Arizona AHEC Program Advisory Commission Meeting
University of Arizona
May 27, 2021 at 12pm
Zoom – Remote Attendance
Agenda

1. Welcome and Introductions

2. Review and Approval of meeting minutes
   a) February 25

3. Director’s Updates
   a) Financial Report
   b) Commission Appointments 2021-22
   c) Interprofessional RHPP Conference/April 9-10, 2021
   d) RFP Regional Centers Distribution

4. Regional Center presentations/updates

5. Other business or information items (All)

6. Adjourn

Meeting packet contents:

1. Agenda
2. Minutes of February 25, 2021 meeting
3. Quarterly Financial Summary and Report
4. Commission Roster
5. Center Directory
6. AHEC Program Office Directory
**DATE:** February 25, 2021  
**TIME:** 12:00-1:17pm  
**PLACE:** AHEC  
**COMMISSIONERS:** Amanda Klein, Laura Dorrell, Ed Paul, Ron Weinstein, Michael Allison, Wendy Armendariz, Kristen McCabe, Denise Burley/David Chavez  
**OTHERS:** Jean Campbell, Jennifer Zuniga, Colleen Reed, Amanda Perkins, Shelley Vaughn, Amanda Aguirre, Wanda Larson, Dan Derksen, Jen Peters, Carlos Gonzales, Celeste Kanzig, Ana Roscetti, Gail Emrick, Joena Ezroj, Elias Villarreal, Lisa Kiser, Christy Pacheco  
**CHAIRED BY:** Leila Barraza

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<th>AGENDA ITEM</th>
<th>ANNOUNCEMENT/DISCUSSION</th>
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<td>Called to order 12:00</td>
<td>Welcome &amp; Introductions</td>
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| Meeting minutes | Review and Approval of meeting minutes  
a) November 2020 | Motion to approve by: Ed Paul; seconded by: Laura Dorrell; approved by commissioners |
| Financial Report | A summary was provided of the Year to Date Financial Report for quarter ending December 31, 2020 | Amanda Perkins  
Motion to approve: Michael Allison; seconded by: Laura Dorrell; approved by commissioners |
| Director’s Updates | Proposed bill for sixth AHEC (Tribal) Center is moving through processes at State Legislature.  
Project Funding Invitation: Invitation for RFPs to be submitted so that associated mobile units can offer vaccinations to underserved and rural populations. Invitations to apply have been sent to existing UA mobile units as well as NAU, ASU mobile units to share RFP with them. Participants who have additional information on other mobile units that would be interested in applying should submit their contact information to AHEC office. The intent of the RFP is also to create an interprofessional educational opportunity for health professions students with mobile units that provide COVID-19 vaccinations in hard to reach populations in rural and urban underserved areas.  
Northern Arizona University Physical Therapy with director Andrea Lerner is our newest RHPP. This program will also work with AHEC Scholars students.  
Interprofessional RHPP Conference will be held virtually April 9-10, 2021. Many great speakers including Dr. Ron Weinstein. Traditional AHEC and COVID Scholar Groups will present their capstone projects. | Leila Barraza  
Jennifer Zuniga |
Met individually with five regional center directors and provided notification of change to RFP process for Centers. State of Arizona procurement policies require that any contracts above $100k require a competitive process. This will occur on a rotating basis with two centers impacted per year. This will incorporate both HRSA and State guidelines regarding required characteristics of centers (e.g., 501C3 independent of UA; serving a rural or underserved community, etc.) Once the RFP process begins the AHEC Program Office is unable to comment; therefore, advance notice has been provided to all.

Link to the last RFP (from 2019) and the State Procurement Guidelines are available on the AzAHEC Home Page at https://azahec.uahs.arizona.edu/ under the “Spotlight” section.

Gail Emrick read a prepared statement regarding the Regional Center RFP requirements. Each center (NAHEC excluded due to absence) was provided an opportunity to discuss their concerns. Open discussion ensued.

Celeste Kanzig with the UA Procurement and Contracting Services explained anytime the university is paying out funding over $100k, an RFP is required. All funding, regardless of source coming into UA, is subject to procurement rules.

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<th>Additional Updates</th>
<th>Due to RFP discussion Centers will provide regional updates at the next commission meeting.</th>
<th>Leila Barraza</th>
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<td>Adjournment at 1:17pm</td>
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The quarterly financial report is organized into seven columns (from left to right):
  o Column 1: Line item titles/names.
  o Column 2: Prior year (FY 2020) actuals.
  o Column 3: Current year (FY 2021) budget.
  o Column 4: Current year (FY 2021) actuals YTD – Federal funding.
  o Column 5: Current year (FY 2021) actuals YTD – State funding.
  o Column 6: Current year (FY 2021) actuals YTD – Total (Federal and State funding combined).
  o Column 7: Comparison of current year Total Budget figures and Total Actual figures.

Federal AHEC grant funding is disbursed on a reimbursement basis. The Sponsored Projects and Contracting Services office at UArizona monitors the expenses in the designated Model AHEC account in the University’s financial system, draws funds for unreimbursed expenses, receives the funds from the federal government, and applies them to the Model AHEC account. This process typically takes place 2-3 times per month.

The Arizona State Lottery distributes AHEC funds to ABOR. ABOR then disburses lottery funding to UArizona for deposit in the specific state AHEC account in the University’s financial system. Lottery funds are received by UArizona throughout each fiscal year or in a single payment at the end of the fiscal year, depending on the year.

Program Administration consists of the personnel costs of the AzAHEC program office and federal AHEC grant indirect costs charged at 8% of modified total direct costs. Program Operations includes the non-personnel operating costs of the AzAHEC program office.

Regional Center subcontract expenses are shown as actual amounts paid during the fiscal year, regardless of subcontract award year. The AHEC fiscal year runs from July 1 – June 30 while the AHEC regional Center subcontract year runs from September 1 – August 31. Each AHEC fiscal year includes the last two months of the prior year regional Center subcontracts (July 1 – August 31) and the first ten months of the current regional Center subcontracts (September 1 – June 30).

Total Revenue YTD is $5.79 million consisting of $646k in federal AHEC grant funding and $5.14 million of state lottery funding.

Total Expenses YTD are $4.68 million consisting of $686K in Program Administration, $9K in Program Operations, $2.35 million in Regional Center Subcontract payments, $1.1 million in other Center-based projects and services provided on behalf of Centers, and $573K in Program Initiatives.
Federal AHEC Grant and Supplement (received periodically on a reimbursement basis) | 460,224 | 798,934 | 645,945 | N/A | 645,945 | 152,989
Arizona State Lottery (received in prior FY) | 5,031,763 | 4,790,900 | N/A | 5,142,411 | 5,142,411 | (442,411)

TOTAL REVENUE | $ 5,511,927 | $ 5,499,394 | $ 645,945 | $ 5,142,411 | $ 5,788,356 | (289,422)

EXPENDITURES:

Program Administration | 901,874 | 1,025,487 | 175,205 | 510,741 | 685,946 | 339,541
Program Operations | 29,441 | 63,291 | N/A | 8,812 | 8,812 | 54,479
AHEC Regional Center Subcontracts:
   - BAVHEC | 683,150 | 612,000 | 44,670 | 340,389 | 385,067 | 226,933
   - GVAH EC | 197,462 | - | - | - | - | -
   - NAHEC | 683,205 | 612,587 | 93,295 | 335,956 | 429,251 | 183,336
   - SEAH EC | 598,758 | 612,000 | 92,244 | 283,364 | 375,608 | 236,392
   - WAHEC | 558,735 | 612,735 | 74,350 | 383,868 | 458,217 | 154,518
   - CAH EC | 117,738 | 839,511 | 166,173 | 531,335 | 697,508 | 142,003
Sub-Total Regional Center Subcontracts | 2,839,088 | 3,288,833 | 470,740 | 1,874,911 | 2,345,652 | 943,181

Reserve for Additional Regional Center Projects:
   - Medical Residency Support- Center-Based | - | 204,000 | - | 172,340 | 172,340 | 31,660
   - Other Center Projects | - | 50,000 | - | - | - | 50,000
   - Reserve for Additional Housing Expenses | - | 50,000 | - | - | - | 50,000
   - Reserve for Center Performance-Based Funding | - | 300,000 | - | - | - | 300,000
Sub-Total Reserve for Additional Regional Center Projects | - | 654,000 | N/A | 172,340 | 172,340 | 431,660

Services Provided on Behalf of Regional Centers:
   - AHEC Database Maintenance and Support | 42,289 | 25,500 | - | 25,230 | 25,230 | 270
   - RHPP Student Rotation Support | - | 1,020,000 | - | 718,753 | 718,753 | 301,247
   - AHEC Scholars Support, Including Mentors in FY2021 and Travel | 2,364 | 130,250 | - | 102,024 | 102,024 | 28,226
   - Student Housing in Regions | - | 318,339 | - | - | - | 318,339
   - UArizona-based Pipeline Programs- Student Support Costs | - | 88,641 | - | - | - | 88,641
   - Support for Student Rotations through COVID Vaccine Efforts | - | 100,000 | - | 50,000 | 50,000 | 50,000
   - Reserve for Additional Services | - | 435,805 | - | - | - | 435,805
Sub-Total Services Provided on Behalf of Regional Centers | 44,803 | 2,118,339 | N/A | 886,067 | 886,067 | 1,222,526

Program Initiatives:
   - RHPP Support- Campus-Based Expenses | 860,777 | 380,000 | - | 348,521 | 348,521 | 31,479
   - Medical Residency Support- University-Based | 249,525 | 136,925 | - | - | - | 136,925
   - Arizona Workforce Database Development | 390,108 | 200,000 | 200,000 | 200,000 | - | -
   - UArizona-based Pipeline Programs- Programming and Administration | 358,628 | 443,744 | - | - | - | 443,744
   - Tribal AHEC Scope of Work Subcontract | 2,949 | 250,000 | - | - | - | 250,000
   - Tribal AHEC Planning and Support | 21,024 | 21,391 | 24,340 | 24,340 | (2,949) | -
   - Annual RHPP Conference | - | 25,500 | 25,230 | 19,700 | 19,700 | 5,700
   - Other Program Initiatives | 14,224 | 25,000 | - | (13) | (13) | 25,013
Sub-Total Program Initiatives | 1,913,519 | 1,481,860 | N/A | 572,048 | 572,048 | 608,912

TOTAL EXPENDITURES | $ 5,728,575 | $ 5,852,066 | $ 645,945 | $ 4,035,761 | $ 4,661,707 | $ 3,900,300

NET (EXPENDITURES) REVENUE | (216,648) | (3,083,072) | (0) | 1,106,650 | 1,106,650 | N/A

1 Budget submitted to UArizona SVPHS acting on behalf of ABOR.
2 Federal AHEC funding has a grant year of Sep 1 - Aug 31. The AZ AHEC program office is on the UA fiscal year of Jul 1 - Jun 30. Two months from the prior federal grant year fall at the beginning of the current AZ AHEC fiscal year. The first 10 months of the current grant year overlap with current AZ AHEC fiscal year.
3 State Lottery funding is contingent on lottery performance from the prior fiscal year.
4 Subcontract period is Sep 1 - Aug 31. As such, 10 months of each subcontract fall into the current fiscal year and 2 months fall into the following fiscal year. The FY2021 budget shown represents the full Center contract for Sep 1, 2020 - Aug 31, 2021, inclusive of any supplemental funding awards signed as of December 31, 2020. Regional Center Subcontract Expenses are based on actual invoices received and paid regardless of the expense contract year.
5 Program Initiatives are ongoing. Once a project has been awarded, the full amount of awarded monies are transferred out of the AHEC fund. Support external to the UA is issued via purchase order and paid via invoicing. Includes any pending amount to be drawn from HRSA at report cut off date.
6 The GVAHEC contract ended June 30, 2019, and final invoices were received and paid in FY 2020. No payments will be made to GVAHEC in FY 2021.
1. **Amanda Klein**  
Scientific Director, Critical Path Institute  
Email: amandashernoffklein@gmail.com  
3-yr term FY17-FY20; FY 20-23

2. **Rachel Behrendt**  
Senior VP, Operations Hospice of the Valley  
Email: rbehrendt@hov.org  
3-yr term FY15-FY18; FY18-FY21

3. **Ronald Weinstein**  
Director AZ Telemedicine Program University of Arizona - COM  
1501 N. Campbell Avenue  
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3-yr term FY15-FY18; FY18-FY21

4. **Kristina Diaz**  
Residency Program Director, Yuma Regional Medical Center  
Email: kdiaz@yumaregional.org  
3-yr term FY17-20; FY20-23

5. **Ed Paul**  
Director, Family Medicine Residency Program, North Country Healthcare  
epaul@nchcaz.org  
3-yr term FY19-22

6. **Michael Allison**  
Native American Liaison  
Arizona Department of Health Services  
Policy and Intergovernmental Affairs  
Email: michael.allison@azdhs.gov  
3-yr term FY20-FY23

7. **Kristen Grimes McCabe**  
Interim Infection Control Officer  
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3-yr term FY20-FY23
EX-OFFICIO

8. Laura Dorrell
   Board President, EAHEC
   Email: ldorrell@gilahealth.com
   3-year term
   Center Board Term: 11/11-10/18
   Appointed President: December 2016

9. Carrie Langley
   Board President, SEAHEC
   Email: CLangley@cochise.az.gov
   Center board term:
   Appointed President: 2020

10. Christopher Nunez
    Board Chair, WAHEC
    Email: Christopher.j.nunez@usdoj.gov
    Center Board term: 9/28/17-9/28/2020
    Appointed Chair: February 2019

11. David Chavez
    Board President, NAHEC
    Email: dchavez@grandcanyonsquire.com
    Appointed President: 2021

12. Wendy Armendariz
    Board President, CAAHEC
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    Appointed President: January 2020

13. Leila Barraza
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ARIZONA AREA HEALTH EDUCATION CENTERS SYSTEM

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<th>Title</th>
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<th>Email</th>
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