

COLORADO RURAL HEALTH CARE GRANT COUNCIL

MINUTES

April 28, 2008

These minutes are a summary of the proceedings and motions of the Colorado Rural Health Care Grant Council. Attachments referenced in the minutes are available through the Colorado Rural Health Center at info@coruralhealth.org or 303-832-7493.

Call to Order/Introductions

The April 28, 2008 Colorado Rural Health Care Grant Council (“the Council”) meeting was called to order at 11:10 am at The Colorado Health Foundation, 501 South Cherry Street, Suite 1100, Denver, Colorado by Dr. Jacqueline Stiff, Co-Chair.

Members Present:

Cody Belzley (Governor’s Office, Denver), Jay Brooke – by teleconference (High Plains Community Health Center, Lamar), Dr. Ned Calonge, Co-Chair, (Colorado Dept. of Public Health & Environment, Denver), Lydia DeLa Rosa (Long Term Care, Mesa County), Denise Denton (Rural Health Consultant, Denver), Andrea Kawulok (Berthoud), Marcy Morrison (Insurance Commissioner, Denver), Khanh Nguyen (The Colorado Health Foundation, Denver), Kathleen Rogers (San Luis Valley Regional Medical Center, Alamosa), Dr. Jacqueline Stiff, Co-Chair, (UnitedHealthcare, Denver), Christopher Underwood (Dept. of Health Care Policy & Financing, Denver), Charles Unseld (Dept. of Local Affairs, Denver).

Staff Present:

Callie Preheim (Colorado Rural Health Center, Denver)

Alternates Present

Carol Rieder (Dept. of Health Care Policy & Financing, Denver)

Approval of March Minutes

A **MOTION** was made by Dr. Stiff and seconded by Dr. Calonge to accept the March minutes as submitted.

MOTION PASSED UNANIMOUSLY

Administrative Business

Grant Reviewer Conflict of Interest

The Council discussed whether or not individuals submitting applications could also serve as volunteer reviewers. The Council considered the possibility of applicants serving on the review committee, but only reviewing grants from outside their geographic region. Ms. Belzley suggested that, as there is a single pot of money for the entire state, a conflict of interest would still exist for applicants to review outside of their region. The Council agreed that no person employed by an applicant agency should be eligible to review grant applications. Ms. Belzley and Ms. Denton agreed to revise the reviewer solicitation information to reflect this restriction.

Since both Council members Mr. Brooke and Ms. Rogers are employed by applicant agencies, neither Council Member will participate in the direct review of grant proposals.

A **MOTION** was made by Ms. Rogers and seconded by Ms. Belzley to change the Conflict of Interest Policy to show that applicants – or people employed by applicant agencies – may not review grant proposals.

MOTION PASSED UNANIMOUSLY

Program-Related Issues

Received Letters of Intent

Ms. Preheim shared with the Council an updated summary and map of the Letters of Intent (LOI) received to date. The Council noted that some proposed projects include components that would be ineligible under the Request for Application guidelines. The Council directed that for applications received with ineligible components, reviewers will be instructed to consider only the eligible part(s) of the application.

Appeal of Ineligibility

Only one letter of appeal was received. The Council reviewed the letter; the appeal was denied.

Grant Review Process

Ms. Denton shared with the Council a plan for the grant review process. Prior to the meeting on June 2, Ms. Preheim and a preliminary grant review committee, consisting of members of the Council, will conduct a brief review of all applications to consider their eligibility for full review. These recommendations would be presented to the full Council on the 2nd for consideration and approval. Only eligible applications will be forwarded on for full review.

The assignment of grant applications for review will be organized by state region. The state will be divided into six regions according to the Colorado State Comprehensive Outdoor Recreation Plan regions. Grant reviewers will only be assigned applications from outside of their region. In the event that there is a conflict of interest despite this process, reviewers will have been instructed in advance to notify staff immediately of the potential conflict so that the application can be reassigned. Ms. Denton agreed to prepare a draft Confidentiality and Conflict of Interest Statement for the reviewers. Ms. Rieder agreed to forward the statement used by her division for other grant reviews.

The Council reviewed the Application Review Score Sheet for External Reviewers and agreed to change the scoring to simplify it for the reviewers. The Council agreed to make additional changes to the scoring weight moving additional points into the budget section. The final score sheets will be available only to the Council members, not the applicants. Dr. Calonge reminded the Council that the score sheets are a “work product” of the Council and are, therefore, not open to the public.

A **MOTION** was made by Ms. Belzley and seconded by Dr. Stiff to approve the Application Review Score Sheet for External Reviewers as revised by the Council.

MOTION PASSED UNANIMOUSLY

The Council agreed that each eligible application should be reviewed by at least one Council Member. Council Members will prepare a brief one-page summary of each application assigned to them for use during meeting to determine final awards.

Applicants of proposals that are reviewed but not funded will receive a letter stating such from the Council. Due to the overwhelming response and limited staffing, applicants will not be provided with feedback specific to their application; however, the Council will provide information regarding characteristics of strong proposals.

Items for Follow-Up

Ms. Preheim will prepare a letter to solicit grant reviewers. The letter will be emailed to the Council for distribution. Ms. Preheim will prepare a list of categories for applicants; this list will be emailed to the Council. The applications received will be sorted by applicant type. Ms. Denton will prepare a draft Confidentiality and Conflict of Interest Statement for reviewers.

Next Meeting

The next meeting is scheduled for June 2, 2008, 11:00am-2:00pm

Adjournment

The meeting was adjourned at 12:50 pm.

Submitted by:

Callie Preheim, Marketing and Outreach Coordinator
Colorado Rural Health Center