

February 14, 2012

1:00 p.m. until 3:00 p.m.

PrimeWest Large Conference Room

Meeting Notes

Attendance: Lorrie Richardson, Jessica Dewey, Dave Sjostrom, Jim Thompson, Robin Wold, Jenny Hollis, Colleen Falk, Mary Fairbanks, Emily Williams, Wendy Kvale, Josh Larson, Angie Lauderbaugh, Jenna Seegmiller, Wendy Potratz, Ruth Sherman, Warren Larson, Ashli Bowen, Lindsay Linde, Kjell Thompson

Community Health Needs Assessment Coordinator: Wendy Thompson

- **The meeting opened with introductions and a reminder of meeting ground rules**
- **Review of project purpose and timeline**

Reviewed the original intent of the Community Health Needs Assessment Team. Some new members were around the table for whom this was new information. Wendy noted that there are two more team meetings before the deadline of April 5th when the assessment is to be completed. At that point, the Planning Team (facilitated by Ashli Bowen) will use the assessment to guide their efforts.

The last month has been busy. Assessment Team members have suggested many stakeholders to interview, then introduced our project to stakeholders and, in doing so, “opened doors.” Team members have also accompanied Wendy to interviews, gathered and shared data and input they have collected, and helped create the potential patient surveys.

Timeline: The target is to complete most of the interviews in February. Data collection will be ongoing. Potential patients will be surveyed in late February and early March. The month of March is primarily for completing the analysis and writing.

- **Upcoming interview and focus group schedule**

The group reviewed a list of upcoming interviews and focus groups. Wendy noted that many other interviews are pending and they seem to be scheduled just a few days in advance. Anyone interested in attending Bi-Cap (Feb. 21), Mother Infant Action Team (Feb. 23) or Head Start Policy Council (March 12) should contact Wendy. Having team members attend interviews has been helpful in many ways.

Wendy noted that some of what is shared during interviews is confidential. In order for interviewees to truly express their opinions, this must be respected. She asked team members to use professional judgment on confidentiality if they attend interviews or focus groups.

- **Review survey drafts**

A survey subcommittee was formed at our last meeting. That group was made up of: Ruth Sherman, Ashli Bowen, Wendy Potratz, Lindsay Linde, Torry Swedberg and Wendy Thompson. They met to create a survey of potential patients. Attention was paid to keeping the reading level of the survey low. After much discussion in the subcommittee meeting, the survey mode they chose was an online survey. This would allow for easy tabulation of results and the subcommittee thought most of the target population would be comfortable with this mode (except senior citizens). Ashli Bowen is formatting the online survey. Paper survey forms would be needed for back-up. Colleen noted that Northern Dental has had some issues with patients using computers for registration that led to them dropping that system.

Reviewed the goals of surveying. We are attempting to sample potential patients to better understand their barriers to health care, to determine what health services are not accessible or not utilized, to assess which services and approaches to health care are most desired by potential patients, and to fine-tune target population. Wendy noted that this process will not be pure science, nor does HRSA (the planning grant source) require pure science.

Discussed survey timeline (revise survey at this meeting, test survey, and then administer survey in early March). Discussed potential survey sites and means of surveying. Wendy noted that time constraints won't allow us to go to all locations suggested—need to focus on the most likely target population/subpopulations. Team wanted to be sure that the working poor and the underinsured were included in surveying. Also wanted senior citizens and vulnerable populations surveyed. Wondered if it would be possible to survey BSU students. Wendy will pursue various options for sites and modes of surveying, keeping in mind time constraints. Wendy Kvale noted the importance of focusing survey decisions on what is required in the planning grant.

Team reviewed the survey draft from various perspectives with lively, engaged discussion. Edits will be made based on this group feedback. Also reviewed a one-page survey for senior citizens. Have Bemidji Senior Center, RSVP and Meals on Wheels willing to test this survey and then administer. Kjell Thompson offered to help with that process. Reviewed one-page parent survey. Not sure if and when that will be used--possibly at Boys and Girls Club.

Group members noted that they would be available to help with survey administration. Wendy will contact the group with details on logistics so that members can sign up.

- **Wiki Document Sharing**

Wendy noted that she didn't get the Wiki document sharing off the ground. Team expressed that it hasn't been needed.

- **Future Meeting Schedule**

***Tuesday, March 13**

***Tuesday, March 27**

Location: Prime West Building, Bemidji

All meeting times: 1-3 p.m.