

Sandoval County Health Alliance Executive Committee Meeting Minutes

Tuesday, December 1, 2009

3:00 to 5:00pm

Sandoval County Health Commons, Bernalillo NM

Attendees: Richard Kozoll, MD; Dick Mason
Angela Burbidge; Peggy Cote; Tim Lopez

1. Health Alliance Bylaws

- a. Sample bylaws from other New Mexico Health Councils were distributed prior to the meeting for review by the Executive Committee.
- b. Discussion about the Sandoval County Community Health Alliance bylaws clarified the following:

The preferred size of membership for the Alliance is **up to** 15 to allow for flexibility as needed. The County resolution by which the Alliance is established will be revised to reflect this membership size once the revised Alliance bylaws are approved by the Alliance.

Members of the Alliance will not be appointed by the County Commission in order to avoid pitfalls of appointment, such as disengagement or nonattendance. The Executive Committee will act as a nominating committee and review membership on an annual basis. Changes to membership will be presented to the full Alliance for Approval and upon approval, will be submitted to the County Commission for their approval.

An Executive Committee will be established within the bylaws. Executive Committee members will be selected by the Alliance Co-Chairs.

Description of a winning vote will be added to the bylaws. A vote will carry by agreement of more than 50% of members present and an email will require agreement of more than 50% of membership to pass. Proxy voting will not be allowed.

Attendance requirements will be added to the bylaws. Members are expected to have unexcused absences for **no more than** 50% of scheduled meetings in order to maintain membership. A Memorandum of Understanding (MOU) setting forth attendance and commitment expectations for Alliance members will be presented to the Alliance at the December 9th meeting for adoption. The attendance portion of the bylaws and the MOU will describe provisions for removing a member due to nonattendance.

- c. Revised Alliance bylaws will be distributed to the Alliance by email prior to the December 9th Alliance meeting and a vote for approval will be conducted on December 9th.
- d. A Memorandum of Understanding describing the attendance and commitment expectations for Alliance members will be proposed to the Alliance for approval at the December 9th Alliance meeting.

2. Alliance membership and function

a. Contact made with Alliance members by new Health Alliance Coordinator

Most Alliance members on the current roster have been contacted by email or phone. There were few members indicating any desire to cease serving on the Alliance. Names and responses were discussed in detail. Membership contact information was updated with available information. Recruiting activities and desired representation were discussed. Angela will follow up on contact with persons or organizations identified at this meeting and develop other recommended membership evaluation tools.

b. Alliance Meeting Schedule for 2010

A quarterly meeting schedule will be proposed to the Alliance for 2010 Alliance meetings. It has been confirmed with the NM DOH that a quarterly meeting schedule will not interfere with deliverables required by the current contract for Health Alliance activities. There was discussion about the order and scheduling of subcommittee meetings within the quarterly Alliance meeting schedule. There will be further discussion about subcommittee meetings as activities develop. Angela will explore resources for Conference Bridge and Toll Free access to potentially use teleconferences for meetings and other activities. There was discussion about planning for meetings in a way that support timely reporting to the County Commissioners.

c. Sub-Committees

The Hospitals Committee, Networking and Resources Committee and Healthy Lifestyles Committee will be developed in the coming months.

3. Proposal for 4-year New Mexico Health Councils Grant

a. The current Sandoval County Community Health Improvement Plan (CHIP) will need to be included with the proposal for FY11 – FY14 Grant monies.

The NM DOH has instructed the Alliance to revise the Sandoval County community health Improvement Plan that was submitted in June, 2009 in order to comply with format and content requirements. Angela will re-format the CHIP to conform to the requirements of NM DOH prior to developing the associated proposal for funding for the Alliance FY11 – FY14.

b. Proposal for FY11 – FY14 Health grant monies for Health Councils is due by January 21, 2010. Angela and Tim will coordinate the development of the proposal for timely submission. An Executive Committee meeting prior to submission of the proposal may be called to assist with providing the information that has been identified as missing from the previous version of the CHIP. Executive Committee members agreed to be available and responsive for questions regarding revision of the Sandoval County CHIP and development of the Health Council Grant proposal.

4. Agenda Items for next Alliance Meeting; December 9, 2009

a. Agenda Planning and Format

Angela presented a new agenda format to include time limits and identification of the person who will be presenting or facilitating the discussion. The new format

will be implemented for the next Alliance meeting on December 9, 2009. A draft agenda was distributed for review and approval.

The UNM College of Nursing has requested the opportunity to present a proposed project soon to be submitted for Health Resources and Services Administration (HRSA) grant funding. The project will develop a certified nurse midwife program focused on a nurse managed center for pregnant women and their families. The program will primarily operate from the Health Commons building according to current plans. Their grant proposal is due December 21, 2009 and they would like the support of the Alliance.

The December 9, 2009 agenda was approved to include the addition of presentation time for the UNM College of Nursing.

5. The meeting adjourned at 4:55pm.