



NOTES FOR APRIL 6, 2017 STEERING COMMITTEE MEETING

MEETING LOCATION

Beth Israel Deaconess Hospital – Plymouth, Funkhouser Conference Room A

MEETING ATTENDEES

STEERING COMMITTEE 4.6.17		
Marian	de la Cour	
Nancy	DeLuca	x
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	
Mike	Jackman	x
Siobhan	McKay	
Jim	O'Neil	
Maureen	O'Rourke-King	
Judith	Reppucci	x
Deb	Schopperle	
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	

Mike Jackman called the meeting to order at 1:12 P.M.

PREVIOUS MONTH'S MINUTES

- Vote on March minutes postponed to May meeting.

SUBCOMMITTEE UPDATES

FINANCE

- George distributed report and reviewed.
- Reviewed monies spent for MHFA training, HL initiative, and website.
- Kim to ask Cindy at United Way to move the \$850 line item under "health literacy initiative" to a separate line item to be created called "trainings".
- Current cash available: \$384,344.61.
- All in favor voted unanimously to approve finance report.

WEBSITE/SOCIAL MEDIA

- Kim passed out Google Analytics data for March 4 – April 4th. 115 sessions, 116 users, 428 page views. Top 3 pages visited during this time period: home page, resources page, funding page.
- Up to 111 likes on FB. Mike posts on SSCPP's page and shares on his own timeline as well. Sharing posts is important.

HEALTH LITERACY

- HL subcommittee met on 4/6.
- Plain Language Training Update/Report Back:
- Training held on March 10th, 16th, and 17th in Boston. Mimi, Mike and Marian attended.
- Mike brought copies of the slides from the training.
- Training was good and SSCPP got a scholarship to go to attend. Will get a stipend.
- Will be doing a training locally based on the PL4H training working with ESOL learners. Mike has reached out to a few ESOL groups.
- Marian, Mike and Mimi decided they would start with one ESOL program to see what they are already doing so our training will be complimentary. National Library of Medicine sponsored, so must use Medline Plus.
- Mike summarized training- talked at length about communication and how to organize information. Mimi took a lot of notes.
- Are getting \$1,000 in scholarship money. Cindy at UW to complete application for reimbursement.
- Mike proposes the scholarship is split: \$50 for Mike for parking and travel costs, a portion to Marian (who had to use vacation time), remaining amount will go to Mimi's hours.
- All in agreement with Mike on scholarship split.
- Bobbi is working on PACTV video with DDS and it is coming along well. Will premiere on May 16th at the Plymouth Library at 4PM. Refreshments will be served and will have a panel.
- Bobbi has an invitation she is working on. Will be shared with SSCPP membership when complete.
- May 18th- Marian's is holding a training at 2pm at the Plymouth Library called Untangling the Web- a consumer health info training.
- May 17th- Laughter is the Best Medicine Mental Health Event (SSCPP sponsored). Doors open at 6PM at Spire Center.
- Have another Mental Health First Aid training on April 14th at Linden Ponds coming up. Mike will get more info from Arlene to see if there are still openings. Trainer does a great job.

GRANTS

- **South Shore Community Action Council Mini Grant- Reconsideration**
- Mike talked to Pat Daly at SSCAC-they have a new grant writer who did not know SSCPP had already given food resources program a grant this year. They will likely pull the grant back for now.
- Pat Daly is retiring in June.
- **High Point Treatment Center Health Literacy Grant – Reconsideration**
- Mike reached out to Hilary Dubois and forwarded steering committee e-mail conversation with details on grant questions.
- Hilary reports they have done a similar project to that proposed in grant using focus groups in Brockton. Target with this grant is pediatricians. Shared results of past focus group with Mike. High Point used Scope of Pain training with previous providers and want to do that in Plymouth area too.
- As for printed materials, the goal will be to make one pagers with content on risk factors, safe storage and disposal, etc. to educate families and parents. HPTC would test the hand out with family members before printing.



- Mike feels HPTC has the ability and experience to do these focus group. Scope of Pain training is great for healthcare providers. If they can engage healthcare providers through project, it will help SSCPP in advancing its health literacy goals.
- Nancy asked if they used a brochure/card for focus groups in Brockton. Also posed idea: Should SSCPP fund the focus groups and not focus on printing the brochures?
- Printed materials are hard to track and are a large part of the budget.
- All really like idea of focus groups and working with providers.
- Focus groups are currently budgeted at only \$340 dollars. \$7,000 goes to printed materials.
- Total amount of grant is \$10,000. Judith suggests funding 1/3 of printing costs and the rest of ask. Mike would like materials to have health literacy included in them. Could also ask HPTC to resubmit grant after focus group to see what they want to print.
- Could fund training, focus groups, staff time, etc. and pay for printed materials after focus groups (after seeing what they learned at focus groups).
- Mike to ask Hilary- have they identified providers already? How will they incorporate plain language into printed materials? Did they use printed materials with Brockton project?
- Based on what Mike hears back, he proposes funding focus groups and training and encouraging HPTC to resubmit request after focus groups. Will ask them to submit a revised budget and will send around for an electronic motion and vote.

- **St. Bonaventure's Parish Needy Fund Mini Grant**
- All reviewed submission. Came to UW via mail.
- Questioned what request will go toward- golf tournament? General operating costs?
- Seems to be more of a request for a sponsorship/donation.
- SSCPP does not want to start general sponsorships. Mike will alert grant writer that SSCPP cannot sponsor overall program, but would consider direct support in the future. Encourage reapplying with a specific ask.

- **Plymouth Pilgrims Mini Grant**
- Similar idea as St. Bonaventure grant, asking for a sponsorship.
- Relates to health, but not asking for a specific need – no target group, not HL related.
- If asking for SSCPP to sponsor an event, or fund something a bit more concrete, would consider. Current ask is too broad- they are asking for operating costs.
- Would consider funding a specific program in the future. Mike to contact grant writer to explain why not funding and to encourage they apply with a specific ask in the future.

- **Terra Cura Health Literacy Grant**
- Clearly identified need and partners clearly in place. Already have program in place, and now want to expand it.
- Program is focused. Works well for children and is teaching agriculture.
- Budget makes sense. Project is sustainable and is open to all. Could be a good model to expand.
- All in attendance voted unanimously to approve funding Terra Cura at its full funding request of \$9,570. Kim to put together award letter.

- George reported Plymouth County Jail will be submitting a meditation grant in the future.

INTERCHNA

- JSI is planning to speak with Ben Woods at DPH but has not yet heard back. Tina is trying to meet with Ben too with Alan and has a meeting planned for April 21st.

GENERAL MEETING PLANS

- April: Caregiver's burden panel. All set to go. Barbara Meehan, lost her partner to Alzheimer's, Greg and Heidi MacCurtain (FB page, Friends of Abby Mac), and Kathi Horsman from BID Plymouth. Panel questions are ready to go.
- May: Mental health panel – Liz is working on. Not in attendance.
- Other programs- Patti Menzel. At March panel, Patti asked Tina how to approach South Shore Hospital. She is now coming in October to speak to providers. SSH is in the middle of a computer platform conversion from now until August.
- Maureen had talked to Patti about doing something on May 3rd in the morning at BID Plymouth with the healthcare providers. She spoke at Taunton Y in the past and there is a video on YouTube for those interested.
- June: SSCPP Annual Meeting. Will need to elect a steering committee again.
- Discussed idea of SSCPP putting on a workshop on applying for its grants to help people understand what we are asking for. Maybe SSCPP isn't being clear enough. Could invite people to bring in ideas and critique them before submission. Once grant applications are revised with grant writer, will plan to hold a session.
- Could do several "grant TA sessions" a year specific to SSCPP grants. Could potentially have points given to attend session with a rubric.
- George, Deb and Mike to meet with grant writer applicant the week of April 24th. Will ask her if she could help design a training.
- Sue has a friend who retired from DPH who is great at grant writing- Sue to reach out to her to gauge interest.
- United Way fiscal agent and coordination fees- Dennis Carman at UW provided a letter and revised MOAs for the fiscal agent and coordination services for SSCPP (looking to increase fees with next fiscal year). Kim delivered hard copies to Mike at meeting. Mike to send around to steering committee for review and electronic vote.

Opened floor for announcements.

Adjourned at 2:23 PM.

Respectfully submitted by Kimberly Allen
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