

**COMMUNITY HEALTH ASSOCIATION OF MOUNTAIN/PLAINS STATES (CHAMPS)
EXECUTIVE COMMITTEE ZOOM MEETING MINUTES
THURSDAY, NOVEMBER 12, 2020**

MEMBERS PRESENT

Keith Horwood, MD, President
Kristi Halvarson, Vice President
John Mengenhause, Imm. Past President
John Santistevan, Treasurer
Maria Clemons, CPA, Montana Rep.
Colette Mild, Wyoming Rep.
Chastity Dolbec, RN, Clinical Rep.

STAFF PRESENT

Julie Hulstein
Andrea Martin
Jen Anderson

CALL TO ORDER

The meeting was called to order at 4:00 PM MT.

CHAMPS SECRETARY'S REPORT

It was determined that a quorum was present. The minutes from the CHAMPS Executive Committee Zoom meeting on September 18, 2020 were reviewed. Kristi Halvarson moved to approve the minutes. John Santistevan seconded the motion, which passed unanimously.

CHAMPS TREASURER'S REPORT

The unaudited financial reports for the months of August and September 2020 were included in the meeting packet and Treasurer John Santistevan reviewed the September 2020 financial reports. Maria Clemons moved to receive the financial reports. Kristi Halvarson seconded the motion, which passed unanimously.

CHAMPS STAFF REPORT

The new CHAMPS membership year began April 1, 2020 and as of November 5, 2020, 74% of Region VIII CHCs and SPCAs paid their CHAMPS organizational membership dues.

The goals of the CHAMPS Corporate Compliance program are to develop and implement a monitoring system designed to ensure that CHAMPS is in compliance with relevant state and federal laws and identify and correct compliance issues on an ongoing basis. Included in the meeting packet was the FY21 Corporate Compliance Workplan report as of November 6, 2020. The FY21 Corporate Compliance Workplan report was received by the Executive Committee.

Per Section IX, Long Term Debt, of the CHAMPS Financial Policies, "The Executive Committee will approve all loans and other financial obligations such as lines of credit and leases when the following conditions exist: the term of the debt exceeds one year and the total amount of payments to be made over the life of the loan exceeds \$100,000." Therefore, the Executive Committee's approval was requested for renewing the CHAMPS sublease with Colorado Community Health Network (CCHN) at 600 Grant Street #800 in Denver, CO for a maximum of five years. The total cost for CHAMPS' sublease for five years concluding August 31, 2026 is anticipated to be approximately \$178,000. Included in the meeting packet was a document outlining additional details. John Mengenhause moved to approve the long-term debt for the five-year sublease. Maria Clemons seconded the motion, which passed unanimously.

The 2020 CHAMPS/NWRPCA Fall Conference was held virtually October 19-22. Included in the meeting packet was a document with highlights from the virtual conference including the opening plenary featuring the Bureau of Primary Health Care (BPHC), Bureau of Health Workforce (BHW), and National Association of Community Health Centers (NACHC); two super sessions (one each on 340B and the national election); 30 educational sessions; seven roundtables; and more. The six conference tracks included: Governance/Leadership, HR/Workforce, Clinical, Fiscal, Operations, and Healthy Communities. There were 288 paid registrants for the Fall Conference (154 of whom

were from Region VIII); recordings of sessions are available online as well as session handouts and the evaluation is underway. CHAMPS offered two registration reimbursements (one administrative and one clinical) to each organizational member CHC this year and the reimbursement request form was included in the packet.

Normally the annual CHAMPS Board of Directors meeting occurs during the Fall Conference, however, this year, the Board meeting will occur independently of the Fall Conference on November 20, 2020 via Zoom. Similarly, the CHAMPS awards presentation which usually occurs at the beginning of the Board meeting has been scheduled to be held online prior to the CHAMPS Board meeting. Included in the meeting packet was the CHAMPS 2020 Awards Ceremony invitation, the list of awardees, the draft agenda and talking points for the Awards Ceremony, the Awards Ceremony PowerPoint presentation, and the draft agenda for the Board meeting. It was determined which Executive Committee member would present which award and the agenda and timeline for the Awards Ceremony as well as the Board meeting were reviewed. It was noted that a webpage dedicated to CHAMPS awardees is being created and will be launched following the Awards Ceremony.

CHAMPS is compiling Region VIII CHC COVID data being reported to BPHC weekly and aggregating it for the region with national data for comparison; these weekly reports can be found on the CHAMPS COVID-19 Resources webpage. The COVID-19 Resources webpage is a clearinghouse of resources pertinent to CHC staff, training, and operations, as well as resources that address and promote mental, physical, financial, and familial wellness during and beyond this pandemic; the page is updated as new resources become available. Included in the meeting packet was the Region VIII Health Center COVID-19 Weekly Summary Report and infographic for the weekly survey dated October 23, 2020. All weekly summary reports and infographics are available on the CHAMPS website.

HEALTH RESOURCES & SERVICES ADMINISTRATION (HRSA) REPORT

CHAMPS recently received its Bureau of Primary Health Care (BPHC) Site Visit Report from the September 2019 BPHC Site Visit; the report was sent to the Executive Committee separately from the meeting packet due to its large size. All areas were “verified”, and several promising practices were highlighted in the report including CHAMPS’ coordination of the annual Training and Technical Assistance (T/TA) Needs Assessment, CHAMPS regional health center data projects (e.g., UDS, salary survey, etc.), and CHAMPS’ ECHO Learning Communities. Staff members of 10 Region VIII health centers were interviewed as part of the site visit and their responses were overwhelmingly positive including comments such as “CHAMPS training is extremely helpful”, “highly responsive organization”, “we are very fortunate to have CHAMPS”, “CHAMPS has been significant in the growth of our health center”, “impressed with CHAMPS staff”, “the trainings have a positive effect on our health center”, “CHAMPS is a very professional organization”, “CHAMPS is in the forefront of getting key information to the health centers”, and “have very positive feedback on any interaction with Julie and her team”.

As was noted before, the opening plenary of the virtual Fall Conference featured BPHC Director Jim Macrae and Bureau of Health Workforce (BHW) Director Dr. Luis Padilla. Jim Macrae will also be speaking during the upcoming CHAMPS Board meeting.

NATIONAL ASSOCIATION OF COMMUNITY HEALTH CENTERS (NACHC) REPORT

A document entitled “Updates and Briefing from the Board Chair Lathran Johnson Woodard” dated September 25, 2020 was included in the meeting packet as was the list of current Region VIII NACHC Board of Directors members. It was noted that Pam McManus, President and CEO of Peak Vista Community Health Centers in Colorado Springs, CO, was recently elected as a Region VIII Representative to the NACHC Board and is serving a two-year term ending September 30, 2022. John Mengenhausen’s term on the NACHC Board recently concluded and he was thanked for his long-term service.

As was noted during the last Executive Committee meeting, a group of Primary Care Associations (PCAs) sent a letter to NACHC related to NACHC staffing. Since then, several PCAs from across the country created a National Policy Advisor (NPA) position which will be housed at the Florida Association of Community Health Centers (FACHC). Colleen Meiman will serve as the NPA beginning in January 2021 for a period of three years and Steve Carey will also be contracted with, budget-permitting. The project description for the "PCA Shared Capacity for the National Policy Advisor" as well the three-year Memorandum of Agreement for "PCA Shared Policy and Regulatory Capacity" were included in the packet. Per the project description, "The purpose of this project is to retain strategic expertise to advance Health Centers' and Primary Care Associations' ability to navigate a rapidly changing and complex policy and regulatory environment. By working collectively to retain this capacity, it is our intention to supplement our efforts with the National Association of Community Health Center's capacity in these core areas. This project is intended to be supportive of the Health Center program overall and to maintain a collective approach to these resources to prevent splintering among the states and regions. It is clear that some PCAs are not able to contribute at the inauguration of this project; yet the benefits will inure to all PCAs and health centers across the country." PCAs are being asked to contribute to the NPA via the MOA which is a three-year commitment; each PCA can contribute an annual amount they are comfortable with – suggested annual contribution amounts are \$10,000 to \$20,000+. Thus far 37 PCAs have pledged over \$450,000 annually to this project (the annual budget is estimated to be approximately \$508,000). CHAMPS Executive Committee discussed this opportunity at length. Questions included if the MOA can be modified to include a cancellation clause in the second or third year in case a PCA is no longer satisfied with the project, and if the MOA can reference roles and responsibilities of the Steering Committee (perhaps adding the project description as a formal attachment to the MOA). Julie will follow-up with FACHC to see if these items can be addressed in the MOA and the Executive Committee will revisit investing in this project during their next meeting.

REGION VIII STATE PRIMARY CARE ASSOCIATION (SPCA) REPORTS

CHAMPS staff participate in SPCA meetings and convene regular conference calls with their SPCA peers/colleagues to ensure coordination of Region VIII PCA programs and services and open, ongoing communication and collaboration. Executive Committee members gave brief updates of activities in their states.

ADJOURNMENT

The meeting adjourned at approximately 5:00 PM MT.

Respectfully submitted, President Keith Horwood