



NOTES FOR NOVEMBER 3, 2016 STEERING COMMITTEE MEETING

MEETING LOCATION

Beth Israel Deaconess Hospital - Plymouth

12:30PM – 3:00PM

MEETING ATTENDEES

STEERING COMMITTEE 11.3.16		
Marian	de la Cour	
Nancy	DeLuca	
George	Gorgizian	x
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	
Al	Macdonald	
Maureen	O'Rourke-King	
Jim	O'Neil	
Judith	Reppucci	
Deb	Schopperle	x
Susan	West	
STAFF		
Kim	Allen	x
Mimi	MacDonald	x

Mike Jackman called the meeting to order at 12:38 P.M.

Bobbi Martino joined the meeting for health literacy discussion.

PREVIOUS MONTH'S MINUTES

- No quorum present at meeting to approve October 6th steering committee minutes. Three members present voted to approve the minutes unanimously. Kim to send them out for an electronic vote from remaining steering committee members unable to attend the meeting.

SUBCOMMITTEE UPDATES

FINANCE

- George reported and distributed financial report. Cash available: \$385,916.77.

- Received DoN for October. George reviewed month's expenses. Business cards were paid for and received by Deb.
- No quorum present at meeting to approve finance report. Three members present voted to approve the report unanimously. Kim to send out for an electronic vote along with the October 6th meeting minutes from remaining steering committee members unable to attend the meeting.

TECHNOLOGY

- Website: Deb, Mike and Kim have worked to update the grant recipients page on the website. Deb also worked to update the grant applications. Updated forms are on the website and Kim is working with website developer, Lois, to redesign the layout of the funding page. Lois is away on vacation until November 15th and will work on the edits upon her return.
- Facebook: no report given.

GRANTS

- Outcome report format discussion. All reviewed the current report which was sent out electronically to the steering committee. All agree to use the current format. The format may be revised when an update is sent from DPH (relating to interCHNA information- what data should be collected and standardized outcome measures provided by DPH).
- Bobbi will send Kim outcomes report for a previous Arc grant for posting on the website.
- Grant flyer- Kim put together a flyer promoting the three grants SSCPP offers. SC offered suggestions and final draft was sent out. All in attendance agreed flyer looked good and was ready to share. Kim to send out an e-mail blast a week after the November meeting with the flyer. Will bring copies of flyer to next general meeting. Kim to send out the flyer as a jpeg, PDF, and Word document to steering committee members for sharing with their own networks.
- Deb spoke to previous SSCPP member, Andrea Holleran about the grants and Andrea felt the grant funding amounts were not large enough. Rather than \$1,500 for mini grants and \$5,000 for maxi grants, perhaps options like \$10,000, 15,000 etc. All discussed. Would need to tighten the criteria for these larger grants (i.e. do not have specific criteria on operational expenses currently). If SSCPP gives out larger grants, could help DPH see we are making more of an impact.

MEMBERSHIP

- Discussed reviving the push for new members on health literacy sub-committee to engage more people. HL action plan is daunting and if we bring more people to committee, have more hands. This would be a task for membership committee to tackle.
- Discussed idea of having each member bring an additional person to the January meeting and perhaps taking a bit of time to talk about SSCPP at this meeting for potential new members. Will suggest this idea at December meeting for January.
- Discussed date for December general meeting: 2nd Wednesday is December 14th and 1st Thursday for SC meeting falls on December 1st. Discussed potentially moving date, but decided to keep date as planned for December 14th. Kim notes she has a standing commitment for the first Wednesday of each month.

INTERCHNA

- Factor 9 contract/JSI meetings
- Mike reviewed: Three area CHNAs are working with JSI to develop a plan for dealing with expected DoN from South Shore Hospital in response to ongoing DPH discussions on how they are likely changing the DoN process.
- Deb and Mike are part of the two planning groups with JSI. Deb is in the priorities group (shared between the 3 CHNAs) and Mike is in the capacity building group (what the 3 CHNAs should do to be ready and to deal with change).

- Each reviewed meetings. Mike's group talked about using the money for staffing (such as a common coordinator), for data collection and outcomes, for partnership developments and collaboration, for education and training (i.e. mental health first aid training 3 CHNAs recently collaborated on).
- Mike feels showing what we are doing with the DoN money is very important and data collection is key. Have another meeting coming up in the next few weeks. JSI wants a report from the planning groups on December 1st.
- Deb's group is all about setting priorities. Priorities will be worked on for no more than three years. Primary priority discussed - behavioral health (mental health and substance abuse) and second priority- chronic diseases. Priorities have not been confirmed, but this is where the group is headed. Primary priority would receive more funding than the second.
- Concern expressed- what about CHNAs working on other priorities, such as SSCPP working on health literacy. Mike has heard that the other CHNAs are interested in HL as well and it would be ideal to incorporate HL into the priorities. HL will improve health outcomes. George shared that education is key to success. At the prison, he is working with vivitrol and education is vital in this program.
- Listening sessions with DPH: DPH has had held several sessions recently. Mike and Deb did not attend, but received notes.
- Mike shared notes. Emphasis on social determinants – the underlying determinants of health. DoN monies are to be used specifically to address social determinants – socio cultural environment, built in environment, housing, violence and trauma. Health literacy relates most to socio cultural.
- Sessions included a specific shout out to collective impact/collaboration. Mike to send slides around.
- JSI wants to come to one of SSCPP's general meetings to talk about process. Mike would also want them at the preceding SC meeting. Will plan to have them at December steering committee meeting if possible.

GENERAL MEETING PLANS

- November: Veteran's health panel. Three panelists are confirmed: Joan Morley, Bob Sprague, and Bob O'Leary. Mike reviewed and will send list of panelists to Kim for tent cards and for meeting announcement. Nikki Galibios, South Shore Community Action Council, will do a brief mini grant outcomes report at the start of the meeting.
- Mike invited all veteran services to the meeting.
- December: Marcia Richards of BID. Deb will confirm Marcia can make 12/14 date. Steering committee will be on 12/1- will likely have JSI at meeting or joining by phone. Group discussed holiday fun ideas. Kim to e-mail SC to ask if interested in a December yankee swap/pastries at meeting.
- January: Substance Abuse with health literacy angle. Mike brought an article on the use of words in addiction. Might be a good idea to have a presentation about the idea of HL and its role in substance use.
- Liz shared her knowledge of a woman named Julie Love who does a stigma and language talk. Liz to forward Julie's slides to Mike.
- Action Plan checklists from world cafe- Mike created checklists based on the world café meeting in September. Handed out communication checklist and discussed. Mike to work on turning grant flyer into a press release.
- Asked all to take a look at the checklists between now and December. Mike to send the checklists around again.
- February: Deb reached out multiple times to heart physician but has not heard a response.

HEALTH LITERACY ACTION PLAN

- George, Mimi, Liz, Deb, Mike, Bobbi all discussed. Remaining HL and SC members unable to attend.
- At September SC meeting, decided to check in on the HL action plan and see where we are with the different goals of the plan and what we need to do to get further.
- Mike distributed a copy of the portion of plan with HL goals and objectives. HL subcommittee meeting was held prior to SC meeting. The committee was low on attendance.
- Goals and objectives are action/result oriented and make sense for SSCPP to focus on.
- Mike envisions a board of directors for health literacy to oversee high level goals (on page 16 of plan).
- Mimi began walking through SSCPP's status with the different goals. One option she presented was to focus on a couple of the goals and complete them from start to finish. Could be a way to engage more people.
- Also need to be thinking about what we need in terms of an infrastructure. Mimi currently works 25 hours a week. Do we need additional staff/interns?
- Mimi has contacted folks in various industries and met with them. She distributed a partners document. Could start with one industry as a sample. Have to know what is out there before we can see what is needed, Mimi suggested and asked for direction.
- Mimi requested all partners share their current HL resources with her to see what is needed.
- Marian, BID has plain language materials.
- Discussed CEUs and if SSCPP could encourage healthcare professionals to get involved if we offered CEUs.
- Bobbi suggested sending out a questionnaire to our partners already in place to see if they have a systematic way of determining if their materials are in plain language (i.e. at Walgreens).
- Mike suggests closely following the steps put together by JSI one by one.
- For goal one, look at what trainings are being put on by the organizations suggested, determine if there is a centralized person for trainings at these organizations, etc.
- Deb has a contact as BID who organizes trainings. There is also a person who does certification for nurses at BID. Deb to talk to these people. Will ask if they'd do a training on HL/add it in as a component to a training or if it could be a CEU possibility. Mimi will ask HarborHealth and SSH the same questions.
- If members of committee will take on any part of the action plan, Mike is fine with this. Mimi to work on finding people to assist.
- Goal 2: Plain language- contacting same hospitals to see where they are at on this goal is the first step. George shared that Michelle Aceto is no longer with HarborHealth.
- Mimi will follow plan and eventually develop a spreadsheet with who is responsible for what. Mimi and Mike can sit down to go through plan more in depth.
- Mike to look into the possibility of getting a BU School of Public Health intern to help.
- SSCPP Glossary of Terms: Mimi put together a glossary and distributed copies. All agreed it was a great draft. Could send out to general members and put on SSCPP website. Kim to work with website developer to catalog each letter so a user could click through and find terms easily.
- Suggested edits to glossary- putting in alpha order, add "collective impact" and MA/regional specific terms (i.e. SHINE counselors, DPH/all state agencies).
- Mimi to make edits and Mike will bring copies to general meeting next week and will ask for feedback on glossary draft.

OLD BUSINESS

- Mental health first aid training tri-CHNA collaboration held at YMCA in Stoughton. Approximately 5/30 attendees were from SSCPP's area. Arlene from Blue Hills CHNA said they'd put on an additional training for free in our area. Deb checked Funkhouser for open dates and group brainstormed other locations.

Would want to hold training in February/March and can have about 30 people attend. We would again share training slots with other two CHNAs. George to see if Sherriff's Department classrooms are available.

Adjourned at 2:31 PM.

Respectfully submitted by Kimberly Allen
SSCPP Coordinator

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