a limit on funding for this cycle; amount awarded will depend upon quantity and quality of applications received.

Because final applications are due May 15, there will be no meeting on May 26. The May meeting will be held on June 2. Ms. Preheim will prepare a list of incomplete and ineligible applications. This list will be reviewed by the Council for elimination. The Council will meet for a full day meeting on June 30. External reviewer scores will be received and the Council will decide upon final awards.

Received Letters of Intent

Ms. Preheim shared with the Council a summary and map of the received Letters of Intent (LOI). As of March 21, there were 96 received LOI's. The Council reviewed the summaries and agreed that applications proposing projects that do not follow the guidelines will be ineligible to receive funding. Additionally, incomplete applications will not be reviewed. The Council re-emphasized that funding decisions will be based on the ability to make a lasting impact on infrastructure.

Public Relations

Dr. Stiff shared the potential scope of UnitedHealthcare's Public Relations Department. The Department would be able to increase the outreach of the Colorado Rural Health Care Grant Program's marketing by employing various methods.

Proposal to The Colorado Health Foundation

The Council agreed to submit the proposal to The Colorado Health Foundation, excluding the rural grant review sessions for 2008.

Cultural Competency

Dr. Stiff suggested that Cultural Competency and Health Literacy be added to eligible infrastructure projects in future guidelines.

Items for Follow-Up

Ms. Preheim will draft an email to be sent to all contacts having submitted an LOI. The email will be sent to the Council to review and subsequently emailed to the contacts. Ms. Preheim and Ms. Denton will present a mock review packet at the April meeting. Ms. Belzley will facilitate the review of the Conflict of Interest Policy by Governor Ritter's legal counsel. The revised Conflict of Interest Policy will be sent to Council members to review and sign.

Next Meeting

The next meeting is scheduled for April 28, 2008.

Adjournment

The meeting was adjourned at 1:50 pm.

Submitted by:

Callie Preheim, Marketing and Outreach Coordinator
Colorado Rural Health Center