

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

January 26, 2009

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 January 26, 2009 Colorado Rural Health Care Grant Council (“the Council”) meeting was called to order at 11:15am at The Colorado Health Foundation, 501 South Cherry Street, Suite 1100, Denver, Colorado by Dr. Ned Calonge, Co-Chair.

Members Present:

Cody Belzley – by teleconference (Governor’s Office, Denver); Dr. Ned Calonge, Co-Chair, (CDPHE, Denver); Denise Denton (Rural Health Consultant, Denver); Lydia DeLa Rosa (Long Term Care, Mesa County); Andrea Kawulok (Berthoud); Marcy Morrison – by teleconference (Insurance Commissioner, Denver); Khanh Nguyen (The Colorado Health Foundation, Denver); Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa); Chris Underwood – by teleconference (Department of Health Care Policy & Finance, Denver); Charles Unseld (Dept. of Local Affairs, Denver).

Staff Present:

Elke Webb (Colorado Rural Health Center, Denver).

Members Absent:

Jay Brooke (High Plains Community Health Center, Lamar); Dr. Jacqueline Stiff, Co-Chair, (United Healthcare, Denver).

Approval of Minutes from December 8 Meeting

The Council members reviewed the minutes from the December 8 meeting.

- Ms. Denton suggested changes to the Grant Writing Assistance (p. 2) and Items for Follow-Up (p.3) sections in order to more accurately reflect the discussion.

A **MOTION** was made by Dr. Calonge and seconded by Ms. Nguyen to accept the December minutes as submitted with the changes noted above.

MOTION PASSED UNANIMOUSLY

Program-Related Issues

Pre-Application Grant Writing Workshops

Ms. Denton shared her plan for the pre-application grant writing workshops. Ms. Denton noted that she will charge \$50/hour for her time. The workshops will consist of two sections. Ms. Denton will clarify eligibility requirements during the first half and discuss how to make an application stronger during the second half. Ms. Denton will have discussions with individual attendees over lunch. Ms. Denton presented the Power Point, agenda, exercises and evaluation for the workshop. The Council reviewed the eligible activities quiz and clarified eligibility requirements. Ms. Denton noted that if there is a

question she is unable to answer at the workshop, the Council will be consulted and all workshop participants will receive the answer via e-mail and the answer will be posted under the Q&A section on the website.

Ms. Denton suggested that CRHC develop an example budget and work plan to post on the website. Ms. Webb will e-mail a sample budget and work plan to all Council members to review.

Dr. Calonge asked that CRHC create a formal tracking system to determine the success of the workshops. Ms. Webb will track all participants that attend the workshops and whether or not they received funding for this grant cycle.

Letters of Intent

The Council reviewed a summary of all the letters of intent submitted and determined the eligibility of all projects. The Council was unsure whether or not a study should be considered an eligible project. Dr. Calonge suggested that studies should not be eligible. Ms. Nguyen suggested that the Council fund studies if the applicant uses funds for both the study and the purchase of equipment.

A **MOTION** was made by Ms. Belzley and seconded by Ms. Rogers to rule that studies will not be eligible projects.

MOTION PASSED WITH EIGHT COUNCIL MEMBERS IN FAVOR AND TWO OPPOSED.

Ms. Denton suggested that this decision be added to the FAQ section on the website. Ms. Webb will add a question and answer reflecting this decision to the FAQ's on the website.

The Council was unsure whether recruitment and retention efforts should be considered an eligible project. Ms. Denton noted that funding recruitment and retention efforts is not consistent with the decisions the Council has made in the past. Dr. Calonge suggested that recruitment efforts could be funded only if the recruitment materials funded are durable. The Council members agreed. Dr. Calonge reminded the Council that chemistry, radiology and lab work are not considered primary care projects. Dr. Calonge offered to be a resource to Ms. Webb if she is unsure whether or not an organization or project is eligible. Ms. Webb will notify all applicant organizations of their eligibility by January 30.

The Council noted that few mental/dental health organizations applied. Ms. Morrison will contact Mr. George DeGrosso, Director of the Colorado Behavioral Healthcare Council, and the Dental Association and encourage them to remind their constituents about the grant program. The Council also noted that there were few applicants from the eastern plains. Ms. Webb will check with the Director of Outreach and Communications at CRHC and plan an additional marketing push in an effort to attract more applicants from the eastern plains and mental/dental health organizations.

The Council discussed the method they will use to give preference to new applicants. Dr. Calonge suggested that during the review process, reviewers disregard whether applicants have applied in the past and if there are too many eligible applications for the amount of funding available, preference will then be given to first-time applicants. The Council members agreed.

Ms. Denton asked what the Council plans to do with funds left over from the previous grant cycle. Dr. Calonge suggested that the Council give away as much as possible (for viable projects only) this grant cycle. The Council members agreed. Ms. Denton requested an update of where the Council is with administrative costs and grant awards. Ms. Webb will follow-up and compile an overview for the Council for the next meeting.

Grant Review Process

The Council reviewed the application review timeline and the grant review process. Ms. DeLaRosa noted that she would like to see more rural and ethnically diverse reviewers. Ms. Webb noted that she has a list of rural reviewers from The Colorado Health Foundation that will be used in an effort to solicit more rural reviewers. Ms. Webb will check how many reviewers are on the list and determine if the Council members need to solicit additional reviewers.

Ms. Belzley requested that the all-day review session be moved. The Council decided to move the all-day review session from April 28 to May 18 from 8 a.m. – 3 p.m. The Council decided to cancel the meeting on April 27. The Council approved the review timeline and review process.

Mental Health Update

Ms. Webb noted that Mr. DelGrosso reviewed the RFA and thought that the RFA was clear on eligibility of primary mental health care organizations. Mr. DelGrosso suggested adding a bullet on page 6, #7, that also allows these funds to bring physical healthcare into a mental health setting in future RFAs.

Mid-Year Reminder Post Card

Ms. Webb noted that the mid-year reminder post cards are printed and will be distributed on February 15. Ms. Denton recommended that the Council address what they would like the recipients of the 2008 award to report on. Ms. Belzley commented that the reporting does not need to be standardized. Dr. Calonge recommended that recipients include anecdotes. The Council decided that they would like recipients to report on how they improved their capacity, any examples or stories they may have, and photographs or anything that may help illustrate what they did. Ms. Webb will draft a progress report template for the February meeting.

Items for Follow-Up

- CRHC to e-mail sample budget and work plan to all Council members
- CRHC to update FAQ section on the website
- CRHC to notify all applicant organizations of their eligibility by January 30
- CRHC to plan and complete additional outreach
- CRHC to follow-up on administrative costs and grant awards and will present them at the next meeting
- CRHC to draft a progress report template to present at the next meeting

Next Meeting

The next meeting is scheduled for Monday, February 23, 2009, 11:00am - 2:00pm at The Colorado Health Foundation.

Adjournment

The meeting was adjourned at 12:45pm.

Submitted by:

Elke Webb, Program Assistant
Colorado Rural Health Center