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| **Minutes** | **Healthy Structures Meeting****April 27, 2015** |
| **Facilitator:** Pat Crozier |
| **On phone:**Pam Hutchinson Pat Crozier Erin MouldsClaire Smith Karen Woods **Attendees:**Jan KaplanKathleen Johnson |
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| **Meeting Objective(s):**   |
| **Agenda Topics** | **Lead** | **Notes** |
| 1. Call to order, Roll Call and approval of previous meeting minutes
 | Pat  | * Roll call and minutes from March 23rd meeting have been approved and second.
* Minutes from March meeting will be posted on the website
* Suggested to direct participants to get into the habit of getting the documents and agenda off of the website
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| 1. PE 41– Reproductive Health
 | Pat | * Discussion on the changes
* Karen asked the question: When was the Reproductive Health Program going to finalize the model standing orders?
* Model policies similar to Immunization
* Not required to use them but will provide a model to use and can adjust if there needed to be a local variation
* Don’t have to use the standing orders if something else is added or changed, the health officer would need to review it.
* Jan will find out when the standing orders will be finalized and will send out to the Healthy Structures group
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| 1. Standing Reports

-Triennial Review and Quality Improvement Committee-Funding Task Force | Claire and Erin | * Updates were given to the group
* Each meeting is moving forward in the process
* Discussion about the current process and starting to visualize what a future process might look like and create a “bucket list”
* Another meeting coming up to talk about future process
* At the last meeting they looked at all of the ideas that came up regarding the future process and prioritized the ideas based on how achievable each of the ideas was, what was in their control and what impact they would have on the goals of the improvement.
* Looking at:
* Communication
* Scheduling
* Refining request to reduce duplication
* This is to be done by June
* The Funding Task Force met in March and was supposed to meet this month, but due to legislature, they will meet in the next few weeks before the next CLHO meeting
* They have received a draft charter to work on.
* A discussion at the meeting was made clear that the role of this committee, in regards to funding formula issues, would still come to Healthy Structures.
* This group is looking more at system issues and the funding formulas would still come to the Healthy Structures group.
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| 1. Charter
 | Pat | * Some changes were made on page 2 under objectives
* “Representatives should include Public Health representatives with public health staff who are content experts”
* When changes are made, Pat will re-send it out to everyone
* CHLO Committee Co-Chair Role changes:
* Plan future agendas with Public Health Division (PHD) and Committee Members-asking for future agenda items or following up with members with agenda items
* Leave as Public Health Division
* In Draft Correspondence, add/post materials to the CLHO website
* Present updates or requests for recommendation approval or guidance to CLHO within 10 days, add: “***if possible”*** prior to notice
* add: ***“Write”*** and present annual report to CLHO
* Committee Member Role:
* add: “***their responsibility to check the website*** ***and make sure that they are updated on meeting materials”***
* Guiding Principles:
* no change
* Accomplish objectives:
* Working operations: committees will have respect for each other and manage the differences and collectively talk about issues. Refers to working culture and working operations.
* Meetings:
* Will be held monthly
* At minimum the meetings will be by phone and if possible, use GoTo meeting to improve:
* Transparency
* Effectiveness
* Integrity of the processes
* Outcomes
* Relationships
* Agreement and communicating desired outcomes on each agenda item
* Remove “Specify the process that will be used for each agenda item” from the charter
* Remove “Explicitly agreeing on and communicating desired outcomes for each agenda item”
* Decision making and Issue Resolution:
* the group agreed no changes to this section
* Pat will correct and send out to the next meeting for approval
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| 1. Welcome Letter
 | Karen | * Discussed adding something about CLHO, meeting schedule, meeting materials, and agenda on the CLHO website under Healthy Structures
* decided to have it on CLHO letterhead
* add links
* Suggested to re-draft the letter
* Send recommendations to Pat and then Pat will forward to Kathleen
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| 1. OHA Processes for contracts with county health departments
 | Jan | * How the contract process works…
* 3-types of contracts that Local Health Departments have with the state:
* Financial Assistance (FA) agreement, covering all of the program elements contained in it.
* Inter-Governmental Agreements (IGA’s), specifically Environmental Health and Food, Pools and Lodging IGA which is separate from the FA agreement because it is a different type of contract
* With competitive grants there are grant agreements that are done as a separate document
* Basic process, where this committee fits into this is, within the FA agreement or amendments
* The FA agreement can be looked at as an “Omnibus contract”
* All of the program elements are separate
* Boiler plate language used-overall types of requirements
* Federal requirements for federal grants
* Some state laws that apply to all or virtually all of the contract
* Those areas of the contract tend to be reviewed with the County Counsels
* A county contracts group consisting of some from Contracts and Procurement, attorneys from Department of Justice, Jan Kaplan, and Morgan Cowling attend and in the past, a representative from CLHO attended.
* This group looks at the overall contractual language of all of the OHA and DHS contracts which have similarities in their boiler plate language.
* 3 or 4 of County Councils attend, they look at it from the county entity that signs the contract. They are advocates for each of the member organizations.
* Each of the program elements is contained in the FA.
* Discussion about monthly funding –the total is divided by 12 (1/12th every month) with the exception of July and August due to closeout procedures and contracts. Play catch-up in September.
* That payment is based on the FA agreement which contains all of the program elements and every month an amendment is received listing where the funding is for each program element.
* Each program elements is essentially

a 2-way contract, an agreement between the state and the counties as to what is required in the particular program. This is the reason why CLHO has to approve any changes to the program elements because it is a change in the contract.* Generally the changes in the program elements are proposed by the state program.
* With Accreditation, the PHAB looks at what each entity is going to do, a contract talks about the state’s role and contributions to the system.
* These are not listed in the program element.
* In the FA agreement it lists the roles of the counties and that the state will provide the funds to the counties.
* Each CLHO committee can bring up and request that the role that the state is providing be added in the FA agreement or some other document.
* What is expected of the state?
* A valid topic for a future discussion
* A communication comes monthly. Any changes in the contract by way of an amendment can come monthly.
* Are sent from the County to a designated Grants Administrator that has authority to sign amendments, generally the designated health administrator is involved.
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| 1. Funding Template
 | Pat | * Funding formula information sheet
* A template that a former committee used
* The consensus is that something should be used
* Future agenda topic at the next meeting
* Discussion about a packet that Jan put together
* An orientation packet covering the major areas that a board would need to know. This covers authority, funding, what is a program element? and what is the contract process?
* Pat will be giving it to a new supervisor as a helpful informational packet
* Note: the role of CLHO needs to be added to the information in the packet
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| 1. Future agenda items
 | Pat | * Civil Rights-possibly have Ronit come to the group and cover this topic
* Decision to bring directly to Big CLHO, talked about doing regional meetings on this.
* Ronit is working on setting up regional meetings to talk about civil rights with ADA and provide some guidance and assistance in those areas
* What was presented at CLHO is a revised civil rights ADA assessment tool and we have been advised that it can’t be strictly a self-assessment, there needs to be verification that there are policies in place
* Ronit is waiting to get some feedback from CLHO based on that presentation
* Ok to remove this off of the agenda
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| 1. Next Meeting in May
 | Pam | * The meeting in May is Memorial Day
* Decision to cancel the May meeting and continue with June.
* If a funding formula change, an emergency meeting could be scheduled, if needed
* Jan suggested for future agendas for this committee to spend some time reviewing the modernization bill particularly the areas of standardization and of standards. Getting familiar with it and have some discussions about it would be useful.
* Pat will re-work the welcome letter and get an idea of what would want in a welcome packet.
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Next meeting June 22nd

Recorded by: Jill Brackenbrough