

# CSA Meeting Minutes

NOVEMBER 20, 2019, 2:30-5:30 PM, NEIGHBORHOOD HOUSE

## Attendees

**CSA Council Members:** Betty Emarita, Brook LaFloe, Etonde Awaah, John Poupart, Dr. Kenneth Turner, May Losloso, Sommer Green

**MDH Staff:** Ann Linde (Refugee and International Health Program), Genelle Monger (Center for Health Equity), Helen Jackson Lockett-El (Center for Health Equity), Kou (Bruce) Thao (Center for Health Equity), Ramya Palaniappan (Center for Health Equity), Sara Chute (Center for Health Equity)

**Other:** Shannon Geshick (MIAC)

## Action Log, November 2019

Action	Person Responsible	Due Date
1. Doodle poll for future meetings	Genelle	11/26/2019
2. Start thinking about site visit criteria	CSA Council	01/07/2020
3. Update RFP incorporating the Council's notes	Ann	11/27/2019

## Agenda

### Welcome and Introductions

- Facilitated by Helen Jackson Lockett-El (Center for Health Equity)

### Final RFP Discussion

- Include materials in appendices on where social determinants of health term/concept came from
- There are a lot of definitions applicants will have to live with that they should have been plugged into earlier on. Will feed into scoring and outcomes.
- Should be room to accommodate encountering of barriers. Make records of barriers and take those into account in future rounds, learn from them.
- For evaluation / technical assistance, if we are welcoming celebrations, etc., need a different model from typical standard. Need to find people who are doing this work.
- If part of the point is to learn how MDH can best support organizations, need to learn more about how currently invisible infrastructure is functioning.
- We don't have a model for evaluating the American Indian world. John has worked for 30 years to create or inform one. Need to be creative here.

- A visual would be good, but not necessarily the same text / levels as Eliminating Health Disparities Initiative. Put our existing text in a visual / graphic.
- Frame up front that there are many priorities, scoring areas, scored at various levels. Ask applicants to pay close attention to scoring criteria.
- Make sure priority areas are clear. Could refer to scoring sheet more often (including particular scoring items). Clarify during info sessions: walk through the scoring criteria.
- Activities communities are already doing should be encouraged. A smaller organization might be doing these kinds of activities instead of a formal program. Are child-focused projects involving cultural connectedness, supporting cultural heritage, building one's own cultural knowledge eligible? A way to build health and wellness. Building strength within community, which is often the extended family. Building community infrastructure. One's cultural connectedness is a protective factor. Tough to measure, especially among kids (but could measure among families)
  - Example: Host a community gathering. Conduct some informal interviews at event and follow-up. Outcomes: % of participants feel more socially connected, gained helpful information or contacts ... Also allow for an open-ended description of what happened there. Attendees feel that their children and family are in a supportive community, that they have people to consult and resources to access when needed. How many different clans or cultures are represented.
- Defining "led by people of color and American Indians": more than 50% of the board (if they have one) and more than 50% of leadership.
  - This is a Euro-centric top-down model. We could just say more than 50% of staff members at all levels.
  - Make sure people have the opportunity to tell their story. They do, in one of the questions. Encourage applicants to tell story, describe how it works in their org.
  - Won't require this of fiscal agent, just of lead applicant
- Site visit criteria: Who have they invited into that space? (Have they invited parents, et al.?) Want to see on-the-ground staff own and share that space (in addition to leadership). Talk to clients: they speak to their experience with the organization. Ask organizations when their highest-traffic times are, and try to visit then (and go where they're providing services).
  - Make sure applicants have time to ask questions during site visit.
  - An option: Once we know who we'll be visiting, we'll devise site visit scoring criteria and share those with the folks we'll be visiting.
  - Could provide them a list of options of things to show us.
  - Could have it be pretty open-ended: tell us about your work. You can decide what to show us (or choose among these options if you're new to site visits).
  - Want to avoid pressure to perform, to show us the shining examples. Don't do anything special. Just want another opportunity to meet you, talk with you, get to know you, talk about your application, see it in action.
  - Do we even need a score for site visit?
    - Yes, tells organizations that it's worth their time.
    - No, numerical score is off-putting, artificial.

- Could skip score for site visits and just make recommendation for funding: yes, no, further discussion.
- So, in RFP, we won't include any scoring criteria, or even a point total. We'll describe the purpose of the site visits and note that they will be considered in making funding recommendations.
- Work Plan: Need to include same info but any format (can use ours or a different one)
  - Link to examples of work plan formats and directions on how to develop a work plan
  - Include another activity example: cultural gathering
  - The current example has a very specific way of evaluating. Be up front that they need to identify things and measure them. Could we link to info telling them how to do this?
  - We will need enough data, and the right kind of data, from grantees to make case that this was successful.
  - The word "outcome" doesn't allow for natural progression from here to there. Small, incremental changes, especially when we're talking about people. Could we change this to strategies / approaches, and skip outcomes? Or do we need outcomes?
  - Define strategy or approach: For example, our result is that kids are kindergarten-ready. Our goal is to increase parent involvement around kindergarten readiness. Our strategy / approach is educating parents about what kindergarten readiness means. So we partner with a community organization and connect with local pediatricians. It's not that we're going to sit in a room with a paper and work through these goals. It's a process we're working through.
  - We could do the EHDI model: strategy first, activities under each strategy. Or we could have an overarching goal, then strategies-as-activities.
  - Putting numbers to outcomes doesn't really describe the meaning of the activities. Can include some of those because MDH requires them. But could also include things that are more meaningful to the organizations. Include **purpose** in work plan.
  - In some cases are activities the outcomes? The purpose is the activity itself.
  - Talking about strategies leaves more room to talk about what worked and didn't, vs. cut-and-dried outcome that's just a number.
  - For MDH learning and meaningfulness for applicants, good to include purpose, strategies, but also need outcomes to make the case.
  - Here's what we've settled on as components of work plan template: Activity / strategy (how you get there). Instead of outcomes, purpose. Instead of evaluation of outcomes, "How will you demonstrate that your purpose has been achieved?" We give a couple of examples, and we define the words we're using. Also, adjust the narrative questions and scoring criteria to make sure they're consistent with the new work plan language.
  - Make clear that the work plan can be adjusted, in consultation with MDH and evaluation contractor
- Any workarounds for reimbursement? If so, include in Request for Proposals.
- Technical Assistance : MDH may also need technical assistance in order to understand grantees' approaches and perspectives
  - One technical assistance idea: how to communicate your mission and message (social media and other formats)

- Could skip technical assistance calls for applicants and have more, and more types of, capacity-building sessions
- Capacity-building sessions: need liaison / nexus types as presenters. MDH should be learning, too.
  - Address creating a work plan. Make sure it's broad enough that they can apply this to other grants.
  - We could have multiple sessions (1-1.5 hours) on different topics. Trying to make sure that everyone attains a baseline, isn't missing anything.
  - Make clear that attending capacity-building sessions will not give people an advantage, that they may or may not receive funding regardless of attendance.
  - Could have a capacity-building session that's just mock scoring, where people score each other's. We could encourage applicants who can't attend to do this on their own, score each other's and give feedback. (But wouldn't attendees want to know the last word, so to speak?)
- Funding range: minimum 20K. Or just put max 150K and list a few levels of funding
- Budget: please indicate in your budget where you're getting funding from other sources to fund this work

### Upcoming Meetings and Next Steps

- Doodle poll to schedule January meetings

### Meeting adjourned at 5:30 PM

01/24/2020

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