

# COLORADO RURAL HEALTH CARE GRANT COUNCIL

## MINUTES

OCTOBER 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](mailto:info@coruralhealth.org) or 303-832-7493.

### Call to Order/Introductions

The October 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. Jacqueline Stiff - Co-Chair.

Ms. Lorez Meinhold was introduced as a new Council Member appointed by the Governor to replace Cody Belzley.

### **Members Present:**

Jay Brooke – by teleconference (High Plains Community Health Center, Lamar); Lydia DeLaRosa – by teleconference (Latin Anglo Alliance Foundation, Grand Junction); Denise Denton (Rural Health Consultant, Denver); Andrea Kawulok (Berthoud); Lorez Meinhold (Governor's Office, Denver), Marcy Morrison – by teleconference (Insurance Commissioner, Denver); Khanh Nguyen (The Colorado Health Foundation, Denver); Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa), Dr. Jacqueline Stiff - Co-Chair, (United Healthcare, Denver); Chris Underwood – by teleconference (Department of Health Care Policy & Finance, Denver); Charles Unseld (Dept. of Local Affairs, Denver).

### **Staff Present:**

Kent O'Connor (Colorado Rural Health Center, Denver).

### **Members Absent:**

Dr. Ned Calonge - Co-Chair, (CDPHE, Denver).

### Approval of Minutes from August 24 Meeting

A MOTION was made by Ms. Denton and seconded by Mr. Unseld to accept the August minutes.

**MOTION PASSED UNANIMOUSLY**

### Administrative Issues

#### Budget Update

Ms. O'Connor presented the budget report covering January 1 through September 30, 2009, including the status of grant award amounts, administrative funds, and the support grant provided by The Colorado Health Foundation.

Ms. Denton inquired if there are any outstanding expenditures, to which Ms. O'Connor reported that there are none.

Ms. Nguyen advised that CRHC will receive their next scheduled funding from TCHF within the next two weeks and that there may be some overlap due to the difference in fiscal years between CRHC and TCHF.

The budget report was reviewed and approved by Council.

## **Program-Related Issues**

### **Grant Reports**

Ms. O'Connor presented a Summary of Projects Funded in 2008 and 2009, detailing project descriptions, award amounts, average award amount, and the number of awards in the various categories. A color coded map indicated in which Colorado counties grants have been awarded for each of the two grant cycles. Dr. Stiff noted that a handful of non-metro counties, including Crowley and Custer, have not received any funding to date. Ms. Denton observed that it would be helpful if the map's color coding included those counties in which no funding has been provided, as it would assist in better outreach targeting to encourage applications in the 2010 grant cycle. Ms. O'Connor will distribute the revised map at the December Council meeting.

Ms. O'Connor presented a summary of 2008 Final Reports, including the facilities' objectives and results and/or impacts the award funds made in the respective communities. Three particularly compelling stories were shared from:

- Kit Carson Count Health & Human Services
- San Juan Basin Southwest Smile Makers Dental Clinic
- Southwest CareNet

Ms. O'Connor reported that the CRHC website will include a link to the 2008 Final Reports Summary to provide a brief description of the projects funded. After further discussion and Ms. Denton's request, Council agreed that the link should be posted as soon as possible, and Ms. O'Connor advised that it could be accomplished by the end of this week. Any outstanding Final Reports or issues will be noted as "Pending" on the Report, and updated by Ms. O'Connor as reports are received and/or issues resolved. The electronic Report will then be available for Council's review, as well as for interested parties and future applicants to understand the kinds of projects that have been funded.

### **2010 Timeline**

The revised 2010 Timeline was presented by Ms. O'Connor, who asked when in January a reminder should be issued so that potential applicants have additional time to consider their projects? Council Members agreed on January 4, 2010, which is the first Monday after New Year's Day.

Ms. Meinhold noted that the All-Day Council Review on May 10 would be during the Legislative Session and requested that the Review be pushed back. The Council agreed to hold the Review on May 20, pending confirmation that this date will not conflict with Dr. Calonge's calendar, so Ms. O'Connor will confirm with his assistant. Ms. O'Connor will revise and distribute the 2010 Timeline reflecting these changes.

### RFA Review

Ms. O'Connor provided Members with the 2010 RFA Draft and the 2009 RFA for comparison. Ms. O'Connor also provided a synopsis of the proposed General Preferences section in comparison to those of 2009. Ms. Denton and Mr. Unselde will discuss the best wording of the General Preferences section, as well as to clarify Ineligible Projects.

Ms. Denton advised that she removed "Supplies" from "Equipment and Supplies," and added examples of the kind of projects that are eligible for funding, as well as examples of past projects.

Ms. Kawulok inquired how to encourage applications from professional dental hygienists, as many manage local programs. Ms. Denton suggested that this group of potential applicants could be reached through targeted outreach. Ms. Meinhold suggested that additional encouragement could be given by including an example in the RFA's Eligible Projects that specifically mentions a dental project under the "Staff training or education" heading, to which Ms. Denton offered to look at specific wording that would encourage this group to apply.

Ms. O'Connor will revise the 2010 RFA and distribute to Council before the December 7 meeting. It was also agreed that prior to the December 14 issue date of the 2010 RFA, details will be provided on the website to encourage interest and applications.

### Marketing and Outreach

In follow-up to the August Council meeting at which Ms. Belzley offered to prepare a press release from the Governor's Office, Ms. Meinhold agreed to do so. She suggested that two press releases be prepared with the first going out prior to the 2010 RFA issue date of December 14, in which two or three of our success stories from the 2008 grant cycle would be utilized; and the second release would be distributed prior to the March 11 application deadline. This plan was approved by Council.

In response to Council's consensus for additional outreach prior to the 2010 grant cycle, and to target oral and mental health providers, Members listed potential groups and individuals to be contacted, and volunteered to contact those with which they are familiar:

Ms. DeLaRosa:

- Midwestern Colorado Mental Health Center
- Office of Minority Health

Ms. Denton:

- Colorado Academy of Family Physicians
- COPIC
- Caring For Colorado
- CF3
- Oral Health Awareness Colorado!
- National Health Service Corps - Primary Care Office

Ms. Kawulok:

- Domestic Violence Coalition
- Lutheran Family Services
- Sisters of Color United for Education

Ms. Meinhold:

- Colorado Medical Society
- Colorado Behavioral Healthcare Council
- Colorado Coalition for Medically Underserved

Ms. Nguyen:

- Mental Health America of Colorado
- Colorado Association of School-Based Health Centers

Ms. Rogers:

- Colorado Dental Association

Ms. O'Connor/CRHC:

- Associations related to primary care providers, including Physician Assistants, Professional Hygienists and Pediatric Associates.
- ClinicNET

Once contacts have been established for the organizations, Members will forward this information to Ms. O'Connor, who will create a list serve for future marketing.

Grant Writing Workshops

Ms. Denton reported that feedback from the 2009 Workshops confirmed the interest and value, and will work with Ms. O'Connor to set the dates and locations. As suggested at the August Council meeting, at least two workshops will be offered in areas outside of metro Denver that were underrepresented in applications, and one in the Denver area. Proposed locations for northeast Colorado are the Washington or Morgan County area; southeast Colorado, Trinidad; and mid-state, Gunnison.

Ms. Denton advised that she has offered a workshop specific to the Oral Health Action Coalition (OHAC).

Ms. O'Connor reported on the feasibility and costs of offering a Workshop via Webinar, for those unable to attend in person. She advised that CRHC has a subscription to a webinar service – Ready Talk – and cost is approximately \$0.12 per minute per attendee. The cost would be approximately twice the amount if the webinar was recorded for future use. A two-hour recorded workshop with fifty attendees would cost approximately \$300. The cost of the phone line will need to be factored-in, so Ms. O'Connor will confirm and include the additional cost.

### **Items for Follow-Up**

- Ms. O'Connor to make the requested changes to the 2010 Timeline and distribute at the December meeting. Revised May 20 date for the "All-Day Council Review" will be pending confirmation from Dr. Calonge's assistant that this new date will not conflict with his schedule.
- Ms. O'Connor to add "2008 Final Reports" summary to the CRHC website. Outstanding Final Reports or issues will be noted as "Pending" on the Report, and updated by Ms. O'Connor as reports are received and/or issues resolved.
- Map of 2008-2009 Grant Awards will be revised by Ms. O'Connor to reflect the Colorado counties in which no funding has been provided to date. The revised map will be distributed at the next meeting to assist in better targeting for outreach to promote applications in the 2010 grant cycle.
- Cost of the CRHC phone line for a webinar Grant Writing Workshop will be confirmed by Ms. O'Connor and added to the Ready Talk costs reported at this meeting.
- Ms. O'Connor will revise the 2010 RFA and distribute to Council before the December 7 meeting.
- Prior to the RFA issue date of December 14, Ms. O'Connor will arrange for details to be provided on CRHC's website to encourage interest and applications.
- A January 4, 2010 RFA Reminder will be added to the 2010 Timeline by Ms. O'Connor, to ensure potential applicants have additional time to consider their projects.

### **Next Meeting**

No Meeting in November; next Meeting will be Monday - December 7, 11:00AM – 2:00 PM.

### **Adjournment**

The meeting was adjourned at 1:00 pm.

*Submitted by:*

Kent O'Connor – Executive Assistant  
Colorado Rural Health Center

### **ADDENDUM TO MINUTES OF OCTOBER 26, 2009**

After the October 26 meeting, the 2010 RFA was approved via email correspondence by a quorum vote. Members were notified and received a copy of the final document via email on November 13, 2009.