

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

September 29, 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 September 29, 2008 Colorado Rural Health Care Grant Council ("the Council") meeting was called to order at 11:20 am at the Colorado Rural Health Center, 3033 South Parker Road, Suite 606, Aurora, Colorado by Dr. Jacqueline Stiff, Co-Chair.

Members Present:

Jay Brooke - by teleconference (High Plains Community Health Center, Lamar); Dr. Jacqueline Stiff, Co-Chair, (United Healthcare, Denver); Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa); Lydia DeLa Rosa (Long Term Care, Mesa County); Liza Fox (Governor's Office, Denver); Andrea Kawulok (Berthoud); Christopher Underwood (Dept. of Health Care Policy & Financing, Denver)

Staff Present:

Lou Ann Wilroy (Colorado Rural Health Center, Denver); Lynne Swanson (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); Denise Denton (Rural Health Consultant, Denver); Marcy Morrison (Insurance Commissioner, Denver); Khanh Nguyen (The Colorado Health Foundation, Denver); Charles Unseld (Dept. of Local Affairs, Denver)

Approval of Minutes from June 30 and July 28 Meetings

Due to lack of quorum, the minutes from the last two Council meetings have not been approved. Each of the members present at today's meeting (seven) voted in favor of approval of the minutes from the June 30 and the July 28 meetings. The remaining Council members will be asked to vote by email. One additional vote (eight) is required for quorum vote.

Program-Related Issues

Funding from The Colorado Health Foundation (TCHF)

Ms. Wilroy announced the approval of the application to TCHF for additional funding to support the Colorado Rural Health Care Grant Council. The Colorado Rural Health Center has been notified verbally that the proposal was approved with minor budget revisions. Once the contract and budget revisions are received by the Rural Health Center, the information will be presented to the Council.

2009 Grant Cycle Timeline

Ms. Wilroy presented a draft timeline for the 2009 Colorado Rural Health Care Grant cycle. The draft is the same general timeframe as 2008, except the RFA will be released in January, rather than April. According to the 2009 timeline, grant checks will be mailed by June 17, 2009.

A **MOTION** was made by Mr. Brooke and seconded by Ms. Rogers to approve the 2009 draft timeline.

MOTION PASSED UNANIMOUSLY

Mid-Year Progress Report Form

According to the minutes from the July 28, 2008 meeting, the Council agreed to request a mid-year report from grantees in early 2009. Ms. Wilroy requested clarification regarding the purpose of the mid-year report and asked the Council to clarify the types of information to be obtained from grantees through the mid-year report process.

Council members noted that the purpose of the mid-year report is to check in with grantees to make sure there are no issues or barriers being experienced that would prevent the grantees from successfully completing proposed projects by the end of the one year grant period. It was noted that it would be helpful to review a status report on the approved work plans.

The Colorado Rural Health Center will draft a Mid-Year Progress Report Form to be presented to the Council during the October 27, 2008 meeting.

Grantee Budget Adjustments

The Colorado Rural Health Center has received phone calls and emails from grantees regarding changes to proposed budgets. For example, after receiving the funding, one grantee was able to find a lower price on equipment to be purchased, and asked to transfer the cost savings to a different budget line item.

Following discussion, the Council members agreed that grantees should be allowed to make budget revisions within 10% of the total amount of the grant without obtaining permission from the Council. Any budget revisions that involve an amount greater than 10% must be reviewed and approved by the Council. Additionally, the Council recommended that this information should be included in the grant guidelines for future grant cycles.

The Colorado Rural Health Center will advise grantees accordingly.

Sources of Information

During the 2008 application process, the Colorado Rural Health Center asked all applicants how they learned about the Colorado Rural Health Care Grant program. According to the data collected, the sources of information included the following:

- 69% - Colorado Rural Health Center (57 applicants) – includes CRHC staff, email, newsletter, website, events
- 13% - Council Members (11 applicants)
- 10% - Miscellaneous (8 applicants) – includes CU School of Dentistry, CASBHC, RAC website
- 8% - Press Release/Denver Post (7 applicants)

Feedback Regarding Application Process

Dr. Calonge had recommended that the Council obtain feedback from applicants from the 2008 cycle regarding the application process. The Council agreed that 25% of the applicants (a combination of approved applications and non-funded applications) should be surveyed. The Colorado Rural Health Center will draft questions to ask applicants to gather feedback. Council members will be asked to volunteer to work with the Colorado Rural Health Center staff to make calls to survey applicants.

Revised RFA

The subcommittee formed to draft the RFA for the 2008 grant cycle was asked to draft revisions to the RFA for 2009. Subcommittee members include Denise Denton, Lydia DeLa Rosa and Lou Ann Wilroy.

2009 Meeting Calendar

Council meetings during 2009 will be held on the 4th Monday of each month at The Colorado Health Foundation, 501 South Cherry Suite 1100, Denver, Colorado, at 11:00 am.

November Meeting

Dr. Stiff noted that the November meeting is scheduled during the week of Thanksgiving. Council members agreed to combine the November and December meetings and meet on December 1, 2008. The location will be confirmed and an email sent to Council members quickly to allow individuals to mark their calendars.

Items for Follow-Up

- CRHC will draft Mid-Year Progress Report Form
- CRHC will draft questions for feedback about the first cycle application process
- Subcommittee will be asked propose revisions to RFA

Next Meeting

The next meeting is scheduled for Monday, October 27, 2008, 11:00am - 2:00pm.

Adjournment

The meeting was adjourned at 12:07pm.

Submitted by:

Lou Ann Wilroy, Executive Director
Colorado Rural Health Center