



NOTES FOR DECEMBER 1, 2016 STEERING COMMITTEE MEETING

MEETING LOCATION

Ernie's Restaurant – Plymouth, MA

Health Literacy Subcommittee 12:00PM, Steering Committee 1:00PM – 3:00PM

MEETING ATTENDEES

STEERING COMMITTEE 12.1.16		
Marian	de la Cour	x
Nancy	DeLuca	x
George	Gorgizian	x
Elizabeth	Haughn	
Mike	Jackman	x
Siobhan	McKay	
Al	Macdonald	
Maureen	O'Rourke-King	x
Jim	O'Neil	
Judith	Reppucci	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	x

Mike Jackman called the meeting to order at 1:34 P.M.

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve November 3rd minutes. Kim to post on website.

SUBCOMMITTEE UPDATES

FINANCE

- No financial report this month.
- SSCPP Budget for 2017 – need to put together the budget for next year. Finance committee to work on this. Also need to look at budgeting for larger grants. At subcommittee meeting, will discuss putting together a proposed structure to increase grants.
- Had budgeted a large amount for health literacy and have not spent as much as projected.

- JSI is working on what DPH will be doing in the future with DoN monies. DPH has not said definitively what they are going to do (JSI presented later in meeting with an update), but plan to split up money more evenly. Currently, the CHNAs do not have the same amount of money.
- Deb asked if DPH is aware of SSCPP's current budget. All discussed. CHNA money is not state money or private money, more like "community money".
- Nancy suggested if SSCPP does decide to increase the amount of grants, they may get more interest. Should be sure to require grant recipients attend the general meetings.
- Larger grants would give SSCPP greater press opportunities.

GRANTS

- Maureen and Nancy report that they have shared the grant flyer promoting SSCPP's funding opportunities.
- Discussed two mini grant applications that came in the previous month: Old Colony Y – Physical Activity & Healthy Choices and The Plymouth County's Sherriff's Department – Security Bracelets from SafetyNet Tracking Systems.
- **Old Colony Y:** Asking for \$1,500 and are serving those in CHNA 23's catchment area. All reviewed.
- Are looking to buy equipment and educational materials for healthy choices and exercise for children and families. Deb shared she felt the grant fit our mission and was a great program.
- Discussed what the Y could do with a larger grant. If larger grants are added in the future, SSCPP would allow Old Colony Y to resubmit the request for more funding.
- All in attendance voted unanimously to fund at full funding request of \$1,500. Kim to put together award letter.
- **Sherriff's Department:** Asking for \$1,500. George provided background information. They already use the SafetyNet Tracking Systems. Currently fund with other grants as well as through state and federal programs.
- Group discussed expense of bracelets- \$500/bracelet. Sherriff's Department has explored discounts and this is the best price they can get for them.
- Nancy asked about serving vulnerable individuals and Maureen asked about the process of getting a bracelet and how it is advertised.
- All discussed- grant for \$1,500 can only purchase three bracelets- is this enough to make an impact? George reports they could hold off until larger amount of funding was available. He recused himself from vote.
- Discussed the purchasing- is it \$500 per bracelet total, or is it a per year fee? This is not clear.
- Mike to reach out to Sherriff's Department to clarify what the costs are exactly and will let them know that SSCPP is reviewing its grant process. While they are providing clarifying info, they can also consider holding off on applying. George will reach out to the grant writer as well.

MEMBERSHIP

- Update Operating Principles: Mike shared that SSCPP currently does not have a way to elect a new steering committee member in the middle of the year. The current operating principles only allow for election of new members at the annual meeting in June.
- Alan MacDonald has resigned from the steering committee and steering committee would like to elect Tina Dwyer from South Shore Hospital to fill this place. Mike drafted language to add to the operating principles which he read aloud to all. Would involve amending Article Three, Paragraph 5, by adding the following: **"5a. At any time during the course of any given fiscal year, if membership on the Steering Committee should fall below a full complement of fifteen (15) members, the Chair may call a special meeting for the purpose of electing additional members to the Steering Committee."**
- All agreed the proposed change makes sense. Kim to send this out to the general membership for their review and then the steering committee can vote on the change in January.

HEALTH LITERACY

- Committee met prior to steering committee meeting.
- Mimi distributed a preliminary plan to start looking at the best way to tackle the JSI action plan. Also distributed a list of contacts to start with, current relevant courses offered at Massasoit, and a list of existing trainings by industry.
- She has already reached out to some contacts. Mike suggested Mimi reach out to Angela Harrington.
- Mimi and Maureen to meet to discuss HL resources with Siobhan if she is available.
- Mimi also got a lot of good information from Liz Haughn.
- Marian shared a new mandate that all doctors must do a HL training each year. Mimi and Marian to meet after the holidays.
- Deb shared that BID is booked for presentations through March, but would be open to HL presentations after March.
- Mimi asked that all reach out to her with suggestions of who to contact.
- Discussed SSCPP glossary Mimi is working on. Will review and when finalized, will be posted on website.
- Bobbi shared a video update. Plan to do a preview of video at Plimouth Plantation on March 22nd. Will need a lot of promotion. Bobbi has confirmed two people from the video to serve on a panel and plans to show video to SSCPP prior to March 22nd. This date will be a separate event but want SSCPP in attendance. Ballpark budget for video is \$1,000 to \$1,500. May need to apply for a mini grant from SSCPP for a small amount. Bulk of the remaining video work is having PACTV edit the footage.

INTERCHNA

Emily Breuer, Project Associate at JSI joined meeting to discuss the South Shore Tri-CHNA Collaboration

- JSI is facilitating the process of planning for future DoN from South Shore Hospital.
- Emily joined the steering committee meeting to share an update and gather feedback. She distributed slides.
- Goal presented: "Develop a strategic plan that will guide the distribution of South Shore Hospital's DoN/Factor 9 funding."
- DPH has been changing focus of how they want funds distributed. Have held listening sessions. Want funds to impact social determinants. Want to make biggest impact possible and contribute to regional change.
- JSI has been involved in the process since July and put together a tri-CHNA steering committee with representatives from all three CHNAs. This steering committee is split into two groups: capacity workgroup and priorities workgroup.
- Tri-steering committee is now in stage of feedback from steering members as well as general membership of the CHNAs. JSI has gone to the three CHNA separate steering committees for feedback.
- Emily showed a diagram of the spectrum of community engagement and explained the goal of as much engagement as possible.
- The \$2.4 million DoN will be distributed into 2 buckets- capacity building (initiatives within and across CHNAs) and common priority areas across CHNAs.
- Capacity building is common/consistent among the 3 CHNAs.
- Mike- SSCPP has funding now and is thinking of increasing grants. Will need to look at the impact of this. Have been holding off on revising grant outcome reports until we have some standard measures we can use across all the CHNAs. Interested in geographic measures we can use with all CHNAs.
- Priority areas will get the bigger amount of funding. All 3 CHNAs identified behavioral health as a priority. Priority areas would be a regional focus- perhaps one or two big grants across the region of the three CHNAs.

- Primary priority will be a regional focus; secondary priority will be individual CHNA specific.
- HL could perhaps fit in a secondary priority area. These areas are for each CHNA and would be smaller monies.
- Primary- how would this be coordinated geographically? All discussed. Would need an RFP. Not all the money will go to one vendor and should not come down to who can write the best RFP. Concern expressed- will bigger companies with better grant writers scoop up funding? Each CHNA will have opportunities to work in the second priority area.
- Staffing will be key. Will need an area staff for each CHNA and a regional staff too.
- DPH wants to increase collaboration across the region to make it more impactful.
- Funding distribution process- will have to figure out and make a plan. Two steps for distribution: development and review. Would make sure each CHNA gets a set of money they can use however they wish- how this will be broken down is still TBD.
- Discussed merit and how it could come into play. This comes down to showing what we are doing is having an impact. All agreed it is not a competition.
- All have been impressed by other CHNAs work. Blue Hills has a full time coordinator. Working together has helped to better position us to have an impact.
- Mike shared that SSCPP has not yet discussed the changes with its general membership- should set time aside at December meeting to discuss.
- All thanked Emily for her presentation. SSCPP will be sending JSI info requested.

GENERAL MEETING PLANS

- December 14th - Marcia Richards, Dietitian from BID Plymouth is all set. Also discussed doing a raffle to give away three gift cards for massage therapy. Mike to look into gift cards from Spa Tech Institute. Deb to bring raffle tickets to the meeting.
- Will also discuss change to operating principles at December meeting.
- January 11th- Topic: substance abuse and health literacy panel. Mike has been in touch with a gentleman who talks about the language of addiction. Discussed promoting this meeting with flyers/press release. Nancy can bring flyer to Project Outreach. Judith would like to get someone from OBOT at HarborHealth, Mike to talk to Amy Lefort and Kevin.
- February - Cardiology. Deb is working on someone.
- Mental Health First Aid Training- discussed putting together for the spring – perhaps March. Mike to follow-up with Arlene. Need to find a location - maybe the library. Max number for training is 30 people. George reports the Sheriffs Department has space available too. Call Brian Garrity to inquire.
- April 12th - caregiver's burden. Could be another popular panel. Maureen offered to pull together a panel. Mike suggested including rare diseases. This topic has a distinct HL angle- you become an expert in partner, child, parent, etc.'s condition.
- Kim reviewed rest of meeting list for year based on strategic planning retreat: March topic- diversity as a barrier to HL, May topic- mental health.
- George to send Kim an article on a new PTSD medication to help with relief. Kim to send out to steering committee.

ANNOUNCEMENTS

- Maureen has a nursing event coming up on healthy aging and intellectual disability. Will have CEU credit and will be held in May. Maureen will send a flyer to Kim to distribute.

Adjourned at 2:55 PM.

Respectfully submitted by Kimberly Allen
SSCPP Coordinator

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