

Indian Health Service (IHS)/Tribal Contract Support Cost Workgroup Meeting (CSCWG)

Meeting Location & Accommodations

DATE: Wednesday and Thursday, June 10-11, 2009

TIME: 8:30 AM – 5:00 PM Each Day – Two FULL Days

PLACE: **Sheraton Crescent Hotel**
Phoenix Ballroom
2620 W. Dunlap Avenue
Phoenix, AZ 85021
602-943-8200
Fax: 602-317-2857
Reservations: 1-800-423-4126

Contact Person(s) for meeting:

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PURPOSE:

On Wednesday and Thursday, June 10-11, 2009, the Indian Health Service (IHS)/Tribal Contract Support Cost (CSC) Workgroup will convene in Phoenix, Arizona. The Workgroup meeting will focus on IHS CSC policy and resource allocation issues. At a minimum, the following issues will be discussed:

- IHS CSC Policy - Allocation methodologies associated with new or expanded awards.
- Allocation of FY 2009 and 2010 CSC appropriation.
- Impact of National Business Center Indirect Cost Rate negotiation changes.
- CSC need associated with American Recovery & Reinvestment Act (ARRA) funds.
- Development of a report on CSC over the past 10 years.
- Other issues associated with IHS CSC policy or issues raised by Tribal participants.

ANTICIPATED OUTCOMES:

- In-depth discussion and review of comments and development of recommendations on anticipated policy changes for recommendation to the IHS Director.
- Tribal representatives may also develop Tribal-specific recommendations or guidance for the Director.
- This is also an opportunity for Tribal participants to learn about IHS CSC Policy and current hot issues facing Tribes and the IHS on a local and national level.

As always, all CSC allocation methodologies of the IHS are open to discussion. We will not, however, discuss ongoing litigation nor debate the merit of any Tribal CDA claims pending against the Agency. A complete agenda will be provided at the meeting.

For your convenience and review, the Agency's CSC policy may be viewed at: http://www.ihs.gov/PublicInfo/Publications/IHSManual/Part6/part6chapter3/pt6chapt3_1.htm (Indian Health Manual, Part 6, Chapter 3).

TRAVEL & LODGING ARRANGEMENTS:

Each individual Federal and Tribal representative will be responsible for their own airfare, local transportation, hotel, and per diem costs. Government Per Diem rates for Phoenix, Arizona are:

- Lodging \$96.00;
- M&IE \$59.00;
- Total daily per diem rate = \$155.00.
- First & Last Day (75% of M&IE) = \$44.25

For your comfort and convenience we encourage you to stay at the **Sheraton Crescent Hotel**. We are very fortunate to have procured a block of rooms at a discounted rate of \$86 per guest room, per night. This is a \$10 savings below the standard government lodging rate. The hotel is very delighted to host our meeting and graciously offered the following *complimentary* amenities to our group:

- Break Package Served Daily for our meeting (includes continental breakfast and afternoon light refreshments).
- A well designed and comfortable meeting space (including all AV equipment).
- Self-parking in their (5) story parking garage.
- Discounted group rate to be available (3) days pre and post based upon availability.
- Hotel amenities, including our 4,000 sq. ft. Health Facility with (2) indoor squash courts.
- Internet access in the Link@Sheraton.
- Transportation within a 5 mile radius of the hotel, based on availability. Hotel is located across the street from the second (2nd) largest Shopping Mall in the Valley.

METHODS OF RESERVATIONS:

A block of rooms has been reserved at the **Sheraton Crescent Hotel**. Each individual guest must make their own reservations on or before the **Cut-off date** of **May 29, 2009** through **StarGroups reservation** website at

<http://www.starwoodmeeting.com/book/IHSTribalContract> or by calling the hotel's central reservation at 1-800-325-3535. To ensure that you receive the group rate you need to identify yourself as participating in the **IHS Contract Support Costs Workgroup Meeting**. The group rate is **\$86.00** (single & double occupancy) plus 12.27% taxes guest room per night. Any reservation requests received after the cut-off date will be subject to standard guestroom rates and room type availability. All reservations must have a credit card guarantee.

The following Website identifies hotel accommodations, dining, activities, and services in the surrounding Phoenix area:

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=102>

A Corporate Hotel with Resort Amenities

- 342 spacious guestrooms with endless amenities
- Complimentary Internet access in the Link@Sheraton
- 37 inch Flat Screen TV's in all Guestrooms
- Health & Fitness Center
- Indigo Restaurant ~ featuring cross-cultural cuisine
- Coyote Café ~ proudly serving Starbuck's Coffee
- Two Club Floor~ 12 Suites & Private Lounge
- Resort style pool with 166 foot water slide & Cabana Bar
- 30,000 square feet of Flexible Conference Space
Two ballrooms, boardrooms, 12 breakout rooms

SHERATON CRESCENT HOTEL GREEN INITIATIVES

- CFL Bulbs
- Infrared Motion Sensor
- Low Flow Aerator in guest and public rest room faucets
- Paper, battery & cardboard recycling
- Kitchen grease for bio diesel
- Green Program in Guest Room
- Ozone Washer in Laundry
- Programmable thermostats in all guest rooms
- A/c and heat controls in ballroom space
- Energy conservation in kitchen through turning off/ on equipment earlier/ later
- Retrofitted Garage Lighting
- Paperless check in
- eMenus

The hotel measured through Six Sigma an energy reduction of 9% compared to 2007, Additionally exceeding our goal of 3% reduction

Future Green Initiatives:

Recycling of glass and cans



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Sheraton Crescent Hotel
Phoenix, Arizona
June 10 – 11, 2009
Phoenix Ballroom

AGENDA

June 10 - 8:30 a.m. – 5:00 p.m.

- *8:00 a.m. – Light Continental Breakfast* *Phoenix Ballroom*
- Welcome and Opening Remarks *Phoenix Area*
- Introduction / Agenda Overview *Ronald Demaray, IHS*
- Participant Comments *OPEN*
- Budget Outlook – 2009, 2010, and 2011
- Allocation of FY 2009 CSC Appropriation
- Indian Health Service Contract Support Costs Policy – Indian Health Manual, Part 6, Chapter 3
 - Allocation methodologies associated with new or expanded awards
- Open discussion/comments *OPEN*

June 11 - 8:30 a.m. – 5:00 p.m.

- *8:00 a.m. – Light Continental Breakfast* *Phoenix Ballroom*
- Recap of Previous Day / Announcements *Ronald Demaray, IHS*
- Impact of National Business Center Indirect Cost Rate Negotiation Changes
- Contract Support Costs Need Associated with American Recovery & Reinvestment Act (ARRA) Funds
- Contract Support Costs Projections
- Development of 10 Year CSC Report
- Other Issues associated with IHS CSC Policy or issues raised by Tribal participants
- Open discussion/comments *OPEN*
- Wrap-up and Adjournment