



## NOTES FOR JUNE 8, 2017 STEERING COMMITTEE MEETING

### MEETING LOCATION

Beth Israel Deaconess Hospital – Plymouth, Funkhouser Conference Room A

### MEETING ATTENDEES

STEERING COMMITTEE 6.8.17		
Marian	de la Cour	
Nancy	DeLuca	x
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	
Jim	O'Neil	
Maureen	O'Rourke-King	x
Judith	Reppucci	
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	

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

### PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve May minutes. Kim to post on website.
- Reviewed SSCPP May events:
- SSCPP Sponsored Arc of Greater Plymouth Video Premiere and Panel- Those able to attend felt video was very informative. Bobbi is working with PACTV to finalize video. Panel went well. Maureen was a panelist. Moderator did great job. Maureen to follow-up. Will have a YouTube link soon. Donna from PACTV willing to come to SSCPP June meeting and introduce the video. Will add to website when link is available.
- SSCPP Sponsored Mental Health Comedy Night- Great turnout. Discussed comedians. Messaging was good and all in attendance enjoyed. Collaboration worked well with CHNA, NAMI, DMH, etc.
- Marian's Untangling the Web Consumer Health Training at Plymouth Library- Unfortunately was not well attended. Maybe would've been better with a captive audience location such as a senior center.

## SUBCOMMITTEE UPDATES

### FINANCE

- George gave finance report.
- Received a check for \$1,000 from Tufts.
- Liz reported Mutual Bank donated \$2,000. SSCPP had voted to sponsor program, and the \$2,000 would go to support families in future not to event itself. Kim to check in with Cindy at United Way to see if check was received and let Liz know. Liz to make copies of comedy event receipts etc. for SSCPP.
- YTD Expenses: \$2,971. Total programs for month - \$7,822. Cash available: \$389,654.62
- Received \$27,500 DoN from South Shore Hospital DoN.
- Budget variance YTD- \$56,263. Budget was very aspirational. Kim to ask Cindy what this variance reflects.
- All in attendance voted unanimously to approve finance report.
- Grant writer update: Mike, Deb and George met with Kate Harrell, Associate Attorney at Donoghue, Barrett & Singal, P.C. (DB&S). She does grant writing for BID Hospital.
- Told Kate we want to redo grant process and grant applications to be more reflective of our mission and goals and to get better quality applications coming in. Also asked to help develop 2 larger grants. Distributed letter she sent to Deb. Think Kate will do a nice job. She is familiar with DPH, DoN process, etc.
- Letter talked a lot about what was required of SSCPP but not specifically what SSCPP would get. Mike reached out to Kate to clarify and reviewed her responses with all.
- Time frame: plan to have something for the fall.
- Kate would work 15-25 hours. Mike clarified costs with Kate. Any reimbursable costs should be very minor. Will cost approximately \$7,000.
- George expressed opinion - not a bad price for what we are asking. Would be done very well and we'd get a finished product. One time fee and then we own it.
- Grant development expenses will be a separate line item on finance report. Kim to ask Cindy.
- Currently have mini grants up to \$3,500, health literacy grants up to \$10,000 and health compass grants up to \$7,500. Two major grants will be up to \$25,000.
- All in attendance voted unanimously to approve up to \$8,000 to engage DB&S to rework grant process including application template, decision making process and evaluation process.
- Mike met with grant writer Kristina (Sue's friend). She has previously worked for DPH and would be a great steering committee member. Would like her involved with the CHNA but she does not have time to help with CHNA grants at this time.

### TECHNOLOGY

- Website- Discussed reworking website a bit at HL subcommittee meeting. Mike thinks we need to look at it from scratch.
- Deb suggests identifying some outside people to review the site and give us feedback (what works, what doesn't.) Deb, Mike and Maureen to have colleagues look at website and send feedback to Kim to compile. Could ask Lois, site developer, for her thoughts on changes too. Deb to email her.
- Kim shared Google Analytics report. Kim to monitor analytics going forward and share major updates with committee (rather than monthly reports).
- Facebook- Mike posted some things on Facebook page related to HL.

### HEALTH LITERACY

- Plan to show PACTV video at Annual Meeting next week. Want to distribute panel info and video to all. Good to share for open discussions. Would like to try to target some hospitals for this too. Maureen has a

contact a Harvard that would want to use video. She could draft a letter to send out to this doctor and to any other hospitals interested. Showing video at one hospital gives it credibility to share with other hospitals.

- ESL program update- going well. Plymouth Library tutors are interested in collaborating. Will be working on this in the fall.
- Mimi to follow up with Plymouth Public Schools, Massasoit, and SouthCoast Adult Literacy in Rockland.

## INTER CHNA

- Planning a tri-CHNA committee meeting in September. DoN changes coming in 2019. Greater Brockton is not currently doing grants.
- Tina gave an update on CHNAs and their grant processes. She met with Ben Woods at DPH to discuss the Factor 9 plan we put together, new DoN monies, tri-CHNA collaboration around social determinants, etc. Ben was impressed that we've formed the tri-CHNA committee.
- Some of the money coming will be for tri-CHNA process and some for each CHNA. 75% of monies will be for tri-CHNA focuses and 25% will go to each individual CHNA.
- United Way has applied for the Brockton CHNA Coordinator position starting on July 1, 2017. If they get the position, it will not affect Kim's role with Plymouth CHNA and could help with collaboration.

## GRANTS

Reviewed two grants outstanding- South Shore Conservatory and South Shore Hospital.

### **South Shore Conservatory in partnership with Kathleen Dunn, M.Ed. and Malissa Kenney, BS Rehabilitation Counseling (new submission)**

- Mike reviewed grant with all.
- Grant is for an arts program at Algonquin Heights in Plymouth. Like that they are specifically targeting a vulnerable population. Pool is closed for the summer at Algonquin Heights.
- Nancy shares Algonquin Heights work with the scouts, after school programs etc. and have a pretty good turnout.
- Transportation is a big issue.
- Grant proposes 5 art programs in June, the summer and into fall – family music night, community drumming, hip hop dance class, etc.
- All agree this sounds like a dynamite program. Maureen knows the conservatory does great work.
- Budget is for \$3,500.
- Desired outcomes and measurements are helpful. Offering a variety of programs for different ages and addressing social determinants.
- All in attendance voted unanimously to approve mini grant for \$3,500. Kim to put together award letter.

### **South Shore Health System: "The Power of Mind/Body Connection: A Natural Relief to Chronic Pain" (resubmission)**

- Tina recused herself from discussion and vote.
- Resubmission. Mike connected with Heather (grant writer) about the threshold issue of previous grant submission and they submitted as a mini grant. Scaled request down to \$3,000.
- Program is yoga for pain management.
- Are now asking for \$1,000 for yoga instructor (old grant asked for \$3,000).
- Had questioned where referrals were coming from previously. Referrals to come from The Pain Management Center at South Shore Hospital and The Center for Orthopedics, Spine and Sports Medicine as well as from community sources. Will capture many different patients.



- Brought Tina in to answer questions: no charge for class; mats and blocks stay at hospital (do not go home with patients) and at the pilot program, the yoga instructor supplied them herself.
- Grant will be self-sustaining. People in it suffer chronic pain.
- Currently taking place at 2 Pond Park in Hingham, but will be moved.
- Mike would like a patient breakdown residentially. Tina will share this.
- All in attendance voted unanimously to approve mini grant for \$3,000. Kim to put together award letter.
  
- Nancy posed a question: With revised grants, will there be deadlines or will it still be rolling? Would the 2 major big grants per year have specific deadlines? Tangible collaboration to be included in grants potentially. Fiscal year vs. calendar year for major grants? Need to determine this when redoing grant applications. Will discuss at summer retreat.

## GENERAL MEETING PLANS

- June (Annual Meeting): Will show video, Mimi to provide an update on HL, Mike to do a review of the year. Will have elections.
- Kim to reach out to all 3 mini grants up for reporting to see if they are available to present at Annual Meeting.
- Kim shared draft ballot. Judith is no longer with Harbor Health and will be removed from ballot. Eleni from Harbor Health has submitted a bio and picture to Kim to be considered for vote.
- Mike has reached out to Judith but has not heard back. He is meeting with Eleni next week.
- Kim to send out ballot in advance electronically to general membership. Will do voice vote at meeting.
- **Summer Retreat:**
  - Will have more info on grants to report at summer retreat.
  - Date was discussed and Thursday August 10th from 11:00AM – 3:00PM was chosen.
  - Retreat location—TBD. Martinis Restaurant in Plymouth suggested by Maureen, have a small front room. Could also do the Plymouth Area Chamber of Commerce as we did last year and have Panera delivered. Kim to reserve Chamber space as a backup. Maureen to look into Martinis as first option.
  - Do not need a facilitator this year. Might be worth digging out World Café data.
  - Other topics to discuss: restructuring website and planning next year. Did a nice job this year tying topics to HL.

Opened floor for announcements. Liz shared idea of CHNA getting involved with a provider fair for community members.

Adjourned at 3:07 PM.

Respectfully submitted by Kimberly Allen  
SSCPP Coordinator