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## Bemidji Community Health Center Planning Grant

### Planning Team Meeting

**December 29, 2011**

1:00 p.m. until 2:30 p.m.

PrimeWest Large Conference Room

# Meeting Notes

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**Attendance:** Wendy Potraz, Torry Swedberg, Rose Fagerstrom, Susan Dobbstein, Carolyn Townsend, Ruth Sherman, Becky Secore, Dwight Fultz, Jean Larson, Tam Mahaffey, Carol Kelly, Jan Dickson, Bob Verchota, Wendy Thompson

**Project Consultant/Facilitator:** Ashli Bowen

- The meeting opened with introductions.
- Bowen presented a new ground rule regarding confidentiality and reminded the team of the additional ground rules that the team and facilitator would be following.
- The planning team discussed possible alternative meeting dates and times. While a few team members had conflicts at 1:00 p.m., the team decided it was best to stick with original schedule. Bowen explained that the subcommittees could meet outside of the planning team meetings if it was more convenient for their members.
- Reminder: 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 webinars will be paid for by the Bemidji planning grant. The webinar informational sheet was passed around along with a signup sheet. Bowen will find a location where everyone interested can attend the webinar together and email the information out by January 6.



[NACHC Planning Grant Webinar Series](#)

Planning team members can review what webinars they signed up for by visiting the planning team resources page [www.bemidjichc.com](http://www.bemidjichc.com) > planning team > planning team resources.

- The committee reviewed the list of others that need to be part the planning team or consulted with during the planning process. Some have been contacted already, others were assigned to be contacted at the meeting, and then Bowen will contact the ones that were not assigned. The planning team also made a few additional suggestions. The updated list will be emailed to the planning team.

- The messaging framework and communications plan was reviewed. Bowen explained that the planning team will work on the messaging framework after the needs assessment is complete. The communications plan was reviewed and planning team members were asked to bring suggestions of additions and/or revisions to the January 12 planning team meeting. A one page overview of the Bemidji Community Health Center planning process will be distributed at the January 12 meeting to help team members have a consistent message/talking points when speaking to others in the community about the planning process.



[Messaging Framework and Communications Plan](#)

- Jean Larson, Regional Public Health Nurse Consultant for Health Care Home, MN Dept of Health, (office is in Duluth) gave an overview of Health Care Homes and her role as a regional public health nurse consultant.

*Regional Public Health Nurse Consultants for Health Care Homes (HCH) are now located throughout the state and available to provide guidance and technical assistance to clinics, clinic systems, and community-based health care delivery systems seeking capacity building to become certified Health Care Homes. Assistance can include consultation to identify strengths, help with conducting a gap analysis or providing resources and strategies for clinics to achieve certification. The consultants can provide training regarding HCH standards such as care coordination and patient and family centered care, or help clinics connect to community resources and partners, all in an effort to build systems of care through health care homes. Because they live in the areas they serve, they understand local strengths and challenges and are readily available to help identify resources and problem solve in partnership with clinics, providers, and consumers. ([www.health.state.mn.us/healthreform/homes](http://www.health.state.mn.us/healthreform/homes))*

Jean explained that it would be good for the planning team to look at the standards and criteria for a health care home when planning for the Community Health Center, especially since the team has agreed that a patient centered model should be incorporated in planning and design.

The certification process is through MN Dept of Health and is for primary care only. Primary Care Clinics, FQHCs, FQHC look-alikes...are eligible for certification.

*A health care home, also known as a medical home, is an approach to health care in which primary care providers, families and patients work in partnership to improve health outcome and quality of life. The health care home is both a redesign of care delivery and a payment reform... ([www.health.state.mn.us/healthreform/homes](http://www.health.state.mn.us/healthreform/homes))*



[MN Dept of Health – Health Care Reform – Health Care Homes](#)

A toolbox for planning for a Health Care Home is available on the MN Association of Community Health Center website and was distributed to planning team members in a resource packet at the meeting.



[Health Care Home Toolbox](#)

Jean will be available to work with the planning team on the Health Care Home certification planning and/or will provide additional assistance and resources to the team as needed (assistance from Dept. Rural Health, information from FQHC's throughout Minnesota, state requirements, information on health reform, etc.).

- The planning team was given a packet of resources to help in the planning. Two publication resources (Governing Board Handbook and Examination of Integration of Native and Non-Native Health Care) were ordered through HRSA and should arrive before the next meeting.
- A planning team resources webpage is now available on the [bemdjichc.com](http://bemdjichc.com) website which is accessible with a username and password. The information on the page is specific to the planning team and includes the list of resources (mentioned above), planning team contact information, subcommittee contacts, webinar trainings and additional information that is specific to the planning team.
- A few team members had suggested that it would be helpful to have a webpage where they could upload documents for subcommittee members to review, share links to resources, and have discussion with subcommittee members between planning team meetings. Jim White suggested a Wiki Space as a possibility. (**update since meeting** – a Wiki Space has been developed for the planning team. A link to the space is available to planning team members on the planning team resources page [www.bemidjichc.com](http://www.bemidjichc.com) > planning team > planning team resources.)
- The subcommittees met, chose team leaders, reviewed the work plan and established work assignments.
  - Service, Delivery and Organization Planning Subcommittee Team Leaders: Ruth Sherman and Wendy Potraz
  - Governance Subcommittee Team Leader: Becky Secore
  - Management and Finance Subcommittee Team Leader: TBD

The subcommittee contact list is available on the planning team resources webpage.

- The next meeting will be held on Thursday, January 12 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 29, 2011**