

## Southeastern Health Collaborative (SHC) Meeting Minutes

**Meeting:** Southeastern Health Collaborative Introductory Meeting

**Date/Time:** Monday, September 28, 2015, 12:30-1:30 p.m.

**Location:** Southeastern Idaho Public Health Board Room

**Invited:** Maggie Mann, Tracy McCulloch, Dr. William Woodhouse, Dr. Mark Horrocks, Rhonda D'Amico, Mandi Nelson, Allison Palmer

**In Attendance:** Maggie Mann, Tracy McCulloch, Dr. William Woodhouse, Dr. Mark Horrocks, Rhonda D'Amico, Mandi Nelson, Allison Palmer

AGENDA ITEM	DISCUSSION POINTS
<b>Introductions</b>	As this was our first meeting, attendees took a few minutes to introduce ourselves and share a little about our backgrounds.
<b>SHIP Program Updates</b>	<ol style="list-style-type: none"> <li>1. Program Personnel: All SHIP Program Managers have been hired as have most SHIP Administrative Assistants across the state.</li> <li>2. Clinic Recruitment: 135 clinics submitted interest applications, 15 of them within our district. Of the 15 clinics, 14 are primary care facilities and the other is a pediatric clinic. The names of the interested clinics have not been released. Miro Barac reports that several of the interested clinics may not be at a state of readiness to engage in the first cohort. Full applications will be completed by clinics and the selection of clinics is occurring within the planned project timeline.</li> </ol>
<b>Collaborative Development</b>	<ol style="list-style-type: none"> <li>1. SHC Vision and Goals: We discussed the need for a mission statement but are postponing this until after the SHIP Kick-Off, when project details are provided.</li> <li>2. Review Chair and Co-Chair Position Descriptions: The Chair and Co-Chair reviewed the documents, supported the position descriptions, and had no further questions.</li> <li>3. Collaborative Membership: A brief discussion about membership determined that those at this meeting will make up the Executive Committee for the Southeastern Health Collaborative (SHC). It was also decided that the larger SHC membership should meet quarterly and include representation from multiple health disciplines. We will be better able to consider specific members once our clinics are selected and we know its make-up.</li> <li>4. Gatekeeper Processes/Messaging: We discussed the need to limit the Executive Committee to those in attendance today. The Executive Committee will meet as needed throughout the project. Project messaging decisions are being made at the state level. The Executive Committee did not discuss the sharing of meeting minutes with interested others and this will be an agenda item for the next meeting. For now, the minutes will be shared only with Executive Committee Members and submitted as part of the SHIP Monthly Progress Reports.</li> <li>5. The discussion about roles and responsibilities of RC Members will be delayed until after the Kick-Off on November 5<sup>th</sup>, 2015.</li> </ol>
<b>Health Neighborhood Development</b>	<ol style="list-style-type: none"> <li>1. The current draft of the Medical-Health Neighborhood was shared with the committee. Dr. Woodhouse and Dr. Horrocks requested a copy be sent to them.</li> <li>2. Allison discussed "Virtual" PCMH concepts and the importance of creating processes to link the healthcare team with both the patient and other healthcare providers on the patient's team. This term/concept is expected to evolve as the SHIP advances.</li> <li>3. Key Representation: We talked more about the importance of including</li> </ol>

	<p>representation from a wide array of health disciplines in order. Specific names to include are Blackfoot Fire Chief Kevin Gray and Shawn Menchaca from the Portneuf Healthcare Foundation. We briefly discussed potential representatives from behavioral health. Clinic selection is expected to influence SHC membership decisions.</p>
<b>Additional Items?</b>	<ol style="list-style-type: none"> <li>1. Dr. Woodhouse and Dr. Horrocks would like to see the data measures catalog. Mandi will send it via email.</li> <li>2. We discussed information sharing challenges. The volume of SHIP work being done across the state means that new information is coming out frequently and there is concern that not everyone has the same information at the same time. IDHW is aware of these challenges. The Chair and Co-Chair request that we share any important information provided during meetings and conferences with them via email and SHIP staff has agreed to do so.</li> <li>3. Elke sent out a presentation that can be used for SHIP promotion. Mandi will send out the presentation to Executive Committee Members. It can be modified.</li> </ol>
<b>Upcoming Events</b>	<ol style="list-style-type: none"> <li>1. The SHIP Kick-off is on November 5<sup>th</sup> in Boise. Miro will be sending out instructions for travel arrangements and Chair/Co-Chair reimbursement. Please reserve your rooms soon as a limited block of rooms are available.</li> <li>2. Maggie will be attending the next Idaho Healthcare Coalition (IHC) meeting on October 14<sup>th</sup> in Boise.</li> <li>3. The Executive Committee will meet again on October 21<sup>st</sup> from 12:30-1:30 in the SIPH Board Room.</li> </ol>

Rjd:10/5/15