COMMUNITY HEALTH IMPROVEMENT PARTNERSHIP

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CHIP Meeting Minutes

Date: Thursday, October 11, 2012
Time: 12:00-1:30pm (lunch provided)
Place: Grant County Regional Airport meeting room
Submitted by: Linda Watson, CHIP Coordinator
Guest Speaker: Troy Soenen, Office of Rural Health (ORH), Field Director

I. Call to order/Introductions/ Carol Waggoner, CHIP Chair, began the meeting agenda at 12:05 pm:

Partnership members in attendance: Carol Waggoner, Jan Ensign, Ruthie Moore, Daryl Ann Waltenburg, Dr. Charles Caughlin, Sue Philo, Thad Labhart, Glen Palmer, Teresa Aasness, Monty Nash, Kim Jacobs, Dr. Jim Klusmier, Mary Armstrong, Shannon Adair, Marla Armstrong, Russ Comer, Sheila Comer, Dr. Benjamin Moore, Troy Soenen, and Linda Watson.

Carol began the meeting agenda by introducing quest speaker, Troy Soenen, Field Director for the Oregon Office of Rural Health.

II. Discuss Community Needs Assessment questionnaire

Troy informed the group that the Office of Rural Health has received approximately 400 returned surveys to date. Approximately 200 surveys were returned to ORH with invalid mailing addresses. Ideas were discussed by the group of how we can work from this older mailing list at this point before the second mailing goes out. Ideas included:

- Have members of the group go through the returned surveys to see if we can identify community members and get the surveys to them.
- Cross check the mailing list against the Grant County voters' registration list.

Troy indicated that the second mailing will include a different incentive to encourage people to return the survey, which can also be completed on-line at: https://www.surveymonkey.com/s/XVQTJGJ

Linda expressed appreciation to Troy and the staff at the Office of Rural Health for their funding, time, and efforts to assist our CHIP to have a successful survey process.

III. Discuss Key Informant Interview questions & Conducting interviews

Linda displayed the suggested Key Informant Interview questions on Power Point and the group was asked to give input regarding questions/changes. Troy walked the group through the questions and Linda made the revisions as we went through them. Discussion included:

- How many interviews does each member need to conduct?
  Each member should conduct 5 key informant interviews. However, each member will provide 10 sector name/addresses for community vision meeting invitations.
- Do we have the people being interviewed fill out the questions?
  No. It is better if the CHIP interviewer asks the questions and fills out the comments.
- Some people would prefer to remain anonymous; do we have to put their names on the interview questions?
  No. Listing names and addresses for Select 10 people on a separate sheet would be fine. Linda will mail invitations to the 10 people on your list, this will included the five people being interviewed and five additional people we will invite to the community vision meeting.
- Do we want to include national responses in the interview questions?
  No, it would be best to stay local regarding local health care issues.
- Clarify question #4 regarding the hospital Board of Directors vs Management making it a separate questions #5.
- #6 Change the word physicians to health care providers which would be more inclusive to county services.
- Be clear that the nursing home and assisted living are two separate questions.
- The interviews will take 40-50 minutes per person
- Interviews need to be completed and to Linda by the next CHIP meeting – Nov. 8th. If you have them prior to that date, contact Linda to make arrangements to get them to her so she can begin processing the data.
- Please get the select 10 names and addresses to Linda when you have them completed so she can cross reference to be sure we aren't duplicating.
- It was agreed that Linda would email out the questions for final review by the CHIP members to make additional changes.
- Linda will email the final version of the key informant interview questions to you. She will also make copies of the interview questions and have them available for you. Please contact Linda to make arrangements to pick up/mail or deliver copies to you.

IV. Discuss Select 5/Sector review

Troy presented two Power Points which covered information of "How to effectively interview people" and "Choosing your Select 10". Both of these presentations are available upon request by contacting Linda.

V. Set deadline to return interviews to Linda

Before or by the next CHIP meeting – November 8, 2012

VI. Discuss Community Vision Meeting

The purpose of the community vision meeting is to answer the following questions within our county regarding health care:

1. What do you like?
2. What do you not like?
3. How would you fix it?

Our responsibility as CHIP members is to get the people to the meeting that we list as our Select 10. By personally inviting people to the community vision meeting, we have a more controlled atmosphere. The public will also be invited.

- Linda will mail out invitations from your Select 10 name and address list
- Troy and Linda will set up the meeting
- CHIP members will man tables, using index cards for ideas and flip charts for recording information.
- Troy, with help, will tabulate responses.
- We can offer transportation and babysitting if that will help attendance.

The CHIP members determined the name of the meeting by brainstorming ideas that were written on flip chart, pinned to boards, then members place colored dots by the name they like best.

- **"New Paths to a Healthier Grant County"** was chosen
- Date: Wednesday, January 9th
- Time: 5:30pm
- Place: Canyon City Community Hall (reserved)

The community vision meeting will replace the CHIP meeting for January.
Check the community calendar at the Chamber of Commerce web site to be sure of no conflicts. (There is no calendar posted on the web site for Jan. 2013 as of this date).

VII. Next Meeting – November 8, 2012/12-1:30pm

This meeting agenda will include review and discussion of data.

VIII. Adjourn – 1:30pm