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Bemidji Community Health Center Planning Grant

Planning Team Meeting

January 26, 2012

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

PrimeWest Large Conference Room

Meeting Notes

Attendance: Wendy Potraz, Susan Dobbelstein, Becky Secore, Bob Verchota, Linda Yourczek, Diane Boben, Dwight Fultz, Carol Kelly, Jeanne Edevold Larson, Amy Lindahl, Marshall Goughnour, Jes Conrad, Warren Larson

Project Consultant/Facilitator: Ashli Bowen

- The meeting opened with brief introductions.

The National Association of Community Health Centers webinar series information sheet (date, time, location, and who has signed up to attend) was passed around. Bowen reminded team members that if they were interested still in attending a webinar they could sign up.

The next webinar, "Designing and Recruiting an Effective Governing Board" will be held on Wednesday, February 22 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 stakeholders they would like to meet with in the next month. Third Party payors were added to the list. Diane will contact PrimeWest and Ashli will contact Medica and BC/BS.

Instead of scheduling two separate meetings with the stakeholders, a rep from the planning team will go with a rep from the needs assessment team to give a brief overview (use the planning team overview initiative) of the planning and listen to the stakeholder's comments/answers to the needs assessment questions. This will allow the planning team to gain a better understanding of the needs and ensure we are engaging the community in the planning process. The list is not an inclusive list. The needs assessment team will be meeting with several other groups, holding focus groups, surveying potential clients, etc.

Planning team members were asked to select which stakeholders they would be interested in meeting with and/or which stakeholders they had a relationship with so that they could set up a meeting. As meetings are scheduled, the list will be sent to team members.

- The Planning Initiative Overview revisions were reviewed by the team.



[Community Health Center Planning Initiative Overview – final](#)

- The team was asked if they would prefer to have a local person that was trained in Ruby Payne's Understanding Poverty to present the Understanding Poverty or Bridges Out of Poverty training or if they would prefer to have a presenter that didn't live in the area, like Jodi Pfarr. The team felt like they would like to have Jodi Pfarr back and suggested we team up with another organization to share the cost. Bowen will check on price and contact some other organizations about possibly sharing the costs.
- RESOURCES:
 - A Commonly Used Acronym list was distributed.
 - A *Bridges Out of Poverty* DVD, *Understanding Poverty* books and *The Spirit Level* books are available for team members to check out.
 - NACHC CDs are available for the subcommittees. The CDs contain templates, resources and other materials to help with the planning.
- Subcommittees held a work session. Bowen reminded subcommittees that they should consider alternative meeting times to help engage members that are unable to attend the planning team meetings. Over the next few months, the planning team meetings will allow for an hour of subcommittee work sessions, so if the subcommittees decided to meet at an alternative time they wouldn't need to attend the entire planning team meeting. If an alternative meeting time is selected, the subcommittees need to let Bowen know so she can help schedule a meeting location and attend the meetings.
- **IMPORTANT:** The next meeting will be held on Thursday, February 9 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 26, 2012