

5th Meeting of The

MARYLAND COMMUNITY HEALTH RESOURCES COMMISSION

July 10, 2006

UMBC Technology Center- Viewing Gallery

1450 South Rolling Road

Baltimore, MD 21227

Chairman Samuel Lin called the meeting to order at 1:35 PM. Vice-Chairman Alice Burton and Commissioners Yvette Benjamin, Kendall D. Hunter, Leon Kaplan, Karla Ruhe Roskos, and Joseph P. Ross were also present. Commissioners John A. Hurson, Jude L. Boyer-Patrick, and Donald C. Roane were absent. Commissioner Jorge E. Calderon was excused.

UNIFIED DATA INFORMATION SYSTEM PRESENTATIONS

The Commission was provided with informational presentations on Unified Data Information Systems from two organizations. In the first presentation, Rosemary Ferdinand, RN PhD and Kevin McCarter of *Deloitte Consulting LLP* presented the Commission with an overview of healthcare system inter-operability. The second presentation was given by Janet Marchibroda and Emily Welebob of the *eHealth Initiative*. This presentation provided the Commission with an overview of e-health trends at the national and state levels.

June 5, 2006 MEETING MINUTES

Chairman asked for a motion to approve the June 5, 2006 meeting minutes. Commissioner Roskos made and Commissioner Kaplan seconded the motion to approve the minutes. The motion was passed through a voice vote of the Commissioners present.

UPDATES

Commissioner Kaplan expressed concern about the Commission's progress in recruiting an executive director. Grace Zaczek reported that the Department of Health and Mental Hygiene's Human Resource Office provided the Ad Hoc Committee with sample job descriptions for the executive director position, and the Department has not received any further feedback or guidance to move forward from the Committee. There was agreement among the Commissioners present that the Executive Director recruitment is an urgent issue.

DISCUSSION

- **Grant Approval Process and Timeline**

John O'Brien presented material involving the grant approval process and a tentative timeline for awarding grants. He provided the Commission with a schematic diagram and an outline of the steps involved in grant approval. The Commission discussed this material, and made suggestions for elements to be included in the Letter of Intent. There was a consensus among the Commissioners that determination of a grantee's eligibility as a Community Health Resource must be made by the full Commission. The Commission also asked John O'Brien to modify the timeline for awarding grants because an issue was raised by counsel about processing applications before regulations are finalized.

- **Sliding Fee Scales for Community Health Resources**

John O'Brien also presented information on sliding fee scales and asked the Commission to vote on the elements that will be required of grantees. After discussing this information, the Commission felt that the following elements must be included in a sliding fee scale: documentation of sliding fee policy, process of notifying patients of the policy, minimum provision of discounts to all patients below 200% of the Federal Poverty Level, nominal or no charges to all patients below 100% of the Federal Poverty Level, and language to ensure that discounts are all inclusive and no additional fees may be charged. A discounted or free service to all patients is an acceptable sliding fee scale. The Commission also felt that sliding fee regulations should be as general as possible. Commissioner Ross made and Commissioner Roskos seconded a motion to approve these sliding fee requirements for certification as a Community Health Resource. The motion was approved through a voice vote of the Commissioners present.

- **Grant Application Elements**

Cynthia Woodcock provided the Commission with an overview presentation of grant program announcements, grant application elements, and application scoring criteria. John O'Brien asked the Commission to decide on an indirect cost rate for grant application budgets. Vice-Chairman Burton made and Commissioner Ross seconded a motion to approve a 10% indirect cost rate on the condition that this percentage is acceptable to the State. The motion passed with a voice vote of the present Commissioners. The Commission also discussed and came to a consensus on general application scoring priorities

- **Size and Duration of Grant Awards**

John O'Brien made the following suggestions to the Commission regarding the size and duration of grant awards for the first round of funding: applicants may apply for single year grants of any amount up to \$100,000 or multi-year grants, not to exceed three years, for amounts between \$250,000 and \$500,000. There was a general acceptance of these suggestions among the Commissioners. The Commission also discussed the idea of providing more than one funding cycle per year. The Commission suggested that \$3.5 million in funding be awarded in the first cycle.

NEXT MEETING DATE

Chairman Lin announced that the next Commission meeting is scheduled for Monday, August 7, 2006.

ADJOURNMENT

Chairman Lin asked for a motion to adjourn the meeting. Commissioner Kaplan made a motion to adjourn, which Vice-Chairman Burton seconded. Chairman Lin declared the meeting adjourned at 5:25 PM.