

NOTES FOR SEPTEMBER 7, 2017

MEETING LOCATION

Beth Israel Deaconess Hospital, Funkhouser Conference Room A, Plymouth MA

MEETING ATTENDEES

STEERING COMMITTEE 9.7.17		
Kathleen	Considine	x
Marian	de la Cour	
Nancy	DeLuca	
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	
Mike	Jackman	x
Eleni	Kontogli	
Siobhan	McKay	x
Jim	O'Neil	x
Maureen	O'Rourke-King	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	

Mike Jackman, Chair, called the meeting to order at 1:14PM

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve August retreat minutes. Kim to post on website.

FINANCE COMMITTEE

- George passed out finance report and reviewed.
- Two DoNs received in August from South Shore Hospital.
- Current cash available for this year: \$72,771.22. Retreat expenses are not included in this report. Grant development fee is for our grant writer working on maxi grant.
- All in attendance voted unanimously to approve finance report.
- Grant Writer update:** Mike provided an update. Have been working with grant writer Kate on the maxi grants (two \$25,000 grants focusing on behavioral health) and are close to completion. Mike handed out drafts from Kate: RFP, Grant Request Application Form, and FAQs.



- Reviewed RFP- Lead agency must be a nonprofit to apply and service must benefit our catchment area. Grant writer, Kate is very aware of DPH upcoming changes for CHNAs and tried to model grant on these changes.
- RFP deadline set is 12/1 but this is flexible- will depend on when grant RFP is finalized and posted.
- Includes a collaboration section requirement. All discussed. Questions posed: Do we want to require collaboration – if so, how do we assess how “real” the collaboration is? Set limit on # of times an agency could apply for grant? Multi-year grant? How often would grantee be required to report in? How do we make sure we are not funding duplication of service?
- AGO and DPH want to see demonstrated impact. Need to look at outcomes at end of each year before granting another year.
- Mike will have Kate write in an “up to 3 year” funding option, but would have to reapply each year. Will only ask for one year timeline.
- Option of providing TA is helpful too if grantee is not succeeding/meeting set outcomes.
- Each SC member could score the RFP prior to SC meeting and send Deb, Mike and Kim a score sheet before the meeting.
- Will not require an in person proposal but having an in person meeting with questions may be helpful if needed. Perhaps add in language “we have the right to call you in to present to our committee.”
- Discussed how impact would be measured.
- Outcome report- we have one for mini grants, but it will not work well for maxi grants. Mike to ask Kate to develop a maxi outcome report. Would require reports at 3 months, 6 months, and 12 months.
- Discussed payment of award. Depends on the program. Could ask for them to submit an invoice. Could pay in segments, will depend on budget presented.
- Budget amendment- Remove request for base salary.
- Mike will e-mail the latest documents out to all and get questions back to Kate.

TECHNOLOGY – WEBSITE AND FACEBOOK

- Kim to visit Mike’s office to be added as an admin on the Facebook page.
- Kim and Deb have a meeting scheduled to meet with Lois re: refreshing our website.

HEALTH LITERACY- REPORT FROM 8-31 MEETING

- Mike and Maureen shared an update from the last HL subcommittee meeting.
- **SSCPP Health Literacy Award:** Mike passed out draft criteria for award/nomination form. Mike to finalize and we can then send out to membership.
- Timeline for award: announce at Sept meeting, nominations open Oct. 1st, nominations due October 31st, HL committee will review nominations at November meeting and will announce winner at December general meeting.
- Discussed getting a plaque/citation made up for winner from Congressman Keating. Award winner will also be listed on website- virtual plaque.
- **HL Survey-** a way to reengage with those who came to Kick-off last June. Will send to general membership and list of event attendees. Could tie in with HL award. Mike to send around for review.
- **Focus groups** - Maureen and Siobhan are working on. Subcommittee discussed focus groups in our catchment area showing our new video and leading discussions. First group is set for 10/19 at 1pm

(general) and 5:30PM (family members) at BAMSI Family Support Center in Hanover. Maureen and Siobhan to facilitate. Video would generate a conversation/guide the questions.

- Long term would be looking at more focus groups, need to determine who would facilitate them based on subject matter. Maureen will develop a set of questions we can use and adapt. SC members will rotate who facilitates.
- Other ideas for focus groups: PIN, transitional youth, doctors who work with patients with disabilities, grandparents raising grandkids. Think of suggestions for groups and let Mike or Maureen know. Will compile what we learn from focus groups and then work through addressing issues identified.
- Deb suggested making a video promoting our focus groups and sending it out on FB , our website, PACTV, etc.
- HL video is posted on our website. Kim to send video link out to steering committee

INTERCHNA

- Tina provided an update. Have a meeting on 9/20. Tina invited DPH to this meeting but they cannot make it. Are looking forward to attending the next one. Tina has a conference call with DPH next week if anyone wants to listen in for an update.

GRANTS

- No new mini grant applications submitted.

GENERAL MEETING PLANS

- September – Substance Abuse Panel. Mike has confirmed Chief Botieri and Bob Hollis from the Plymouth Recovery Center. They may be bringing other guests with them. Will also talk about HL award and mini grant submission date changes.
- October – HL/In Our Own Words. Kathleen to arrange presentation through NAMI. Will need 30-45 minutes for presentation. Also have mini grant presentations from Plymouth County Sheriff's Department (Safety Net) and Better Breather's Club/BID Plymouth. Marian's Medline Plus presentation may need to be moved to a different month.
- November – Acquired Brain Injury
- December – Donna White/Compassion Fatigue and HL award winner. Donna needs approximately 1 hour. Deb to bring her camera in for award.

PROMOTION/MARKETING

- Developed press release template for grants when awarded.
- *Old Colony Memorial* bulletin board prints each Wednesday. May try to get meeting notices on board.
- Deb and Mike to create a video to promote HL award.

Adjourned at 2:54 P.M.

Respectfully submitted by Kimberly Allen
SSCPP Coordinator