

ONSITE CLINIC SUB COMMITTEE MEETING MINUTES
February 4th, 2014

The following committee members were present:

Kim Aringdale	Flagstaff Unified School District
Bob Kuhn	Flagstaff Unified School District
Katie Wittekind	Flagstaff Unified School District
Kevin Braley	Flagstaff Unified School District
Scott Richardson	Coconino County
Margret Penado	Coconino County
Christy Pacheco	Coconino County
Shannon Anderson	City of Flagstaff
Josh Copley	City of Flagstaff
Candace Schroeder	City of Flagstaff
Dean Coughenour	City of Flagstaff

1. **CALL TO ORDER** 8:30 a.m.
2. **APPROVAL OF MINUTES** Shannon motioned to approve the minutes for December 3rd 2013. Candace seconded. Minutes have been approved.
3. **AGENDA APPROVAL**
 - A. No added items to the agenda
4. **ACTION ITEMS**
 - A. Agreement was made to do a Request For Information to make it equitable for onsite clinic vendors to present to the committee's taskforce. The RFI will be open for one month. The Taskforce will be compromised of the following committee members: Bob Kuhn, Katie Wittekind, and Mike Townsend. Discussed posting the RFI on each agency website and the local paper. Kim will develop the wording to be posted on the websites and paper.
 - B. Shannon will request number of employees and dependents in Page, Williams, and Flagstaff from Blue Cross.
 - C. Discussed and agreed to provide 3 years of utilization of the health plan to proposal bidders.
 - D. Discussed removing Fire and Police on page 13.
 - E. 6.1 Change experience in planning and remove word recommend.
 - F. 5.2 Discussed and understood that the RFP is asking for a 3 year term and one year renewals.
 - G. 6.0 Change requirements to Preferred Experience.
 - H. Add Professional Liability Coverage of 2 million underlying and 6 million aggregate as a requirement of the vendor.
 - I. 6.4 CDL requirements- rewrite as experience with CDL -remove numbers.
 - J. 6.5 Change to total number of aggregate workers comp injuries. About 250.
 - K. 7.2.1 Remove age from well child and add sick child
 - L. Lab test -remove kinds of labs listed
 - M. Add history of wellness initiatives, wellness offerings and how to incorporate wellness into the clinic under section 4.
 - N. Add performance indicators: same day appointments, member satisfaction, clinic utilization, hospital stay reduction, reduced ER utilization, reduced prevalence of major modifiable diseases.
 - O. Committee agreed to move to a questionnaire format.
 - P. 6.3 Deleted
 - Q. 7.2 Add please list any services that aren't offered.
 - R. 7.3 Committee agreed to not offer narcotics at the clinic.
 - S. 7.8 Add, The proposer is to promote the clinic to the employee population with wellness coordinator during implementation.
 - T. Add question, What are your indicators to add personal staff to clinic?
 - U. Committee discussed and agreed not to advertise walk-ins while allowing the clinic to accept walk-ins as they come in.
 - V. Committee agreed to change the evaluation criteria: list criteria in order of importance and create components under each category. Committee will create the components under each category.

- W. Buildings will be identified as possible options with these minimum specifications:
- i. 1200-1600 minimum sqft, parking for 16-20, plumbing with hot and cold water, 2 bathrooms
 - ii. For minimum building out one bathroom would need to be connected to one exam room. Building and bathrooms need to follow ADA guidelines, Each exam room will need plumbing for sinks, All exams rooms will need to be enclosed private rooms.

5. ACTION ITEMS NEEDING FOLLOW UP

We are waiting for an answer on the minimum co-pay amount for the clinic from the attorney of the trust.

- i. Each agency will identify the locations possible for a clinic location based on these criteria: 1200-1600 minimum sqft, parking for 16-20, plumbing with hot and cold water, 2 bathrooms
- ii. For minimum building out building and bathrooms need to follow ADA guidelines, each exam room will need plumbing for sinks, all exams rooms will need to be enclosed private rooms.

Give additions/changes in written format to Kim.

Kim will change format of RFP to questionnaire format.

Kim will develop the wording to be posted on the websites and paper for the RFI.

Shannon will request number of employees and dependents in Page, Williams, and Flagstaff from Blue Cross.

Committee members will create components to categories of evaluation criteria for review and discuss at the next meeting.

6. NEXT MEETING DATE

Feb 27th 8:30am-10am City Hall 211 W. Aspen Avenue, Staff Conference Room

7. ADJOURNMENT – 10:05AM