

Community Solutions Advisory Council Meeting Minutes

JANUARY 21, 2020, 3:30-5:30 PM, HALLIE Q. BROWN COMMUNITY CENTER

Attendees

CSA Council Members: Brook LaFloe, Chong Thao, Etonde Awaah, John Poupart, May Losloso, Sommer Green, Ying Lee

MDH Staff: Ann Linde (Immigrant and Refugee Health), Genelle Monger (Center for Health Equity), Helen Jackson Lockett-El (Center for Health Equity), Mia Robillos (Center for Health Equity), Ramya Palaniappan (Center for Health Equity), Sara Chute (Center for Health Equity)

MDE Staff: Amanda Varley

DHS Staff: Nikki Kovan

Action Log, January 2020

Action	Person Responsible	Due Date
1. Invite Whole Family Systems to next Meeting	Helen	02/04/2020
2. Follow-up with Legal on Conflict of Interest policy	Sara and Kou (Bruce)	01/24/2020

Agenda

Welcome, Updates, and Review Minutes

- Minutes were reviewed from meeting held January 7, 2020
- The Center for Health Equity is going to start having guest presenters review the notes for approval before they are sent to the council
- Kou (Bruce) and Sara met with the legal and Conflict of Interest concerns that were brought to attention by the council
- Discussed policies and lines of liability apply to the council
- Office of Grants Management has a policy on Conflict of Interest and how to proceed with grant reviewers
- The legal department is planning to have an answer as soon as possible on how council members and organizations should proceed
- Since the Community Solutions Advisory Council is an entity of MDH, the legal department can advise the council

- If a decision is made that council members can recuse themselves during the review of an application they are affiliated with, will there be another opportunity for organizations to apply for funding that may not have applied due to the way the policy was interpreted previously?
- Unfortunately at this time if organizations do not apply during this grant cycle they may miss out on this opportunity.
- In the future the Center for Health Equity will do a better job of making sure that council members and other stakeholders are aware of the responsibilities and expectations upfront
- The council members that were present decided to move a motion that **if** legal advises the council that organizations that have an affiliation to a council member applies they will recuse themselves from the review of applications where they have a Conflict of Interest and make the conflict known to the group.

RFP Timeline/Process/Decision Making

- February 4, 2020 Center for Health Equity will provide a reviewer training for the Community Solutions Advisory Council
- Once the Center for Health Equity receives all of the applications they will be divided among the council members.
- Center for Health Equity is hoping that to make sure each group gets a diverse set of applications (geographic location, early childhood focused, school-aged focused, racial and ethnic focus, immigration and refugee status, etc...)
- Center for Health Equity will take one week to process the applications and send them to the council members
- Council members will have two weeks to review and score the applications
- During the meeting February 18th, the council will solidify the site criteria
- The March 3rd meeting will focus on procedures for the site visits, discussing who will be at the different site visits, and other items as deemed appropriate
- We will have two meetings to discuss the scores
- MDH has requested and added the dates to upper managements' calendars, with hopes they can also attend the site visits
- Council members would like at least a week's notice of when and where site visits will take place so they can plan accordingly
- The week of March 9th is spring break for some of the school districts (this may allow council members that work in education to attend the site visits)
- Council member suggested that the site visit criteria conversation start during the meeting February 4th, due to the observation it usually takes the council two meetings to come to a decision on heavy topics
- Grant writing slides will be uploaded to the website as soon as possible

Selection of Co-Chair/s

- Short discussion was held but due to limited time a decision was not made.

- Council will revisit the topic during the next meeting

Learnings from Whole Family Systems

- It took a long time for the contracts to be signed and approved for this grant
- The Whole Family Systems team created a google document with the criteria for the site visits. The site visitors were able to fill out the document during the site visits
- The Whole Family Systems Team randomly assigned the reviewers for each application. The purpose of this was to hopefully limit bias among the reviewers and limit the possibility of group thinking.
- In the application they stated that they would visit 15 sites. 10 would be based on being a top tiering application and five site visits would be reserved for organizations that had never received state funding (self-reported)
- Ultimately, 21 site visits were conducted in a two-week timeframe
- The same four team members completed all site visits, with the exception of three sites that were added on to ensure diversity of populations served/geographic location served – those were conducted by directors as well as one person who had done the other site visits
- After the applicants that were receiving site visits were selected emails were sent to those applicants asking them to hold time during a two-week period
- The team that completed the site visits were all state employees
- After completion of the site visits the team reported the experience was emotionally draining and they wished the visits were spaced out more
- The same criteria was used for the written application as the site visits
- Three of the criteria did not fit well with the site visits
- Looking back, there was not as much time as might have been ideal for the site visit team to debrief and score
- The site visit team reported having a hard time communicating the experience out to the other members of the review team
- They recommend building in time to debrief and score the site visit
- After the grant process was completed applicants were sent a survey, the majority of those that completed the survey and had a site visit, reported the site visit was an enjoyable experience
- Reviewers completed a Google Document and took written notes
- The site visits did impact which organizations would be awarded grant funding
- One challenge with scoring site visits is figuring out how to quantify the qualitative data
- Make sure to send out the site visit criteria prior to the visit
- Want to make sure the council receives some cultural training specific to different communities and their practices, especially American Indian communities
- Make sure to approach the site visit as an opportunity to respect and hold community learning

Upcoming Meetings

- **Tuesday, February 4, 2020** from 3:30-5:30 PM at Hallie Q. Brown Community Center
Request for Proposals application reviewer training with Center for Health Equity Staff and conflict of interest documentation
- **Tuesday, February 18,** 3:30-5:30 pm at Hallie Q. Brown Community Center
Finalize criteria for site visits
- **Tuesday, March 3,** 3:30-5:30 pm at Hallie Q. Brown Community Center
Finalize which applicants are receiving site visits and site visit procedures

Meeting adjourned at 5:30 PM

01/23/2020

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