

MEETING: RHPP Directors and Regional Center Directors

 DATE:
 August 21, 2024

 TIME:
 12:01 - 12:30pm

 PLACE:
 AHEC Zoom Meeting

HOST: Leila Barraza

RHPP Director Attendees: Shelley Vaughn, Andrea Trujillo Lerner, Joe Harrison, Christy Pacheco,

Jonathan Cartsonis, Anna Landau

Center Director Attendees: Shelli Stewart, Yolanda Perez, Jennifer Smith, Jeff Axtell, Ana Montoya Other Attendees: Jennifer Zúñiaa. Sonia Cota-Robles. Mallika Peddada. Roy Sanchez.

Jennifer Zúñiga, Sonia Cota-Robles, Mallika Peddada, Roy Sanchez, Edgardo Figueroa, Jim Fulford, Carmen Salinas, Marni Valenzuela, Nicole

Paredes

ITEM	ITEM ANNOUNCEMENT/DISCUSSION Information				
	,,	provided by:			
Meeting 12:01pm	Welcome & Introductions	Leila Barraza			
Discussion	AHEC Scholars Program (ASP) Update Twenty-eight applications have thus far been submitted for AHEC Scholars. Submissions have been accepted since March, and this year's application deadline is Sunday, September 15, 2024. Those interested in the ASP application flyer or QR code, please reach out to Nicole Paredes. There was a brief technical issue with the application system that has been resolved. New assignments will begin to be made on September 16. Once the scholars	Nicole Paredes			
	are assigned, Centers will receive an email notification and can view their new scholar group (cohort 24-26) in SalesForce under the AHEC Scholar Dashboard. Centers will begin communication with scholars shortly after that.				
	ASP Fall Immersions The Fall Community Immersion will be held during the first weekend of October. CAAHEC and AIH-AHEC Year 2 scholar groups will have their Fall Community Immersion on the second weekend of October. Centers, please submit a draft agenda for each cohort so that RHPPs can prepare travel authorizations and have a general idea of what to expect. Travel authorizations can be time consuming, so Centers are encouraged to identify a meet-up location or hotel information.				
	Draft agendas can be sent to <u>Nicole Paredes</u> . Please include the location as well as time frame of events. Nicole has sent Centers a calendar invite for the draft agenda deadline.				
	September Monthly Seminar: On September 24^{th} , year-one scholars will have orientation, and year-two scholars will hold their regular monthly seminar at 6pm.				
	FY25 RFPs & Contracts The Notice of Award for FY24/25 has been approved by HRSA. American Indian Health (AIH) AHEC has been approved to receive federal funding for the first time.	Jennifer Zúñiga			
	Centers have the option to extend their FY23/24 contract for three months while FY24/25 contracts are being processed. Once the details regarding the extension are confirmed with purchasing, more information will be distributed. Centers not selecting the extension opportunity will proceed through the regular contract approval process.				



	The RHPP Request for Proposal deadline is Friday, August 30, 2024. Proposals from three RHPPs have not yet been submitted.	
	RHPP Year-End Financial Reports Two RHPPs have yet to submit their financial reports, for which the deadline was last Friday. Reminders for those reports will be sent soon.	Marni Valenzuela
	Annual Narrative Reports Annual narrative reports are an opportunity for Centers and RHPPs to report their successes of the past year. The deadline for Centers to submit their annual narrative report is September 1, 2024. September 1 is a Sunday, so please submit early if needed. The deadline for RHPPs to submit their annual report is September 4, 2024. Reports should be submitted to their respective report repositories via Qualtrics.	
	Photos are a great way to enhance reports. Please ensure that any photos that are submitted are related to Arizona AHEC funded activities, and please submit photo release forms for each individual that is photographed. If photo release forms have already been submitted for AHEC Scholars, they do not need to be resubmitted. New release forms should be collected each fiscal year. A new media release form will be distributed before the Fall Immersion.	
	Carry Forward Balances AHEC does not allow for the carry forward of unexpended funds. This information is stated in annual award letters and contracts.	Jennifer Zúñiga
Ended 12:30pm		



MEETING: RHPP Directors and Regional Center Directors

 DATE:
 September 18, 2024

 TIME:
 12:01 – 12:57pm

 PLACE:
 AHEC Zoom Meeting

HOST: Leila Barraza

RHPP Director Attendees: Joe Harrison, Andrea Lerner, Christy Pacheco, Jonathan Cartsonis, Bryna

Koch, Elizabeth Hall-Lipsey

Center Director Attendees: Jennifer Smith, Ana Montoya, Yolanda Perez, Shelli Stewart, Jeff Axtell Other Attendees: Debra Ilchak, Jim Fulford, Tashina Machain, Sonia Cota-Robles, Mallika

Debra Ilchak, Jim Fulford, Tashina Machain, Sonia Cota-Robles, Mallika Peddada, Colleen Reed, Marni Valenzuela, Jennifer Zúñiga, Courtney

Madsen, Edaardo Figueroa, Nicole Paredes,

Madsen, Edgardo Figueroa, Nicole Paredes, ITEM ANNOUNCEMENT/DISCUSSION Information				
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Meeting	Welcome	provided by: Leila Barraza		
12:01pm	vveicome	Lelia Barraza		
Discussion	Center Director Updates	Jennifer Zúñiga		
2.00000.0	The FY24 Non-Competing Continuation Request Proposal meeting will be held	Jennier Zonga		
	tomorrow, September 19, 2024. Centers are asked to have their performance			
	funding model available as it will be used during the walkthrough.			
	Centers have received automated invoice details via email to track what has			
	been processed. To ensure all invoices are processed for fiscal year 23/24,			
	Centers are asked to ensure all invoices are submitted by October 31, 2024. If Centers discover any invoices greater than 60 days old that have not been			
	processed, please reach out to the Jennifer Zuniga.			
	The Program Office is in the process of creating an updated invoicing form to			
	become effective with invoices submitted toward the 2024-25 contract. More			
	information on that will be distributed soon.			
	RHPP Director Updates			
	The Program Office is actively processing fiscal year 24/25 budget requests			
	for all RHPPs, with the exception of one that has yet to be submitted.			
	All fiscal year 23/24 financial reports have been submitted and the Program			
	Office is processing final adjustments for unspent funds.			
	The Program Office would like to express gratitude to all RHPPs and Centers			
	for submitting annual reports for fiscal year 23/24. The state legislative			
	deadline for the annual report is November 15, and timely submittal of annual			
	reports helps ensure that the deadline can be met.			
	All photos that have been submitted are under review for inclusion in the annual	Marni		
	state report. As a reminder, a photo release form is required for every	Valenzuela		
	individual included in a photo. The Program Office may follow up as needed to			
	ensure all photo release forms are on file. Please do not submit photos			
	embedded in a Word or PDF document. Instead, please submit photos as			
	separate .JPG or .PNG files to ensure compatibility with the annual state report			
	formatting requirements.			
	AHEC Scholars	Nicole Paredes		
	The applications deadline for the 2024/26 AHEC Scholars cohort was			
	September 15, 2024. There were 135 applications with 131 accepted into the			
	program. Each Center has been assigned 22 Year 1 Scholars, with the			
	exception of American Indian Health AHEC, which has been assigned 21. All			



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	assignments can be viewed on Center dashboards in Salesforce. Please refresh the dashboard each time it is accessed to ensure the latest information is displayed. Centers are encouraged to reach out to Scholars at this time, using the contact information found on the dashboard, to provide Scholars with Fall Community Immersion information. Centers are also asked to submit updated Fall Community Immersion agendas to Nicole Paredes for inclusion in D2L for both Year 1 and 2 Scholars and Faculty Mentors to view and download. Year 1 Scholar orientation will be Tuesday, September 24, at 6:00pm via Zoom. Additional information including the registration link will be sent soon. This orientation is mandatory for Year 1 Scholars and Faculty Mentors. The orientation is anticipated to last 1 hour. The second hour can be used for introductions, Fall Immersion details, and Q & A. The monthly seminar for Year 2 Scholars will be held September 24, from	
	6:00pm to 8:00pm.	
	ASP Center and RHPP Discussion The Program Office invites RHPPs and Centers to discuss ASP cohort sizes and guidelines regarding scholar attendance. The Program Office recognizes that cohort sizes have grown and there may be some concerns as a result.	Leila Barraza
	The AHEC Program Office will provide additional budget to support stipends for all Scholars.	Jennifer Zúñiga
	Discussion followed regarding the maximum number of scholars that could be accommodated, since housing and management of larger groups are a significant consideration for centers. However, an earlier deadline for applications could mean some disciplines will not have an opportunity to apply before the deadline.	
	While there is no immediate solution, if there are any immediate needs for the 2024/26 Year 1 Scholars cohort, please reach out to the Program Office. Additional discussions will be planned to further address questions and concerns.	Leila Barraza
Ended 12:57pm		