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Bemidji Community Health Center Planning Grant

Planning Team Meeting

January 12, 2012

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

PrimeWest Large Conference Room

Meeting Notes

Attendance: Wendy Potraz, Torry Swedberg, Susan Dobbelstein, Ruth Sherman, Dwight Fultz, Carol Kelly, Colleen Falk, Jeanne Edevold Larson, Amy Lindahl, Marshall Goughnour

Project Consultant/Facilitator: Ashli Bowen

- The meeting opened with brief introductions.
- Bowen reminded the team of the ground rules posted on the back of the agenda.
- Bowen will put together a list of commonly used Community Health Center acronyms and give them out at the next meeting.
- The National Association of Community Health Centers webinar series information sheet (date, time, location, and who has signed up to attend) was distributed. Bowen reminded team members that if they were interested still in attending a webinar they could email her or simply show up. The first webinar, “Overview of Health Center Revenue Sources” will be held on Wednesday, January 18 from 1:00-2:30 p.m. at Prime West Health.



[NACHC Planning Grant Webinar Series](#) and sign up sheet

- The committee reviewed the list of additional stakeholders and made updates to it.
- The Planning Initiative Overview was reviewed and revisions were recommended. While the official mission, vision, core values, and messaging for the CHC will not be drafted until the needs assessment is complete, it is important that planning team has consistent message to clarify what the planning initiative is all about and what we strive to achieve. The overview will be available on the website.
- When discussing the Planning Initiative Overview, Jeanne Edevold Larson suggested we secure a few copies of the book “A Framework for Understanding Poverty” for the planning team. She also has a copy of the “Bridges Out of Poverty” DVD for anyone interested in learning more, but may not have time to read the book.
In addition, Wendy Potraz thought learning more about resiliency and inequality was important. She suggested the book, “The Spirit Level: Why Greater Equality Makes Society Stronger”. Bowen will secure a few copies of each book for planning team members to use as a resource in the planning. In addition, she reminded team members that the work plan includes a Ruby

Payne's Bridges Out of Poverty training. The planning team members may choose to incorporate what they learn from these resources in the community health center model.

- The messaging framework and communications plan was reviewed again and the team discussed stakeholder groups that they felt like they should meet with immediately to give them a brief overview of the planning, answer any questions and gain input on how the CHC can benefit the community. The list included:

- Sanford Physicians
- Sanford Nurses
- Sanford Clinic and Hospital Admin

Wendy, Amy, Colleen, Ashli and Warren agreed to work on the messaging and will meet with Sanford groups.

- Businesses through the Chamber of Commerce (it was suggested that we submit an informative article/release for the Chamber newsletter especially to clarify funding sources for the CHC. We don't want businesses to think the CHC will be asking for local donations and/or taking away from existing nonprofits.)

Ashli will meet with Lori Paris at the Chamber to discuss the possibilities.

- VA
- Tribal Health
- BSU Health Services **Dwight will make the initial contact.**
- Leech Lake Clinic
- BASC – Behavioral Health Providers **Follow up with Becky Secore at BASC**

- It was suggested that we send out a press release update the community and answer any FAQs and that we add a page to the website for groups interested to request a presentation. **Ashli will work on the press release and web page.**



[Messaging Framework and Communications Plan](#)

The planning team will review the stakeholder list again at the next planning team meeting.

- The Needs Assessment was discussed and team members were asked to share anything that they felt they needed to know from the groupings: poverty level 100% or lower, low income 100-200%, above 200% poverty, American Indians, underinsured, uninsured... for planning purposes. There is specific information that Wendy Thompson and the needs assessment advisory team will be working on, but if the planning team has certain questions that they want to ensure is addressed in the needs assessment they should let Wendy know awthomp@paulbunyan.net. The team wanted to make sure that Medicare recipients were included and the underinsured to understand their barriers to care.

- A brief review of Health Care Homes and Jean Larson’s role as MN Dept of Health Public Health Nurse Consultant for Health Care Homes was given. Bowen explained that she followed up with the MN Association of Community Health Centers and it is suggested that we incorporate Health Care Homes in the planning because in 2014 all FQHCs will be required to have a Health Care Home (Patient Centered Model) certification. Bowen reminded team members that the main objective should be to complete what is outlined in the Community Health Center planning work plan by August, but as the Delivery/Services subcommittee meets they should look at the Health Care Home requirements and incorporate what they feel is doable – being cautious not to divert from the original work plan. The team is committed to a patient centered model so much of the Health Care Homes certification requirements will naturally fall into the planning. When the work plan is complete, the implementation team can dig deeper into the Health Care Homes certification and begin the application process. A copy of the Health Care Homes certification Assessment Tool is available in the Delivery Model/Services subcommittee’s resource binder. Jean Larson will be available to help the planning team and the Health Care Home tool box on MNACHC’s website is a good resource.
- Subcommittee resource binders were distributed. The binders include parts of the National Association of Community Health Center’s FQHC planning guide as well as the planning guide from Bureau of Primary Health Care (both documents give more details on what is required in the planning, links to other resources and templates), information from the “Developing Effective FQHC Program” training, and other resources. Bowen has also ordered additional “Developing Effective FQHC Program and Applications” CDs from the National Association of Community Health Centers. The CD contains resources and template to assist with the planning. The binders may be taken by the subcommittee team leaders or left at PrimeWest in the storage closet. Subcommittee members can add resources to the binders or to their Wiki Space page.
- The subcommittees and full planning team contact list is available on the planning team resources webpage.
- Bowen explained that the Needs Assessment Advisory team wanted to learn more about the health care environment in Minnesota, health care reform and more about the health care programs available. Bowen is working on securing someone from the MN Dept of Health to present in Bemidji. In the meantime a resource page is available on the website to help people interested learn more. The information is not meant to overwhelm planning team members. National Association of Community Health Centers and HRSA recommend that team members are very aware of federal and state health care reform and how it may affect access to care, providing care, insurance, budgeting...



[Resources to help you understand health care at the state and federal level](#)

- The group did a Plus/Delta reflection exercise to discuss what they felt like was working well and what needed to be improved so that the team could be more effective.

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<ul style="list-style-type: none"> • Communication • Recognizing that there is a learning curve 	<ul style="list-style-type: none"> • Some team members expressed feeling overwhelmed by the work plan and tasks. Working full time and having to devote additional hours to work on the tasks felt overwhelming. The team discussed that it was possible we were over thinking everything. There are templates available for all the tasks, assistance through MNACH, NACHC, MN Dept of Health, and other resources to help with the planning. We need to remain focused that we are only drafting a possible solution. It will ultimately take more time than 10 months to finalize the drafts and implement the plan, and that may or may not be the planning team. We recognize that a community-based collaborative approach to planning is more difficult compared to an organization that is already up and running, with staff, board members, etc. Bowen reminded team members to review the schedule of tasks and hopefully with each team member only taking a section of the work plan it won't seem so overwhelming. Team members should also let Bowen know if they need assistance with something. There will also be more time during the upcoming planning team meetings to work on the tasks. Jeanne Edevold Larson suggested for team members set aside a specific amount of time on their calendar (something that felt manageable) each week to review meeting notes, resources and/or work assigned planning tasks (even if it is only 30 min – 1 hour). • Team members wanted to continue getting updates but some had more time than others to review the lengthy emails or meeting notes. They felt like having the information updated on the website was a good approach so that they could review it at their convenience. Bowen will continue to keep the website updated and will limit the number of emails sent out. • Some team members felt like the concept of a Community Health Center was still too abstract and were interested in visiting Community Health Centers to see the process of care from when a patient first arrives. Bowen explained that the team would have the opportunity to visit CHCs in the coming months and that in the meantime it might be helpful for team members to visit Youtube.com to get visuals of how Community Health Centers work. Bowen would try to find some links to videos that could help explain the CHC model so that it would be more concrete for team members.

- The Service/Delivery and Management/Finance subcommittee team members met for about 15 minutes.
- **The first NACH planning grant recipient webinar, “Overview of Community Health Center Revenue Resources,” will be held from 1:00-2:30 p.m. on Wednesday, January 18 in the Prime West Health Conference Room.** Any planning team members that are interested may attend. Ruth Sherman, Lenore Barsness, Rose Fagerstrom and Ashli Bowen have signed up to attend.
- **IMPORTANT: The next meeting will be held on Thursday, January 26 from 1:00 – 2:30 p.m. in Prime West Health’s conference room, 3124 Hannah Ave NW. Subcommittees will have majority of the meeting to work on their tasks.**

END OF PLANNING TEAM MEETING NOTES – January 12, 2012