

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

July 28, 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 July 28, 2008 Colorado Rural Health Care Grant Council (“the Council”) meeting was called to order at 11:13 am at The Colorado Health Foundation, 501 South Cherry Street, Suite 1100, Denver, Colorado by Dr. Jacqueline Stiff, Co-Chair.

Members Present:

Jay Brooke - by teleconference (High Plains Community Health Center, Lamar); Denise Denton (Rural Health Consultant, Denver); Marcy Morrison – by teleconference (Insurance Commissioner, Denver); Khanh Nguyen (The Colorado Health Foundation, Denver); Dr. Jacqueline Stiff, Co-Chair, (UnitedHealthcare, Denver); Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa); Charles Unseld (Dept. of Local Affairs, Denver)

Staff Present:

Callie Preheim (Colorado Rural Health Center, Denver)

Members Absent:

Cody Belzley (Governor’s Office, Denver); Dr. Ned Calonge, Co-Chair, (Colorado Dept. of Public Health & Environment, Denver); Lydia DeLa Rosa (Long Term Care, Mesa County); Andrea Kawulok (Berthoud); Christopher Underwood (Dept. of Health Care Policy & Financing, Denver)

Approval of June 30 Minutes

Due to lack of quorum (2/3 Council, or 8 members), Minutes will be approved by email post meeting. A **MOTION** was made by Ms. Denton and seconded by Mr. Unseld to approve the June 30 minutes by email vote.

MOTION PASSED UNANIMOUSLY

Program-Related Issues

First Grant Cycle Overview

Ms. Preheim shared the summary sheet of approved applications, two statewide maps showing grantee distribution, and the official press release from UnitedHealthcare and the Governor’s Office. Ms. Denton and Ms. Rogers noted the even distribution of grants around the state. Ms. Morrison suggested that Ms. Preheim contact the Department of Local Affairs and local newspapers after the next grant cycle for additional publicity regarding the grants. The Council discussed the creation of a “Scrapbook” – an online webpage noting any press related to the Colorado Rural Health Care Grant Program.

The Council discussed various aspects of the first grant round process. Ms. Belzley was not there, so Ms. Preheim read an email Ms. Belzley had submitted with her feedback and suggestions related to the first grant round process. The Council noted that the following went “well” in the first round:

- Excellent staff, effective model, Ms. Preheim was well organized

- Guidelines and Request for Applications (RFA) must have been clear as most applications were complete
- Decision to fund infrastructure projects certainly addressed a need based on overwhelming number of applications received
- Letter of Intent idea worked very well – it was helpful to gauge interest in program and plan review process; all but one applicant had submitted a Letter of Intent
- Patient Population Questionnaire and information it provided was very useful for understanding extent of service to the underserved
- Large number of proposals indicated effective marketing and outreach, and need for funding
- There was very good geographic distribution; 34 counties received grant funding
- 63% approval rate indicates that most proposals were aligned with grant expectations
- Review Process
 - Pre-review was effective in identifying a few ineligible applications
 - Use of external grant reviewers helpful; large number of volunteers; most submitted their reviews on time
 - Review point system worked well
 - Instructions on reviewer score sheet were clear as evidenced by the lack of questions from reviewers
 - During the Review Meeting - starting with lowest 10 scores and moving to top 10 highest scores was an effective method
 - All-day review meeting was well-run and efficient: Ms. Preheim was well prepared, Dr. Calonge ran the meeting well

The Council examined the process and a few items to improve upon in the next round:

Discussion only. Notes made in this section are from discussion and have been neither approved nor finalized by the Council.

- Application guidelines and Request For Applications (RFA)
 - Clarify the grant cycle period of one year: stress that projects need to be completed within the one year timeframe and provide ending date.
 - Clarify language around preferences; emphasize that points will be awarded/earned based on preferences justified; language should encourage applicant to address all preferences for which they are eligible – not limited to just one.
 - To avoid error on the application, administrative staff should select facility-type instead of the applicant
 - Add an “organizational history” section to the project narrative so that reviewers have a better understanding of an applicant organization and its purpose
 - In the guidelines, list examples of ineligible applicant types and projects so that potential applicants have more information
 - Clarify that additional attachments are not to be included in the review; reviewers will not receive any additional documentation
 - The Work Plan component did not add to application; it was recommended that this section be removed from the second round application, but that a timeline be provided in the narrative.
 - Many of the Budget Narratives received were poorly done and not what the Council had anticipated – there is a need to create a template that gives applicants a structure to follow; also, it was recommended that an example of a complete and well-written Budget Narrative be added to the grant materials
 - Add “service area” section to Application Form so that Council may better track the reach of grantees
- Point and Scoring System

- During the next review session, staff person should list the average scores and scoring range of each reviewer in order to facilitate a comparison between reviewers and ensure that application scores are compared fairly
- Preferences
 - Change the scoring of the preference points such that the leveraging and collaboration sections are one preference, not two separate preferences
 - Give preference to applications that were not awarded funding in first round. It was discussed that this preference might be handled differently – instead of points, preference might be given by the Council in the review process itself
 - Preference should be giving to oral and mental health organizations and projects
- Increase marketing and outreach to communities and organizations that did not apply for the first round of funding (example: School-Based Health Centers); target these groups in next round
 - In order to encourage applications from these groups, the Council should examine the types of funding that would most benefit these groups; these funding areas should be added to guidelines
 - Increase outreach by holding statewide workshops; look into local foundation sponsorship of workshops
- Application Review
 - Give the Council more time to gather reviewer score sheets, compile, and review; felt that this round was a bit rushed
- Application Submission
 - To reduce errors, allow only electronic submission of applications; the Colorado Rural Health Center is working on a mechanism by which to accomplish this
- If a system of facilities applies for more than one of their satellites, limit them to only one application per county
 - Applications must come from facility benefitting from proposal and not from the system hub
 - The project for which funding is requested, should directly benefit the applicant community
- A single organization may submit only one application

The following items were discussed, but not agreed upon:

- Recognize that there is a large need for funding of emergency medical services projects; consider allowing Emergency Medical Services agencies to apply; restrict this eligibility to rural counties with no previous funding awards
- Funding of Infrastructure Projects
 - Continue limiting to infrastructure again in the next round - an important goal, large need
 - Recognize that equipment purchases do not always improve infrastructure
- Funding of Healthy Living projects
 - These projects are preventative care and would opens doors to variety of organizations; put off funding for preventative care until later rounds because there is so much need in primary care which was the Council's primary focus

Timeframe

The Council discussed the timeframe for the second round of funding. Because June is a busy month for Council members and staff, Ms. Nguyen suggested that the Council move up the timeframe of the second round of funding such that applications are received in the spring. This would set the Letter of Intent deadline sometime in January 2009 and funds would be released in June 2009.

Award Amount

The Council discussed the amount of award and agreed that the current maximum award amount of \$50,000 is effective and sufficient.

Mid-Year Report

The Council agreed that it would be beneficial to request a mid-year report for the first round of funding. This report should be submitted in early 2009. If grantees of the first round of funding apply for funds from the second round, they should submit their mid-year report with their application for the second round of funding.

Staffing Changes

Ms. Preheim is leaving the Colorado Rural Health Center and as of August 15, 2008 will no longer be the staff person for the Colorado Rural Health Care Grant Council. Ms. Preheim has accepted a teaching job in Spain. The replacement staff person has not yet been assigned. Until that person is assigned, Lou Ann Wilroy, Executive Director, of the Colorado Rural Health Center, will be staffing the Council.

Items for Follow-Up

Ms. Preheim will contact the Department of Local Affairs regarding the outcome of the first round of funding. Ms. Preheim will put together a spreadsheet showing the source of information regarding the Grant Program for all of the applicants. Ms. Preheim will create a timeline of the first round of funding and draft a timeline for the second round, using April as the month of evaluation and review. Ms. Preheim will create a template to be used by grantees for the mid-year report.

Next Meeting

The next meeting is scheduled for Monday, September 29, 2008, 11:00am - 2:00pm. There will be no August meeting.

Adjournment

The meeting was adjourned at 1:00pm.

Submitted by:

Callie Preheim, Marketing and Outreach Coordinator
Colorado Rural Health Center