

## Infrastructure, Policy, and Operations Workgroup

### Meeting Minutes from September 10, 2020

**Attendees:**

Agenda Item	Discussion	Action Items
Welcome	<ul style="list-style-type: none"> <li>• Uma started the meeting.</li> <li>• Everyone introduced themselves.</li> </ul>	
Review Workgroup Charter, Description, and Research Questions	<ul style="list-style-type: none"> <li>• Uma reviewed the language in the SBWC strategic planning charter for the workgroups</li> <li>• Uma reviewed the language in the established workgroup description to outline the priorities for the workgroup</li> <li>• Forrest added that the workgroup should focus on policies changes to better support health equity in SBWCs</li> <li>• Uma clarified that this effort is specifically for students enrolled in a K-12 institution captured by the public school system</li> <li>• Uma reviewed the core research questions for the workgroup</li> <li>• Legal guidance is needed to address confidentiality and privacy needs, particularly for questions related to disciplinary policies</li> <li>• This workgroup will talk about the needs that should be concerned when siting SBHCs in high needs elementary schools</li> </ul>	<p><b>Health Management Associates:</b></p> <ul style="list-style-type: none"> <li>• Add research question on how existing SBHCs can improve enrollment and engagement rates</li> </ul>
Present Literature Review	<ul style="list-style-type: none"> <li>• Uma presented the format and topics covered in the literature review</li> <li>• Operating models will be a large-overarching discussion and will set up the following topic discussions</li> <li>• This information covers many topics, and workgroup members are responsible for</li> </ul>	
Discuss Weekly Workplan	<ul style="list-style-type: none"> <li>• Uma overviewed the weekly workplan for the workgroup. Workgroup members will be presented with questions each week to guide the topics of discussion and the recommendations to draft.</li> <li>• Executive Sponsors will report out on the deliberations of the workgroup to the Steering Committee</li> </ul>	<p><b>Health Management Associates:</b></p> <ul style="list-style-type: none"> <li>• Send out materials and questions for next week's meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• Workgroup members should not be limited by the current status of SBWCs in Delaware. Start with the impossible and then we will funnel.</li> <li>• Workgroups</li> </ul>	
Update on Stakeholder Interviews/Focus Groups	<ul style="list-style-type: none"> <li>• Uma gave an overview of the various groups of stakeholders that will be interviewed during the strategic planning process. These interviews are ongoing and data will be distributed to workgroups as they come in.</li> </ul>	
Next Steps Adjournment	<ul style="list-style-type: none"> <li>• Uma reviewed next steps <ul style="list-style-type: none"> <li>○ Next week's conversation will focus on operating model</li> </ul> </li> </ul>	<p><b>Workgroup Members:</b></p> <ul style="list-style-type: none"> <li>• Review the operating model subsection of the literature review</li> <li>• Review the literature from the operating model subsection</li> <li>• Prepare to discuss recommendations for SBWC operating models given your experience and perspective</li> </ul>