



## NOTES FOR AUGUST 11, 2016 SUMMER PLANNING RETREAT

### MEETING LOCATION

Plymouth Area Chamber of Commerce, 134 Court Street, Plymouth, MA

9:00 a.m. - 3:00 p.m.

### MEETING ATTENDEES

STEERING COMMITTEE 8.11.16		
Marian	de la Cour	
Nancy	DeLuca	
George	Gorgizian	x
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	
Al	Macdonald	x
Maureen	O'Rourke-King	
Jim	O'Neil	x
Judith	Reppucci	x
Deb	Schopperle	x
Susan	West	
STAFF		
Kim	Allen	x
Karen	MacDonald	x facilitator

### SSCPP BUSINESS

#### OLD BUSINESS

- Discussed SSCPP Operating Principles (voted February of 2015) to be sure they were still current. SSCPP steering committee references the principles throughout the year.
- Two grants outstanding: File of Life, Town of Hanover and Food Resources Program, South Shore Community Action Council. Committee reviewed both.
  - 1) File of Life Health Compass Grant: Consultant, Dawn checked in on the grant status with Kim recently.
    - Mike reviewed the grant and the questions he asked Dawn after committee initially reviewed the grant: how many residents served, other funding sources, who the consultant will be (Dawn, the grant writer).
    - Questioned if the file of life is given out for free/offered by other local agencies in our area.



- Karen works at a Council on Aging and gave her input. Discussed what the file of life training entails in her role at COA. They get the files by the stack.
  - Mike questions why the consultant is applying for the grant and not the Council on Aging. Grant is filed under the Town of Hanover.
  - Steering committee to research if this service is offered by another local agency. George to check to see if it is available at the jail. Judith found a PDF with File for Life resources on Timothy Cruz's website. Mike to call the Cruz office.
  - **Motion made to table the decision vote until further research can be done. All in attendance voted unanimously to revisit the grant after Mike and George look into the file of life resources in our community further. Will then send out the research findings to all.**
  - Deb suggests adding a question to the grant application asking "how did you hear about our grant process?" All in attendance agree this addition makes sense and Kim will make this change to the grant applications. Also discussed dedicating time at a SC to talk about grants (i.e. setting a limit for admin on grants and how grants are voted on.)
- 2) Food Resources Program Mini Grant, South Shore Community Action Council- similar grant for this program submitted last year and was funded in August of 2015. SSCAC has not yet reported their outcomes for this 2015 grant. Kim to send SSCAC the outcome report to complete and present before the steering committee will consider the new grant request.
- Kim to send steering committee the draft outcome report to review as SSCPP looks at measuring outcomes and success.

### PLUS/DELTA FOR PAST YEAR

- Karen facilitated a conversation on the pluses and deltas for SSCPP over the past year.
  - Pluses: Creating health literacy and health compass grants, SSCPP business cards, health literacy progress and kick-off event, DDS and Arc of Greater Plymouth working on a health literacy training video, several panels held at meetings (room for multiple perspectives a plus), regular meeting reminders and organization from coordinator, planning meeting topics in advance, no judgement zone- any topic welcome, food provided at meetings, post partum training, health literacy "tangible brand" with potential for meaningful impact.
  - Deltas: lack of awareness of SSCPP grants, small meeting space, hiring of health literacy consultant took a long time as it was hard to define the role of coordinator, difficult to manage both HL and SSCPP, time (all volunteers on both committees), steering committee doing the bulk of the work and more general members not jumping in, not enough PR on SSCPP.
- Idea: print business cards with all grants listed and where to look for them on the back of card with SSCPP info on the front. Hand cards out at general meetings. Mike to send around current card template for all to look at. Will discuss redesign at a future steering committee meeting.

### ROLES & DECISION MAKING

Karen sent around a handout on "Levels of Involvement in the Decision-Making Process". All reviewed and discussed what they liked about handout and where SSCPP falls in the process in several areas.

- SC has a certain level of understanding general membership does not necessarily have.



- Karen explained handout and why certain things work. Do not always need whole group to make a decision.
- Discussed current role of general membership and the process of getting people to join SC.
- Discussed current format of HL meetings and decision making- need to decide how much autonomy HL subcommittee has. Also discussed the idea of bringing back subcommittees and their roles/levels of responsibility- i.e. membership, finance, grants etc.
- Mike suggests we need more people on HL committee before it can have more autonomy. Perhaps growing this committee is a priority.
- Would be helpful to have minutes from HL meetings.
- Question to ponder: what decisions can SSCPP steering committee let go of?

## MEETING CONTENT

- All discussed. Monthly agenda items: information on SSCPP (mission, how general members can help in the promotion of SSCPP). Perhaps read mission statement every meeting and provide a quick five minute chat about CHNA and what it is.
  - Karen suggests putting together a whole meeting soliciting people to join subcommittees and become CHNA ambassadors.
  - Mike suggests sending out another survey to general membership and using the survey for topics for the year.
  - Jim suggests capturing some of the positive feedback SSCPP has heard and promoting this feedback while asking for more help.
  - Group discussed a potential meeting topic calendar for the upcoming year. Set a topic for each month with flexibility to change as needed.  
September- World Café. SC will interpret world café data.  
Karen explained World Café idea- good way to gather information from membership, network, and look for gaps. Three tables and each table has same set of questions and a facilitator. Topics: HL in general, meeting content, role of members/communication- responsibilities and promotion.  
Will call this meeting, per George's suggestion: "Kick-off/Networking Meeting- Help Us Plan Our Year".  
Sept. agenda: Each agency does intros and brief elevator speech on agency, brief break, world café.  
October- Health Literacy Month (Marian can help with this.)  
November- Veteran's Health Panel (Mike and George to work on this.) Could invite veterans to come to this meeting.  
December – Self care/Mindfulness (Deb to work on.)  
January – Substance Use Panel  
February - Cardiovascular month (Deb to work on.)  
March- Resiliency/advocacy/caregivers panel  
April – Diversity panel (special and vulnerable populations – Mike and Judith to work on.)  
May – Mental Health (Liz to work on.)  
June- Annual meeting
- Family resource fair could be an event outside of general meeting time- SSCPP could sponsor? Liz to gather more information on this fair and report back.
- Meeting Data: Kim to keep track of meeting attendance numbers and how they relate to topics. Will also look at this data from last year.



## PRIORITIES

- Priorities discussed included: framing topics as health literacy, continuing branding and outreach to the communities served, CHNA serving as a resource (trainings?)
- Activity: Each SC member wrote down their top 3 priorities on a sticky note. Common threads- health literacy, networking/collaborating/outreach, substance abuse.
- Also discussed signs of success – change in behavior. Can measure # of people at a training, measure participation of other groups who are coming in and being involved, measure new groups.
- Additional signs of success: retain current membership and increase new membership, more engaged members on health literacy, provide membership with a better understanding of health literacy, a robust health literacy sub-group, voice of individuals needing services heard. SC will talk to HL coordinator to come up with a plan to get more people on HL subcommittee.
- SSCPP needs to determine the answer to the question: What does HL mean to membership and how it is being encompassed? World café will help with these questions.
- Health literacy committee should be getting new members and *implementing* the action plan. Karen asks: what constraints should be put on HL committee?

## SSCPP IMPACT/SUCCESS

- Mike reviewed a meeting he had with JSI and provided the latest update. As has been previously reported, DPH is rethinking CHNA model and CHNA will not definitely get the DoN monies as it previously has. Alan and Deb were a part of this meeting as well. JSI wants to come up with an action plan by December.
- A measure of success would be to make progress on the action plan for health literacy by JSI.

## NEXT STEPS

- Tracking attendance, Google and Facebook analytics important. Want to make Kim Facebook admin. Communication will be an agenda topic for September steering committee meeting.
- Steering committee meeting on Sept 1<sup>st</sup>. and general meeting on Sept. 14<sup>th</sup>.

Respectfully submitted by Kimberly Allen  
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