



**HealthLink Miami Valley
Management Team Meeting**

December 3, 2002

9:30 – 10:30 AM

Kettering Center

MINUTES

1. Introductions

Attending: Rudy Arnold, Kate Cauley, Kimberly Conner, Mary Crimmins, Jack Pascoe, Marilyn Rodney, Richard Schuster, Becky Valekis, and Allyson Sepp

2. Review Meeting Roles

Facilitator: Kate Cauley

Notetaker: Allyson Sepp

3. Review Meeting Agenda

- 4. Review Minutes:** Reviewed minutes from the November 19th meeting. Jack suggested that statistics for asthma and hypertension be included in the standardized Outreach report. Mary noted that item #4 under general issues, “How many people are seeking Health care or insurance?” might be reconsidered as redundant. Concerning unfinished work from year one, the wording for objective 1, action step 2 in the project management matrix should be the same as that found on page 7 of the continuance application. “Continue to develop protocols for classification and analysis of data including identifying health uninsured, monitoring and analyzing service utilization, and disease management in the integrated MIS.” Kate clarified that the project management matrix for year one of the grant is going through final update; based on the project management matrix for year two, we are reviewing to make sure it is all still applicable and developing timelines and work plans and action steps for year two.

5. Work Through Agenda

A. HL Network Agenda Item Review/Additions

- Rudy found incorrect information on the website regarding a Strategic Planning meeting. The group agreed to minimize the number of schedule changes and when changes are made, the task force chair should notify members by e-mail and copy Mary so changes can be made to the website. Both the website and the minutes of the next meeting should reflect that the meeting was canceled.

B. Task Force Issues to be addressed by HL Network: the group reviewed items to be covered in the Network meeting.

1. General Issues

- HMA , Third Part Reimbursement, TA from HRSA, and Medicaid Administrative Match
- Year Two

2. Specific Issues...

- MIS: minutes will be distributed.
Audit report
IT and HIPAA Advisory Team

HLMV MIS Analyst and server

- Outcomes/Evaluation: will recommend using the same partnership survey distributed in year one. Marilyn will update the group on the Wright State University Institutional Review Board application.
- Outreach: will update the group on new personnel and the November meeting.
Statistics update
- Strategic Planning
Capacity assessment report
Strategic plan report

C. Issues for HealthLink Network Review/Update

1. Update calendar Year Two
2. Update Work Plans Year Two: Kate explained that the 2001-2002 Project Management Matrix (PMM) is currently under review by the management team. Individual task forces must develop action steps and a timeline for 2002-2003 using both the 2001-2002, and 2002-2003 PMM and the continuation application pages 7-9. The timeline must be completed by December 31, 2002. Outcomes and Evaluations will then have the responsibility to develop the detailed Evaluation Plan for 2002-2003.
3. Academy of Health 20th Annual Research Meeting

D. Process Issues

5. Future Agendas and Schedules

NEXT MEETING: December 17, 2002, 9 am-12 Noon

6. Evaluation of the meeting

7. Adjournment