

Protocol for KALHD Board Approval Of Workforce Reinvestment Grant Applications

This document applies only to the Workforce Reinvestment Grants Funds (also known Public Health Infrastructure Grants or PHIG) that were retained by KDHE due to some counties not accepting the federal award the county was eligible to receive.

The following steps have been identified based on the Board's discussion at multiple monthly meetings.

Step 1. KDHE receive grant application from eligible applicant.

- This is an open ended grant application process.
- Application was circulated by KALHD after the March Board meeting.
- Once all available funds are granted out the application process will cease.

Step 2. KDHE review application to ensure will meet KDHE requirements for funding (e.g. State and Federal use of funds, financial and progress reporting) and is within the below scope of funding purpose defined by the Board.

- A training/professional development idea
- A proposal for training/professional development
- A proposal for a self-care/behavioral health initiative
- Submit a request for funding assistance for accreditation/reaccreditation/Pathways fees

Step 3. KDHE will notify KALHD Executive Director of any grant applications received and reviewed by KDHE that they would like to bring before the Board for action at the next scheduled meeting.

- To be included on the Board agenda for a given month, KHDE needs to get the date of application, the name of the applicant, one PDF copy of the application and KDHE's recommendation (approve, deny, other) to the Executive Director by the **first business day of the month** of the Board meeting (ex. May 1 for May 21st meeting).

Step 4. KALHD Executive Director will send any grant application(s) and the KDHE recommendation to the KALHD sub-committee members for a final recommendation to the Board (approve, deny, other) and approval to include the application(s) as an action item for a vote on the agenda for the next Board meeting.

- Applications will be emailed to the sub-committee members by the Executive Director.

- Executive Director will set up a standing Zoom meeting of one hour in length for sub-committee discussion and decision on recommendations for the Board.
 - Meeting will be on the **5th business day of each month**.
 - If it is not needed in a given month the meeting will be cancelled
- The sub-committee will make a recommendation to the full KALHD Board for each application received.
 - Approve (will go on next scheduled Board agenda)
 - Deny (will go on next scheduled Board agenda)
 - Other. To request additional information, clarification, etc. from KDHE or applicant (will not go on Board agenda until enough information is received to recommend approval or deny)
 - If a response to the request for additional information is received by the first of the following month, the sub-committee will consider the information and prior application first before considering any new application(s).
- Sub-committee recommendation will be based on consensus of the members attending the meeting. No vote will be taken unless it is unclear to the Executive Director as to the consensus of the group.

Step 5. In any month in which the sub-committee has a recommendation(s) on any grant application(s), the Executive Director will include the following agenda item on the Board meeting agenda that is typically distributed about **one-week prior to the meeting**:

Consent Agenda Item: Sub-Committee recommendations on Workforce Grants

- Under this agenda item, the applicant name and title of grant application(s) will appear on the Board Agenda. Along with the recommendation to approve or deny each application.
- Upon receiving the agenda and before the start of the scheduled meeting, any Board member may contact either the Executive Director or Board President and request that an application be removed from the Consent Agenda for purposes of a vote on that application.
 - If a request is received, the President or Executive Director will make an announcement under the standing agenda item of “Approval of Agenda” of the name of the grant that has been removed from the consent portion of the agenda.
 - No specific cause or reason for the request is necessary.
 - The name of the member requesting removal from the consent portion of the agenda will not be recorded.
 - The application removed will require a separate vote during the meeting.
- Any dues paying KALHD member may contact a Board member and request that an application be removed from the consent agenda.
 - A Board member will honor the request without explanation or recording of the dues paying member who made the request.

- At each meeting in which the consent agenda item is listed, the President will call for a motion, 2nd and vote to approve or deny the consent agenda.
 - The consent agenda will be taken as one vote, not an individual vote on each application.
- If any application was removed from the consent agenda, the President will call for discussion on the application(s) followed by a motion, 2nd and vote on the application(s).
 - If multiple applications were removed from the consent agenda, a individual discussion and vote will occur on each.

Step 6. After each Board meeting, **held on the 3rd Tuesday of each month unless held in person in June and December**, in which there was a vote (on consent agenda or otherwise) on one or more grant applications, the Executive Director will send an email to Cristi Cain at KDHE summarizing the outcome of that vote.

- Email will indicate which grants the Board approved for funding and those it denied.