



Southeastern Health Collaborative (SHC)		
12.9.2015	12:30 – 1:30 p.m.	Southeastern Idaho Public Health, Pocatello
Type of Meeting:	Executive Committee Meeting	
Recorder:	Mandi Nelson	
Attended:	Dr. Bill Woodhouse, Dr. Mark Horrocks, Maggie Mann, Tracy McCulloch, Rhonda D'Amico, Allison Palmer, Mandi Nelson	
SHIP Kick-Off		
Rhonda D'Amico		
Discussion	The group discussed their thoughts on how the SHIP kick off went. Everyone agreed that it was beneficial, but didn't feel they left with an action plan. Feedback for Miro included being more clear on deliverables for participants. A brief discussion of the SHIP Kick-Off revealed that executive committee members feel they benefitted from attending and that the presentations were informative. It was acknowledged that the fluidity of the project in the pre-implementation year did not allow the state to provide the level of operational detail many had hoped for. The opportunity to meet face-to-face with partners was very valuable.	
Action Items:	Person Responsible	Deadline
Send Miro feedback	Rhonda D'Amico	
SHIP Program Updates		
Rhonda D'Amico		
Discussion	The IHC presentation email was sent out just prior to the Executive Committee Meeting. The names of the clinics selected for cohort 1 are included in the presentation and selected clinics were notified by phone. It is not known whether the non-selected clinics have been notified. Six (6) clinics were selected for Region 6 as follows: Not-tsoo Gah-nee, Pocatello Children's Clinic, Portneuf Primary Care, Health West Aberdeen, Health West American Falls, and one of 3 Health West locations in Pocatello. Health West, Inc. will determine which Pocatello clinic will engage in cohort 1. The names of clinics that submitted applications but were not selected for cohort 1 have not been released. The group agrees that the non-chosen clinic information is imperative for preparing interested clinics for cohort 2. The state is determining how best to move forward with the release of information regarding non-selected clinics.	
The group wondered about a contact for Not-tsoo Gah-nee, Allison brought up the contact name of Sunny Stone. Tracy noted that SIPH has existing relationships with each of the selected clinics, so we are well-positioned to begin the work. Discussion took place about the need to understand tribal policies, cultural beliefs, and cultural practices to assure we move forward appropriately.		
Rhonda contacted Kymberlee Schreiber to find out the status of the "Welcome Packets" that were discussed at the SHIP Kick-Off. Kym responded via email that the welcome packets would be sent out after this IHC meeting. The contents of the welcome packet are unknown at this time. The state should be copying Rhonda on any communication with our region's clinics.		
The Chair and Co-Chair were provided a printed copy of the Communication Plan. An electronic copy was shared via email when the plan was released.		
CHEMS: Training continues for the CHEMS in Blackfoot. Blackfoot Fire Chief Kevin Gray has identified several people for a CHEMS advisory group in Bingham County but the group has not yet met. It was noted that there are no Blackfoot clinics selected for the first cohort and that guidance is needed from the state about how, specifically, Blackfoot CHEMS will fit within the SHIP and how we can support the important work being done in Blackfoot.		
Action Items	Person Responsible	Deadline
Identify tribal processes, policies, and cultural practices important to relationship building and SHIP implementation.	SHIP Staff	2/1/16
Contact Miro Barac and Mary Sheridan to discuss Blackfoot CHEMS.	Rhonda	12/31/15
Charter		
Rhonda D'Amico		

Discussion	Mandi and Allison identified a problem with the title of the middle tier of our RC structure. It is currently called the Southeastern Healthcare Collaborative which is the name the state assigned to our coalition. The EC agreed that the middle tier should be renamed to avoid confusion with the larger RC structure. The middle tier will be called the SHC Clinic Committee. The SHC Executive Committee, the SHC Clinic Committee, and the SHC Medical-Health Neighborhood are the three tiers included in the Southeastern Healthcare Collaborative.	
Rhonda presented the most recent draft of the SHC Charter. The EC supports the format and content of the draft but identified the need to align the language with that of the sub-grant. Rhonda will make revisions to be reviewed prior to the next SHC EC meeting. A goal has been set to have the charter finalized by March 1, 2016.		
Action Items	Person Responsible	Deadline
Revise charter document according to feedback received from SHC EC. Send out 1 week prior to next scheduled SHC EC meeting to allow time for review.	Rhonda D'Amico	1/12/16
SHC Minutes Reports		
Mandi Nelson		
Discussion	Questions have arisen about who will have access to SHC meeting minutes.	
The Executive Committee agrees that minutes should be disseminated freely after they have been reviewed and approved by the EC.		
Action Items:	Person Responsible	Deadline
Rhonda will seek education and training in open records/open meeting statutes as it relates to the SHC. Information will be shared at the next scheduled SHC EC meeting.	Rhonda D'Amico	1/20/16
Upcoming Events		
Rhonda D'Amico		
Discussion	IHC Meeting followed immediately after the Executive Committee Meeting.	
Meet and Greet with Brilljent and HMA on Monday 12/14 @ 11:30 a.m. via phone conference. This meeting will provide opportunity for Brilljent and HMA (SHIP contractors) staff to meet with the PHD SHIP teams to informally assess experience and knowledge in PCMH transformation.		
Our next Executive Committee Meeting was scheduled for January 20, 2016 at 12:30 at SIPH.		

M.N 12/10