

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

February 25, 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 February 25, 2008 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 (Berthoud), 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 Unseld (Dept of Local Affairs, Denver).

Members Absent:

Marcy Morrison (Insurance Commissioner, Denver)

Staff Present:

Callie Preheim (Colorado Rural Health Center, Denver)

Additional Attendees:

Jo Donlin (Division of Insurance, Denver)

Approval of January Minutes

Council members asked that the paragraph entitled “Size and Term of Grants” on page three be amended to the following: “It was clarified that the maximum award amount for the first round of funding will be \$50,000. If the full million is not distributed in the first round of funding, a second round of funding will be distributed later during the first year.”

A **MOTION** was made by Ms. Rogers and seconded by Dr. Stiff to accept the January minutes as submitted with the addition noted above.

MOTION PASSED UNANIMOUSLY

Administrative Business

Proposal to The Colorado Health Foundation

The draft proposal was not sent to the entire Council but solely to the co-chairs. The proposal requests funds to cover the estimated expense for CRHC to assume the fiscal management of the project funds and to hold two rural, regional grant review sessions. The proposal will be reviewed by the co-chairs and sent to Ms. Nguyen at The Colorado Health Foundation.

Conflict of Interest:

Ms. Preheim reported that Lou Ann Wilroy, Executive Director of the Colorado Rural Health Center (CRHC), is examining Conflict of Interest policies from various organizations and drafting a policy for the Colorado Rural Health Care Grant Council. Ms. Belzley requested that the Governor's legal counsel review the Colorado Rural Health Care Grant Council's Conflict of Interest policy prior to its implementation. The Council agreed that the policy ought to be reviewed by the Governor's legal counsel.

Follow up: Ms. Wilroy will draft a conflict of interest policy to be reviewed by the Governor's legal counsel and, subsequently, by the Rural Health Grant Council members for approval.

Intra-council Correspondence

The Council requested clarification on intra-council correspondence. Dr. Calonge clarified that, legally, correspondence between Council members should occur with the Colorado Rural Health Center serving as an intermediary.

Program-Related Issues

Definition of Primary Care

The Council members reviewed the definition provided by the Colorado Department of Health Care Policy and Financing (HCPF). Mr. Underwood supplied an alternate definition of Primary Care – the Institute of Medicine's 1996 definition. The Council agreed to revise the HCPF definition to better serve the needs of the grant program. The Council agreed to exclude mention of emergency care in the definition of primary care, as it is mentioned in Section II of the RFA, "Eligibility." For the purposes of the grant program, the definition of Primary Care will be: "Outpatient primary care services are to be considered the basic, entry level care (medical, oral and mental) provided by clinicians. This care is generally provided in an outpatient clinic or medical office setting."

Draft RFA

The Council agreed that all instances of the term "primary care" should be changed to "outpatient primary care." For the purposes of this grant program, the Council discussed the use of the U.S. Census Bureau's definition of Urbanized Area (UA) as the best indication of rurality. Only organizations physically located outside of UA's are eligible to apply for the program. Ms. Belzley confirmed with the Council that this definition would exclude some statewide groups – those located in Urbanized Areas – from applying. The Council confirmed that groups physically located inside UA's, even statewide organizations, would be ineligible to apply on their own, but that a rural applicant could apply on their behalf.

Application Receipt and Follow-Up

The Council agreed that CRHC should send out a confirmation to the contact person upon receipt of each application. After all applications have been received, CRHC staff will review them for eligibility and completion. Any applications with missing components will be notified of

the missing application components and given an opportunity to submit the missing component. All applicants will be given the same deadline for submittal of missing components.

Application Questions

Dr. Calonge suggested that all questions (and their respective answers) received by CRHC staff members be posted online on a Frequently Asked Questions (FAQ) Web page. To minimize questions to CRHC staff, anyone with questions may be directed to the FAQ Web page. Dr. Calonge and Dr. Stiff will be available to aid in the answering of complicated proposal questions. If Council members are asked questions about the grant program, they should refer questions to CRHC.

Rural Grant Review and Schedule

If The Colorado Health Foundation funds the proposal, there will be two, rural, external grant reviews meetings held in June. Reviewers will include Council members, CRHC staff and board members, and community volunteers. The CRHC Web site includes information about volunteering to serve as a reviewer.

Because final applications are due May 15, there will be no meeting on May 26. The May meeting will be held on June 2. There will also be a meeting on June 30.

A summary of the applications will be distributed to the Council members at the June 2 meeting. The Grant Review meetings will be held either the week of June 2 or June 9. The Council will receive the recommendations of the Review Meetings and make final award decisions during the June 30 meeting.

Review Guidelines

The Council questioned the idea to post the proposal review guidelines on the Web page. The Council decided to post the review guidelines online.

Weight

The Council agreed that the "Technical Review" of the grant application (completion of application components, etc.) will not be scored. It was suggested that the potential points in the "Preferences" section of the Review Guide be increased. The Council agreed to add the following clarifying statement to III. Review Process on the RFA and to the Review Guide: final award decisions will be "based on the scores of each application, community impact, geographic distribution, diversity of projects, and applicant type."

RFA Approval

Dr. Stiff moved to approve the RFA as amended. Ms. Belzley seconded the motion.

MOTION PASSED UNANIMOUSLY

Items for Follow-Up

Dr. Stiff suggested that the Council address cultural competencies and health literacy at the next Council meeting. Ms. Preheim will prepare language for Council to distribute with RFA and will provide outreach lists to the Council. It was suggested that either the Letter of Intent or the Application Form ask applicants to state the way in which they found out about the grant program. Dr. Stiff mentioned that UnitedHealthcare is working towards a public relations

campaign for the program. Ms. Belzley added that the grant program information will be posted on Governor Ritter's Web site.

Next Meeting

The next meeting is scheduled for March 24, 2008. Mr. Unseld will not be in attendance at the March 24 meeting.

Adjournment

The meeting was adjourned at 1:45 pm.

Submitted by:

Callie Preheim, Marketing and Outreach Coordinator
Colorado Rural Health Center