



NOTES FOR JUNE 2, 2016 STEERING COMMITTEE MEETING

MEETING LOCATION

Funkhouser Room A, Beth Israel Deaconess Hospital, 275 Sandwich St, Plymouth, MA

1:00 - 3:00 p.m.

MEETING ATTENDEES

STEERING COMMITTEE 6.2.16		
Marian	de la Cour	
Nancy	DeLuca	x
George	Gorgizian	x
Mike	Jackman	x
Al	Macdonald	x
Jim	O'Neil	x
Judith	Reppucci	x
Deb	Schopperle	x
Susan	West	x
MDPH AND STAFF		
Ron	O'Connor	
Kim	Allen	x
Maryann	MacDonald	x

Mike Jackman called the meeting to order at 1:10 P.M.

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve minutes for the May 5th steering committee meeting. Kim to post on website.

SUBCOMMITTEE UPDATES

FINANCE

- George reported and distributed financial report.
- Group discussed word choice for "variance". SC will ask Cindy Gillis what is meant by this term.
- Dates on top of budget report need to be edited.
- Current budget surplus is \$265,498 and \$373,430.18 available in cash.
- All in attendance voted to approve finance report.

HEALTH LITERACY (HL)

HEALTH LITERACY COORDINATOR & KICK-OFF ON JUNE 6TH

- Committee met on June 2nd prior to steering committee meeting. Mimi and Mike reported.
- Reviewed schedule of events for kick-off. 93 people currently registered.
- Will use small group discussions as a way to get people invested and committed to contributing to HL effort. Attendees will choose their table at check-in.
- SC will stay after event for a short debriefing of event.
- Will post results from HL event on CHNA23 website and Mimi will plan to send out a follow-up message to all that attended with a link to site.
- Mimi to give a 10 minute presentation on the HL event at June 8th general meeting.
- Ron O'Connor is helping to coordinate event as well.
- Will have a SSCPP banner and will set up the resource table.
- Kim to bring grant applications for resource table.

TECHNOLOGY

WEBSITE & FACEBOOK

- Kim provided a Google Analytics website report for the month of May. Does not seem to be accurate. Deb to send Kim a contact for Google Analytics to talk with to see if we can get better data. Will be interesting to see if there is an uptick in website activity after the HL event.
- Deb will take photos of the event to post on the website and Facebook.

GRANTS

- **Health Compass Grant Proposal (Home for Little Wanderers) Update:**
- The promising practice is now on the South Shore Health Compass and the grant has been awarded.
- **Hanover Board of Health Compass grant application:** All discussed. Concerns: high amount of money for consultant, have not seen this group at the CHNA general meetings.
- Pros: The promising practice "Vial of Life" is listed on the Compass and meets the grant guidelines, a great way to get the Hanover Board of Health into SSCPP meetings, grant involves more than just the card itself- education, flashlights, etc., a project of this depth is not currently being done in the area, a great service to the elderly.
- Mike will ask follow-up questions to grant writer (Dawn) and send the information to steering committee. Will then do an electronic vote.

MEMBERSHIP

- Election of new Steering Committee members at Annual Meeting - Three interested: Siobhan McKay, Maureen O'Rourke-King and Liz Haughn.
- Discussed ballot: Kim to send out ballot out electronically prior to meeting and to bring hard copies to meeting as well.

GENERAL MEETING PLANS

- June meeting: Recap on Kick-off from Mimi, elections, brief presentation from HOPEFEST, budget report and summary of the year.
- Outstanding grant outcome reports- Kim reviewed: South Shore Community Action Council Food Resources Program, Duxbury Board of Health, and Bridgewater Patient Advocacy and Wellness Services. All three to present in the fall.

NEW BUSINESS

- Jim discovered a reference to CHNA 23 on High Point's website regarding grant funding. All reviewed and it was determined that SSCPP gave this grant out years ago.
- Factor 9 contract: New money from a DoN project that DPH will be distributing differently. We agreed to contract with a facilitator to come up with a new structure for factor 9 funding distribution. Two responses came back and JSI was chosen to facilitate. Original timeline from RFP has this starting in May, but discussion was just had last week. Will be a three month timeline with an end timeframe of September/October. JSI to help with recommendation for the distribution of the factor 9 dollars.
- Two objectives for RFP: to use the Health Compass as a basis of a shared assessment and to develop a community health initiative payment plan.
- All discussed and what this means for SSCPP.
- Mike reviewed Kym Williams' recap with group as to what we are asking of JSI. JSI is facilitating, *not* making any funding decisions.
- SSCPP needs to maintain the integrity of the CHNA to the extent that we are representing the needs of this specific catchment area. Need to push to keep the funds local and need to find a way to show SSCPP's impact. Judith believes CHNAs have made lasting impact in the community and keeping CHNAs handled locally has helped a lot of grass roots organizations.
- Health literacy framework is tangible. JSI will facilitate making the case for the CHNAs.
- **SSCPP summer retreat:** All agreed that a retreat would be of value. Discussed using same facilitator as last year – Karen MacDonald as she did a nice job. Tentatively plan to meet in early August. Mike to send around dates.

Meeting adjourned at 2:55P.M.

Minutes in draft form and subject for review.

Respectfully submitted by Kimberly Allen
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