



Center for Healthy Communities

Meeting Minutes

Present: Rudy Arnold, Bill Bines, Don Jentleson, Joe Krella, Pam Morris, Bob Mullins, Jack Pascoe, Dianne Pettis, Art Pickoff, Marilyn Rodney, Amy Schafer, Richard Schuster, Fred Steed, Judy Thompson

Absent: Kate Cauley, Carla Clasen, Dannetta Graves, Tom Murphy, Phil Parker, Alonzo Patterson, Joe Szoke

Also Present: Carla Lachecki, OSU student

Rudy Arnold called the meeting to order at 10:35 a.m.

Richard Schuster opened the meeting with the announcement that HealthLink Miami Valley has a web page under WSU School of Medicine as well as a list server. He encouraged everyone present to visit the web page and subscribe to the list server.

1. Introductions

All present were introduced.

2. Review Meeting Roles

Rudy Arnold facilitated the meeting, Carla Lachecki served as Recorder, and Don Jentleson was Timekeeper.

3. Review Meeting Agenda

4. Work Through Agenda

A. Members Update – No report.

B. Task Force Reports/Action Steps from Previous Meeting

- **MIS** - A report of recent meetings of the MIS task force has been included in this meeting's materials. Dates of future meetings are noted in this report. Rudy is chair and Bill Bines is serving as co-chair of this task force. The MIS task force will be organizing tasks assigned to it at the October 2 HealthLink Network meeting. It will also establish timelines. Non-MIS task force tasks will also be identified and reassignment recommended. Connectivity testing between AgencyLink and GDAHIN is to be completed by the end of December. To date, the task force has spent no dollars.

Network members discussed HIPAA and its potential impact on the project. Bill Bines remarked on the greater need to capture demographic data before going for an expanded master patient index. Rudy noted that while the nation's attitude about patient confidentiality may relax, the legislation is in place and will move forward. Fortunately, full compliance won't be required until April 2003, well after the CAP grant completion date. Network members were referred to HIPAA materials from Helene Guilfooy that were included in the meeting packet. Mike Millman of the HRSA office has expressed a willingness to assist the group with HIPAA concerns.

- **Outcomes/Evaluation** – Jack Pascoe noted that the O/ETF meeting minutes are included in the meeting materials. Regular meetings have been set. The task force's goal over the next two months is to document the MIS interface between AgencyLink and GDAHIN.
- **Outreach** – Marilyn Rodney reported that the Outreach Task Force Action Plan is included in the meeting materials. The Nov. 2 meeting summary has been emailed to HL Network members. The task force's goal is to pilot a coordinated client outreach and follow-up system in six months, with evaluation and outcomes recorded. The task force has identified three areas of focus for the pilot system: infrastructure development, training, and process. Outreach to agencies/providers was determined by the task force to be the responsibility of the Site Development Coordinator.
- **PR/ED** – Bob Mullins reported that the PR/ED task force would be meeting soon. At that time, the task force will identify the target audience for education/pr efforts, and methods to use.

HL Network members requested that the PR/ED Task Force develop a public relations piece, including a one page "talking" sheet and a PowerPoint presentation, that network members can use in speaking engagements and to inform the general public about the project. Richard will send Bob his PowerPoint presentation. The group discussed what community education/public relations activities might be done. Use of electronic communication was encouraged. Town hall forums may be a good tool for community education and input.

- **Strategic Planning** – Richard reported that task force members have been identified and the task force will meet in two weeks.
- **Management Team** – Rudy reported that the Management Team met this morning prior to the full meeting. The MT will meet twice a month.

Richard summarized MT's discussion this morning of a conflict resolution process among task forces. MT proposes a process whereby task force chairs can ask MT to reassign tasks identified as not belonging to that task force. Adjustments of task assignments are likely as we proceed with the project.

Director's Report – This is included in the meeting materials. Rudy announced that personnel searches are underway and will conclude by the end of the month.

CAP Director's Meeting Notes – These are included in the meeting materials. Rudy has attempted to contact the persons listed in the notes to gather more information about their activities, but has been unsuccessful reaching the right people.

- C. Reports from any meetings/action which took place prior to Nov. 6
No reports.
- D. Issues for full HealthLink Network Review/Approval
 - 1. Budget –Bill asked that MIS costs in the budget be further detailed. Formal approval of the budget was deferred. Bob Mullins noted there is no money in the budget for PR efforts. Network members discussed covering costs by maximizing the benefits from indirect costs paid to WSU. Available WSU services need to be identified for this purpose.
 - 2. Proof of Concept System for MIS components – This is contained in the MIS report.
 - 3. Mass mailing/inclusion project/partnership tracking through “applications” – HL Network members decided to defer discussion on this issue until a future meeting.
 - 4. CAP Quarterly Update to the Community – A question arose as to when deliverables were due given that our project start date is one month later than the grant start date.
- E. Issues for Discussion
 - 1. Overall project timeline/critical path: The HL Network members discussed creating a master project plan that includes bulleted tasks and corresponding milestones to use as a guide for the network. Jack suggested that two kinds of project charts might be needed to assist with evaluation: one coming from the individual task forces and another coming from the HL Network chairs. The idea of using project software to create a plan was not favored. Rudy and Kate will put something together for next month's meeting that represents the “top down” view of the project. Task force members may attend other task force meetings, promoting cross participation.
 - 2. Tracking Process for speaking engagements re: HealthLink – Rudy asked members to keep a log of groups/contacts they have talked to and mail logs to the CHC office for evaluation. This includes formal and informal contacts.

F. Work to be Completed/Action Steps

1. An overall project timeline/critical path is forthcoming.
2. Task Forces need to submit monthly reports on completed tasks as outlined in each task force plan.
3. Task force members may attend other task force meetings to promote cooperation and cross participation.
4. Action on adding new Task Force members will be suspended for now. This will be considered at a future meeting. However, people with expertise important to the task force may be added to a task force if at no cost.

5. Future Agendas and Schedule

Rudy reminded network members to post their task force meeting dates on the SOM website. At this time, call Dr. Schuster's office to have these posted.

6. Evaluation of meeting

Network members requested serving coffee and tea during the meetings. Some low fat muffins would also be appreciated.

7. Adjournment

The meeting adjourned at 11:55 a.m.

Respectfully submitted by Carla Lachecki