

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

October 27, 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 October 27, 2008 Colorado Rural Health Care Grant Council (“the Council”) meeting was called to order at 11:15 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 - by teleconference (High Plains Community Health Center, Lamar); Dr. Ned Calonge, Co-Chair, (CDPHE, Denver); Lydia DeLa Rosa (Long Term Care, Mesa County); Khanh Nguyen (The Colorado Health Foundation, Denver); Dr. Jacqueline Stiff, Co-Chair, (United Healthcare, Denver); Charles Unseld (Dept. of Local Affairs, Denver).

Staff Present:

Lou Ann Wilroy (Colorado Rural Health Center, Denver); Lynne Swanson (Colorado Rural Health Center, Denver).

Members Absent:

Denise Denton (Rural Health Consultant, Denver); Andrea Kawulok (Berthoud); Marcy Morrison (Insurance Commissioner, Denver); Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa); Chris Underwood (Department of Health Care Policy & Finance, Denver).

Approval of Minutes from September 29 Meeting

Due to lack of quorum, the minutes from the September 29 meeting will be presented for approval at the December Council meeting. It was noted that the meeting minutes from June 30 and July 28 were approved by email.

Announcement

Dr. Stiff has been promoted to a new position at UnitedHealthCare. She is now serving as Vice President of Healthcare Strategies, National Accounts. Dr. Christopher Stanley will serve as backup for Dr. Stiff on the Council since she will be required to travel out of state for her new position.

Program-Related Issues

Funding from The Colorado Health Foundation (TCHF)

Additional funding from TCHF of \$54,900 to support the Colorado Rural Health Care Grant Council has been awarded to CRHC. The Colorado Rural Health Center will receive \$15,600 (year one); \$13,100 (years two through four).

2009 Grant Cycle Timeline

Ms. Wilroy presented a draft timeline for the 2009 Colorado Rural Health Care Grant cycle as a reminder for informational purposes only. The timeline was approved at the September 29 meeting.

Mid-Year Grantee Reminder Post Card and Mid-Year Progress Report Form

At the September 29 Council meeting, Council members discussed requiring a mid-year progress report from grantees, which would be due in February. Ms. Wilroy presented two potential options for Council members to consider - a draft mid-year progress report and a draft reminder post card. Council members noted that the mid-point of the grant year would be February 2008, and that year-end would be August 31. With such a brief grant cycle, and the requirement that funds must be spent by the end of the one year period, the Council members agreed that a reminder postcard should be sent to grantees rather than requiring a mid-year report.

Council members requested that the following items be included on the postcard:

- Reminder to make sure objectives are met;
- Reminder to expend all awarded funds by August 31, 2009;
- Reminder regarding the required submission of final report;
- Instructions to contact CRHC if adjustments need to be made to the budget.

The Colorado Rural Health Center will update the draft postcard and will present it to the Council at the December meeting. The Council agrees that Drs. Stiff and Calonge may approve suggested changes outside of the Council meeting, if necessary due to time constraints.

Feedback Regarding Application Process

At the September 29 meeting, the Council asked CRHC to develop a telephone survey to obtain feedback from applicants regarding their satisfaction with the RFA and application process. Ms. Wilroy presented a draft telephone survey. CRHC staff and volunteer Council members will survey 25% of the applicants (a combination of non-funded applicants and approved awardees). The Council members requested that the following additional questions be incorporated into the survey:

- Was there enough time for completion and submission of application?
- Are there any suggestions for improvement to the web page?
- Does the applicant have the ability to submit grant request on line?

CRHC will revise the questions and will begin conducting the surveys.

Revised RFA Draft

The Council members reviewed the revised RFA draft line by line and recommended a number of additional revisions to the wording. CRHC will make the requested changes and will present the RFA for approval at the December meeting.

Draft Marketing Plan

The Council members reviewed the draft marketing plan for the 2009 grant cycle prepared by CRHC. It was noted that the Colorado Department of Public Health & Environment and the Department of Health Care Policy & Finance should be able to assist with items 11-12 by providing information to CRHC regarding oral and mental health organizations. Ms. Belzley requested that CRHC send all marketing/outreach documents to the Governor's office for review prior to release.

New Business

Grant Writing Assistance

Dr. Calonge shared that Denise Denton (Council Member and Rural Health Consultant) contacted him to discuss the possibility of being involved on a fee for service basis with assisting rural health facilities with applying for 2009 funding. Ms. Denton would become a non-voting member of the Council to prevent a conflict of interest.

Mr. Unseld noted that the Colorado Rural Health Center offers grant writing assistance. Ms. Wilroy confirmed that CRHC has three contracted grant writers who are available through a service provided by CRHC.

The Amendment 35 Primary Care Fund and several other state administered grant programs have funding set aside for general administration costs only. The Medicaid Bulletin and newsletters are used for marketing and outreach.

This item will be discussed further at the December meeting.

Items for Follow-Up

- CRHC to revise post card and RFA
- CRHC to begin telephone surveys to obtain applicant feedback

Next Meeting

The next meeting is scheduled for Monday, December 8, 2008, 11:00am - 2:00pm at the Colorado Rural Health Center.

Adjournment

The meeting was adjourned at 12:40pm.

Submitted by:

Lou Ann Wilroy, Executive Director
Colorado Rural Health Center