



NOTES FOR SEPTEMBER 1, 2016 STEERING COMMITTEE MEETING

MEETING LOCATION

Beth Israel Deaconess Hospital - Plymouth

1:00PM – 3:00PM

MEETING ATTENDEES

STEERING COMMITTEE 9.1.16		
Marian	de la Cour	
Nancy	DeLuca	x
George	Gorgizian	
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	x
Al	Macdonald	
Maureen	O'Rourke-King	x
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 1:13 P.M.

Tina Dwyer of South Shore Hospital also joined the meeting and is planning to attend more SSCPP meetings in the future.

PREVIOUS MONTH'S MINUTES

- Minutes for the August 11th steering committee summer retreat were reviewed. All voted to approve August 11th minutes unanimously. Kim to post on the website.
- Kim to send out June steering committee minutes and committee will vote on both June and September minutes at the October steering committee meeting.

SSCPP BUSINESS

- **Retreat:** Mike briefly reviewed topics covered at the summer retreat and distributed the recommendations generated by the facilitator, Karen. Mike will send the recommendations out electronically and urged all to review. Will set aside 15-20 minutes at October meeting to discuss.
- **October General Meeting Plans:** Discussed moving October meeting date away from 10/12 as this is Yom Kippur. October is Health Literacy month and discussed bringing in Helen Osbourne to present.
- Mike suggested moving the meeting to October 19th or October 5th as a back up. Once date is set, Deb will see if a room is open at BID. Other location suggested: Plymouth Public Library-has great space and is open early; a different location could make the meeting “special”. Mike to check on the room in the library.
- Discussed why group wants Helen back to present: she did a great job at the kick-off event, is interactive, understandable and relatable.
- Mimi reports that Helens’ fee is a full \$1,500 fee for 45 minutes. Mimi offered to ask Helen if she would negotiate a lower fee. All discussed.
- Mike shared list of general meeting topics for the year.
- **September Meeting- World Café.** Mike reviewed the format of a world café. This will come immediately after self-introductions at the meeting. Will have three tables with topics: health literacy, meeting content, and role of members in communication. Mike passed out a handout with this information. Each table takes one topic and members rotate evenly. Each table has a scribe and a facilitator
- Health literacy table: Siobhan to facilitate and Mimi to scribe.
Meeting content: Deb to facilitate and Tina to scribe. Want to draw responses out of people as to how they’d like to be more involved.
- Role of members: Mike to facilitate and Liz to scribe.
- Liz asked if SSCPP would ever consider an evening networking event. This may be a good topic to ask of the meeting content group. Also mention other subcommittees- finance, membership, technology, grants. Mike and Kim to put together a list of the subcommittees for this meeting – “how you can be more involved, how you can make the greatest impact”.
- Mike to bring note pads for groups.
- MailChimp: Kim asked how to promote the September world café meeting. All discussed. Want to address how we move CHNA forward this year, develop our brand and communication strategy, encourage all to network, brainstorm and collaborate, starting the year fresh.

SUBCOMMITTEE UPDATES

FINANCE

- George not in attendance. No report given.

HEALTH LITERACY (HL)

- Mike recapped topics discussed at health literacy subcommittee meeting prior to steering committee meeting on 9/1. Discussed programs/projects that are more long term. Bobbi suggested a speaker that talks to doctors about treating vulnerable populations, discussed an autism organization, and a group that works with physical disabilities through the Arc. HL committee discussed these programs to be done next year- late winter/spring.
- Second opportunity discussed at HL meeting: Marian reached out to a BID trainer in Boston to do a HL presentation. Do not have many details on this yet but it would be a plain language training.
- Mimi has been reaching out to kickoff attendees that expressed interest in getting more involved. Mimi can send out HL subcommittee notes to all.
- Anyone from SC is more than welcome to join HL committee. Generally meet at noon before SC meeting.
- Proclamation: Mike is working with Senator deMacedo’s office regarding getting the Governor to make a proclamation about October as Health Literacy Month. Mike is waiting to hear back. Would be great press.

TECHNOLOGY

- Kim, Mimi, and Deb met around promoting health literacy on the SSCPP website. Deb suggests a meeting with Mike to review ideas discussed/perhaps could show at next steering committee meeting. Want to change buttons and clean up site itself. Site developer Lois will have to do some of the editing and thus there will be a fee.
- Mike to send Kim photos from Kick-off for website. Deb also took a stab at cleaning up grant applications to send to Mike for his review. After review, Kim will post updated applications on website.
- Facebook: Mike reported. Currently at 92 “likes”. Getting people more engaged on Facebook would be a good topic for communication group. Discussed monitoring posts on SSCPP’s Facebook timeline. Mike will look at how this is set-up.
- SSCPP does have a Twitter page. Handle is SoShorePrev. Good idea for discussion by communication group. There are some good HL Twitter accounts. Nancy suggests the technology subcommittee group be renamed communication/promotion committee.
- Kim distributed website analytics report for 7/1 – 8/30/16. 86 sessions, 120 page views, 80.23% bounce rate.

GRANTS

- **Town of Hanover File of Life grant:** Mike talked to Connie at the Plymouth Council on Aging. She said they have the file of life packets as refrigerator magnets at the COA (get from DA’s office). Have a supply on hand and get more as needed. Mike also talked to Director of the Hanover Council on Aging. She did not sound too familiar on the grant. Hanover COA does have file of life packets on hand and give them out at health fairs. The proposed grant also supplies an emergency preparation kit.
- Have the option to vote for partial funding on grant.
- All in attendance voted unanimously to partially fund the Town of Hanover File of Life Grant for **program supplies only** for a total of \$1,260.00 under the provision that votes could be recast upon further review electronically.
- Kim to send grant out one more to all for an electronic vote so that members who were not at meeting can vote as well to make a quorum. Will include grant writer’s e-mail with her response to questions asked by Mike as well. All votes to be in by next Wednesday.
- **South Shore Community Action Council Food Resources Program grant:** Kim received the outcome report in for last year’s funded grant. Mike shared the outcome report from SSCAC. The grant currently outstanding is for the same program.
- Reviewed previous discussion on this grant. SSCAC is asking for \$1,500. Deb suggests on grant forms language is added to say an agency cannot apply for the same grant each year.
- As there is not a quorum at meeting, motion was made for all in attendance to vote at meeting and extend the vote electronically to those not in attendance to be reviewed by Wednesday 9/7 (same process as for the Town of Hanover grant vote above).
- All in attendance voted unanimously to approve the grant at full funding. Kim to send out electronically with Town of Hanover grant for Wednesday electronic vote deadline.
- SSCAC outcome report presentation: Kim asked when to schedule this presentation. Committee suggested the month of November. Idea suggested to do a can drive for this month and donate to SSCAC. Kim to reach out to Nikki to schedule presentation.

INTERCHNA

- Deb and Mike attended a meeting with JSI recently to discuss action plan for future of CHNAs.
- Mike recapped. Brockton, Plymouth, and Blue Hills CHNAs are contracting with JSI to make the case to DPH that CHNA should continue to receive DoN money in the future.
- JSI sent a survey out to all three CHNAs to see what is being done currently by CHNAs, what the three focuses are, etc. in order to find commonalities. Mike completed this survey last week for SSCPP.
- More to come on this.

GENERAL MEETING PLANS

- Mike distributed a summary of the meeting plan for the year and reviewed with all.
- Deb asked if the steering committee should vote on speaker fees, such as the one for Helen Osbourne. All agreed this idea makes sense.
- Discussed how much responsibility health literacy committee should have and determined that the health literacy committee should, in general, come up with the plan and bring it to the steering committee for a vote.
- September meeting: Kim to make tent cards for each table for world cafe. Deb will bring pens. Mike will bring legal pads. Will leave tables set up in horse shoe shape.
- Agenda will include introductions, proposed change to operating principles, June minutes vote and world café.

OLD BUSINESS

- Liz mentioned the upcoming Family Resource Fair and SSCPP's potential involvement (discussed at summer retreat). Hopes to have an update soon.

NEW BUSINESS

- Operating Principles (OPs): Currently OPs state that the steering committee meets every month, but SC does not meet in July. Mike suggested the following new language be added: "**Any meeting of the SSCPP can be suspended by a decision of the Steering Committee.**" This language would fall under general meetings (article 2, paragraph 4). General members need to be made aware of any proposed changes to the OPs, but do not need to vote on them. Mike to send OPs out with revised language to general membership.
- Deb is working on updating the SSCPP grant forms.

Adjourned at 3:01PM.

Respectfully submitted by Kimberly Allen
SSCPP Coordinator

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