**PROGRAM OFFICER MEETING MINUTES**

Date: **September 17, 2015**

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| **Agenda Topic** | **Discussion & Decision** | **Internal Process**  **Change** | **Action Item**  **Assigned** | **Deadline/**  **Pending** |
| **Review/Revise**  Rhonda/All | * Asked to look at agenda including bicycle rack ***aka parking lot.*** * Multiyear-nothing to discuss-Graciela * Safety Net * Changes to online application-voted to take off agenda * Sending email reminders to Initiative Grants-BC-should be customized to grant. Decided to wait for Karen G. to discuss. |  | * Change parking lot language on Agenda to bicycle rack |  |
| **MPCA “Payment Reform Roadmap”**  **Enroll Wyandotte**  Jessica | * Asked for 60k-12 month grant –Joe Parks wants FQHC to review payment systems and requires more conversations on legal issues nationally. MFH-50k, HCF-**60K**, 92k from Primary Care Assoc. 51 in kind. RH-asked why we were asked for more. **GH**-Thinks we are more flexible with our dollars which may have something to do with it. **JH-75k was earmarked for MPCA** * -Enroll Wyandotte, a project of Community health council of Wyandotte’s needs resources to get them through the next ACA open enrollment process. They asked for **50K** to enroll residents in the marketplace. The money would be used Project Director & Coordinator. **RH-**Are we still doing evaluation on Marketplace things? |  |  |  |
| **Strategic Planning**  Rhonda | * Organizing, how are we doing? Timing. Original goal was to finish by Dec meeting. Draft will need to be ready by Nov. 4th if it is to be presented to the full board for approval in December. A & L committee was given the heads up that we may need postpone the approval date until the February meeting due to lack of time. * **GH**- Are we starting from scratch or working off of current ideas? RH-That’s up to staff. Hear more advocacy, greater impact, more alignment with our road map whether it be logic model or RFP areas of emphasis, broaden community partnerships. * **AD-**Needs someone to judge sweet potato pie on Sept 25th. Associates will check schedules and get back to him. |  |  |  |

**Parking Lot-Change language to Bike Rack**

**Discuss necessary process changes to implement multi-year funding from future fiscal year**

**+budgets**

**Discuss needs for potential new position at HCF and structure changes (Research Associate or Program Associate; Research into what other orgs are doing and what our own grantees are doing;) – Jess posed question re: potential of an associate who could concentrate on Grantee Development (i.e. TA opportunities and Convenings.- which could be a contract w/ NP Connect or SKC, doesn’t necessarily need to be an internal position.) Do you feel that straight admin support is one place you need help? What are the needs? (people requested more admin tasks in the past – eg scheduling, grant agreement write-ups etc.)**

**Discuss Integration of SN & MH RFPs-Nothing to discuss**

**Need to have discussion re: how/when to determine future funding of an initiative we’ve funded for several (i.e. 5 years)**

**(have discussed in the past assessing outcomes, 3rd party evaluation, etc.)**

**Discuss changes to online applications per Reviewer recommendations: potential # of clients to be served-Remove**

**Consistent Reporting Standards (also, we currently do not send email reminders re: initiative reports due. Should we start?)-Wait until Karen G. gets back to discuss sending initiative reports online**

**Revisit conversation re: topic discussions at Board meetings once P/G determines list of topics for high-impact initiative**

**Notability Application Demonstration from Brenda**

**Grant Categories (in terms of portfolio groupings)**