**Meeting Minutes**

1. **Welcome and Introductions / Ice Breakers with Fun Facts**

Attendees:

* + Bell County Public Health District – Renee Stewart
  + Bluebonnet Trails Community Services – Vicky Hall & Beth McClary
  + Center for Life Resources – Joey Smith & Alexis Fletcher
  + Scott and White Hospital Llano - Kim Schroeder & Cristy Knapp
  + Seton Highland Lakes – Crissy Calvert
  + RHP 8 Anchor Team – Jennifer LoGalbo
  + Williamson County Emergency Medical Services – Pauline VanMeurs
  + Hill Country MHDD Centers – David Weden
  + Williamson County and Cities Health District - Marjie Riggio

**(1-1:10)**

1. **Review Cohort projects members are implementing in their communities**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Complete/ Not Complete** |
| Joey & Alexis | Type up and share meeting notes with attendees | Complete |
| Pauline | Serve as “spoke person” for bi-weekly call, 8/19 | Complete |
| Beth | Collect and manage team charter | Complete |
| Crissy | Schedule and organize next Cohort meeting | Complete |
| Jennifer | Follow up with Crissy about presenting on 9/2 bi-weekly call, provide mock meeting minutes – case mgmt. meeting | Complete |
| Joey | Follow up with Ray about attending 9/3 Cohort meeting and what to present RHP 8 LC event 8/20 | Complete |

**(1:10-1:15)**

1. **Cohort Development- Discuss Goal 1 and Related Aims**
2. Goal 1: Increase Communication Among the Cohort Participants

**a.** Are all the Cohort members clear on what the goals mean?

* Email will be the main communication route for the group.
  + The email for the group will be the existing Google Group email.
* Jennifer will make sure all Cohort members are a part of that group.
* Everyone needs to make sure that the email is not set where you will not receive the emails. To change this, go into the setting of the group.
* Jennifer will create a contact list of Cohort members per member’s request. This resource will only be used by members of the Cohort and is not intended to be disseminated to others since it does include personal phone numbers.

**(1:15- 1:25)**

1. Aim 1: Discussing access to care and finding resources
   1. Are all Cohort members clear on what this aim means?
   2. Confirm there is no “output” for this aim?

i. This aim is focused on Cohort participants actively sharing information about projects and finding ways to help one another.

c. Are there any new Cohort participants at meeting? If yes, would they like to share a short overview of their project – target population, count/counties it is being implemented, etc.?

* Discuss 1 or 2 resources that each agency is having a difficult time locating.
* Cohort could use the second half of the bi-weekly call to discuss group needs.
  + If others would like to stay on the call then they can, which may increase number of members within the Cohort.

**(1:25-1:45)**

1. Aim 2: Develop an RHP 8 county-based resource list

a. Are all Cohort members clear on what this aim means?

b. Brainstorm and decide on what type of resources to capture and list?

* We will develop a resource list that pertains to DSRIP project and resources for each county The counties that are include in RHP 8 are:
  + Bell – Renee, Ray, Eldon, & Zach
  + Blanco – Kim & David
  + Burnet – Crissy, Kim, & Vicky
  + Mills – Joey & Alexis
  + Milam – David & Kim
  + Lampasas - Ray
  + Llano – David & Kim
  + San Saba – Kim, Joey & Alexis
  + Williamson – Pauline, Marjie, & Beth
* What to include: Organization name, what they provide, when they are available, address, and how to refer patients to their DSRIP project.
* Crissy will make a template for each member to know exactly what to include.
* Kim will document this process as a PDSA (plan, do, study, act) that Cohort members can use as documentation of CQUI activities for October reporting.
  + Kim will complete this and it will be passed out to the rest of the Cohort to use during reporting.

**1:45-2:30)**

1. **Next Steps/Adjourn Meeting**

1. Decide on next Cohort meeting objectives and date

* Wednesday, September 24, 1-3 p.m.
* Seton Highland Lakes, Burnet

2. Select “spokesperson” for Cohort update for RHP 8 bi-weekly conference call scheduled September 17

3. Review Action Items

4. Decide on any others to add to the Cohort

* At this time no other additions

5. Adjourn

**(2:30-2:45)**

**Next Step**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Completed/ Not Complete** |
| Joey and Alexis | Type up and share meeting notes with attendees | Complete |
| Crissy | Serve as “spokesperson” for bi-weekly call, 9/17 |  |
| Jennifer | Update Team Charter | Complete |
| Crissy | Schedule and organize next Cohort meeting | Complete |
| Kim | Complete Plan Do Study Act (PDSA) |  |
| Crissy | Make resource template & send out to group |  |
| Jennifer | Ensure each of the Cohort members are part of the Google Group | Complete |
| **All Cohort Members** | Make sure that you are able to receive emails from the Google Group in order to get emails that pertain to the Cohort |  |