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## Bemidji Community Health Center Planning Grant

### Planning Team Meeting

**December 15, 2011**

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

PrimeWest Large Conference Room

# Meeting Notes

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**Attendance:** Wendy Potraz, Jeanne Edevold Larson, Torry Swedberg, Joan Tronson, Rose Fagerstrom, Diane Boben, Linda Yourczek, Lindsay Linde, Colleen Falk, Susan Dobbelstein, Carolyn Townsend, Ruth Sherman, Dwight Fultz, Jan Dickson, Amy Lindahl, Marshall Goughnour, Lenore Barsness, Wendy Thompson

**Project Consultant/Facilitator:** Ashli Bowen

- The meeting opened with introductions.
- Bowen presented the ground rules that the participants and facilitator agreed to follow.
- The planning team committee member contact list was distributed and the volunteer position description was reviewed.



[Planning Team Volunteer Position Description](#)

- The meeting calendar was distributed. Meetings will occur every other Thursday from 1:00 – 3:00 p.m. in the Prime West Health (3124 Hannah Ave NW) conference room. Some committee members expressed a concern about the time commitment and proposed possibly meeting after work hours or having shorter meetings. Bowen explained that most meetings could be completed by 2:30 p.m. and some of the meetings could be rescheduled after work hours to accommodate others interested in attending. The schedule will be reviewed again at the December 29 meeting.

Bowen reviewed the meeting calendar structure - The tasks in the Planning Team's work plan are dependent on the community need assessment results, therefore the team meetings held in December – March will consist of: subcommittee work sessions to research/identify other community health centers and integrated model's "best practices", polices, delivery systems, services....; research FQHC requirements; develop a community outreach plan; meet with community stakeholders and providers. The needs assessment will be presented on April 5 to the planning team. April – August, the planning team will use what was learned in the research period, the needs assessment, and meetings with other stakeholders, to finalize drafts and other required tasks listed the work plan.



[Planning Team Meeting Calendar](#)

- Bowen presented an overview of community health centers, the statutory requirements of an FQHC and the benefits. In addition, a quick overview of the planning grant history and planning timeline was presented.



[Summary of Community Health Center Program Requirements](#)

- The detailed work plan and work plan schedule of tasks were distributed. Bowen explained the work plan objectives were all requirements of the Community Health Center Planning Grant. The planning grant application outlined the specific objectives and the grant team had to include the objectives, the tasks to achieve the objectives, what outcomes they expected and how progress would be measured. While it may seem a little backwards to prepare some of the policies, procedures, financial information, etc. prior to having an organization or board of directors in place, the committee's responsibility is to draft these elements to fulfill the work plan requirements. This pre-planning will also enable the future organization or integrated community based system, to move faster into the implementation stage.

The planning grant award, and the support and technical assistance the team is receiving from MN Association of Community Health Centers, National Association of Community Health Centers, Minnesota Department of Health and others, is providing a solid foundation (and a great opportunity) for the team to take a collaborative community-wide approach in designing a community health center model that will respond to our community's needs most adequately.

Three subcommittees will be formed to work on the tasks in the work plan. The subcommittees include: 1) Delivery Model /Service Planning and Organizational Planning, 2) Management and Financial Planning, and 3) Governance. The subcommittees will be made up of planning team members and as/if needed additional field experts will be invited to assist in various aspects of the work plan. In December through March, the subcommittees will work on researching and benchmarking other community health centers, and gathering examples, templates and resources to help with the work plan tasks. In April 2012, after the community needs assessment is complete, the subcommittees will identify priorities, mission, vision and objectives; secure Memorandums of Understandings with community partners; and begin work on drafting the necessary policies, delivery model, services, procedures, eligibility structures, plans, budgets, etc. as outlined in the work plan. All work plan tasks will be completed by August 30, 2012.

The subcommittee sign up forms were passed around. Many committee members are interested in serving on the Service Planning/Delivery Model and Organizational Planning committee. We will need to look for additional committee members to serve on the Governance and the Management and Financial Planning subcommittees.



[Detailed Work Plan](#) [Work Plan Schedule of Tasks](#)

- Committee members were given a list of additional resources to help with the planning. *The resources are listed on the bottom of the Work Plan Schedule of Tasks (link above).*
- National Association of Community Health Centers is hosting a series of 8 webinars January through June. The webinars are designed to help planning grant recipients and those considering starting an FQHC. The webinar informational sheet was passed around along with a sign up sheet. Bowen will find a location where everyone interested can attend the webinar together. The webinar information and sign up sheet will be available at the December 29 meeting.



[NACHC Planning Grant Webinar Series](#)

- The December 2 Community Forum visioning question top responses were reviewed with the committee.



[Community Forum Visioning Question Responses](#)

- The committee discussed others that need to be part the planning team or consulted with during the planning process. The committee felt consumers/clients, physicians, pharmacists, IHS, Tribal Health, people with medical billing knowledge, people with healthcare management and financing knowledge, representatives from the faith based community, law enforcement, transportation reps, third party payors, media, and people working in chemical dependency, should be present or consulted with during the planning. Bowen will email the list to the committee and ask the committee members to make contacts with the people on the list that they already have a relationship with.
- The next meeting will be held on Thursday, December 29 from 1:00 – 2:30 p.m. in Prime West Health's conference room, 3124 Hannah Ave NW.

**END OF PLANNING TEAM MEETING NOTES - December 15, 2011**