

# COLORADO RURAL HEALTH CARE GRANT COUNCIL

## MINUTES

December 8, 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](mailto:info@coruralhealth.org) or 303-832-7493.

### **Call to Order/Introductions**

The December 8, 2008 Colorado Rural Health Care Grant Council (“the Council”) meeting was called to order at 11:05 am at the Colorado Rural Health Center, 3033 South Parker Road, Suite 606, Aurora, Colorado by Dr. Jacqueline Stiff, Co-Chair.

### **Members Present:**

Cody Belzley – by teleconference (Governor’s Office, Denver); Jay Brooke – by teleconference (High Plains Community Health Center, Lamar); Dr. Ned Calonge, Co-Chair, (CDPHE, Denver); Denise Denton (Rural Health Consultant, Denver); Dr. Jacqueline Stiff, Co-Chair, (United Healthcare, Denver); Chris Underwood (Department of Health Care Policy & Finance, Denver); Charles Unseld (Dept. of Local Affairs, Denver).

### **Staff Present:**

Lou Ann Wilroy (Colorado Rural Health Center, Denver); Elke Webb (Colorado Rural Health Center, Denver).

### **Members Absent:**

Lydia DeLa Rosa (Long Term Care, Mesa County); Andrea Kawulok (Berthoud); Marcy Morrison (Insurance Commissioner, Denver); Khanh Nguyen (The Colorado Health Foundation, Denver); Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa).

### **Approval of Minutes from October 27 Meeting**

The Council members reviewed the minutes from the October 27 meeting.

- Dr. Christopher Starvey was changed to Dr. Christopher *Stanley*. (p.1)
- Mr. Underwood noted that Amendment 35 Primary Care Fund and several other state administered grant programs *do not* have separate funding set aside for media relations and evaluations. Funds are set aside for general administration only. Mr. Underwood uses the Medicaid Bulletin and newsletters for marketing and outreach. (p. 3)

CRHC will make the requested changes. Due to lack of quorum, the minutes from the October 27 meeting will be approved by email.

### **Program-Related Issues**

#### **Review of Mid-Year Reminder Post Card**

Ms. Wilroy presented a draft of the mid-year reminder post card that will be disseminated via paper mail and e-mail. The design was created by CRHC’s new graphic designer and will be used for all materials relating to the Colorado Rural Health Care Grant Program.

### Suggestions for the Post Card

- Ms. Denton suggested removing 2009 and adding a bold title “Recipients of 2008 Awards” before “Mid-Year Reminder”.
- Ms. Denton suggested changing the fourth bullet to “Budget adjustments under 10% of the total grant award must be reported to the Colorado Rural Health Center. Budget adjustments over 10% of the total grant award must be requested from the Colorado Rural Health Center.”
- Ms. Denton suggested changing “revise” to “request” in the text at the bottom of the post card.
- Ms. Denton asked if the progress report should be noted on the post card. It was decided that it will not be noted on the post card, it will just be clearly explained in the RFA.

The post card and RFA will both be released January 8. Dr. Stiff asked that a revised draft of the post card be sent to all Council members for revision. Mr. Underwood will put the marketing piece in the Medicaid Bulletin.

### Outreach to Primary Care Mental and Dental Health Care Providers

Ms. Wilroy announced that CRHC researched mental and dental health care providers in Colorado in order to try to attract more applicants from these areas. Ms. Denton asked that the definition of primary mental health care providers be clearly articulated to avoid applications from organizations that may not be eligible. Dr. Calonge added that we do not want institutional-based care organizations but expressed concern that we may lose applicants by specifying mental health organizations that can apply. Ms. Denton suggested that we ask lead representatives in the mental health field, such as Dennis Mohatt from the Western Interstate Commission on Higher Education, or George DelGrosso from the Colorado Behavioral Health Association how we should define primary mental health care. CRHC will have Mr. Mohatt and Mr. DelGrosso review the RFA to determine if it is clear which mental health organizations can apply. CRHC will report back to the Council how to clearly articulate primary mental health care in the RFA.

### Review of Revised RFA Draft

The Council members reviewed the revised RFA draft and recommended additional revisions to the wording. CRHC will make the requested changes and will e-mail the subcommittee to review. Mr. Unsel was added to the subcommittee. Once these changes are made, CRHC will e-mail the revised RFA to the Council (without track changes) to check for any last minute changes with a two-day turn around.

Ms. Wilroy explained that CRHC will only allow electronic submissions. CRHC will have one Word Document and one pdf document available for applicants to choose from to complete and submit electronically.

### Grant Writing Assistance

Dr. Calonge shared that Ms. Denton (Council Member and Rural Health Consultant) contacted him to discuss the possibility of being involved on a private, fee-for-service basis with assisting rural health facilities with applying for 2009 funding. The Council members agreed there might be a need for pre-conference workshops. The members discussed the merits of pre-application workshops compared to hosting in-person regional reviews, for which CRHC had received grant funds from The Colorado Health Foundation. The members agreed the pre-application workshops would be more valuable, especially early in the grant program. It was suggested that Ms. Denton, or another Council member, would be an effective trainer for such workshops based on their involvement with and knowledge of the grant program. Dr. Stiff expressed concern regarding a conflict-of-interest if a Council member with whom CRHC subcontracted to conduct the workshops, then also received reimbursement for providing follow up grant writing consulting and support to potential applicants. The Council members present agreed that provided the Council member did not answer any follow-up questions from workshop participants,

there would be no-conflict of-interest, as all potential applicants would have the option to participate in a workshop. All follow-up questions from the training sessions will go through CRHC and answers will be posted on the website. CRHC staff were asked to determine if other Council members were interested in presenting during the workshops.

Between two and three pre-application grant writing regional workshops will be held. Web-conferencing can be available (both CRHC and Mr. Underwood have the technology available). Ms. Wilroy will check the budget and report back to the Council how many workshops can be funded.

**MOTION** was made by Dr. Calonge to redirect from the regional reviews to a pre-application workshop by e-mail vote.

Mr. Underwood commented that CRHC should organize the pre-application workshop. Assistance with the training during the pre-application workshops will be open to all Council Members who are interested in participating.

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

- CRHC to send out the minutes from the November meeting for email vote.
- CRHC to research primary mental health care definition and inform all Council members
- CRHC to revise post card and e-mail to all Council members
- CRHC to revise RFA and e-mail all Council members
- Council to vote on redirection from regional reviews to a pre-application workshop
- CRHC to review budget for pre-application workshop, solicit Council Member interest in providing the training, and determine subcontractor

#### **Next Meeting**

The next meeting is scheduled for Monday, January 26, 2009, 11:00am - 2:00pm at The Colorado Health Foundation.

#### **Adjournment**

The meeting was adjourned at 12:30pm.

*Submitted by:*

Elke Webb, Program Assistant  
Colorado Rural Health Center