



## NOTES FOR MARCH 3, 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 3.3.16		
Marian	de la Cour	
Nancy	DeLuca	
George	Gorgizian	x
Mike	Jackman	x
Al	Macdonald	
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 1:24 P.M.

### PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve minutes for the February 4th steering committee meeting. Kim to post on website.

### SUBCOMMITTEE UPDATES

#### FINANCE

- George, SSCPP Treasurer, reported.
- No report received in time for meeting this month.
- Cindy has made health literacy coordinator change to monthly report as discussed at February meeting. Kim shared the request for edit with Cindy.



- Mimi will send in her mileage and hours monthly.
- Mimi is working to create a budget for the health literacy kickoff event and is starting to look into invitation costs.
- Group questioned if invitations could be mailed through United Way (if they have the capacity to do a nonprofit mailing). Kim to look into this to see if UW can do this and if so, if there would be a discounted mailing fee.
- Continued conversation on invitation and costs. Anticipating ~800 invitations to be sent, likely via a combination of e-mail and mail. Deb will send Mimi printers to get quotes for the invitations. Steering committee to work to whittle down current mailing list.
- Save the date can be done as an e-mail and can hand deliver a lot of invitations to cut down on the number of mailings.

## HEALTH LITERACY (HL)

### HEALTH LITERACY COORDINATOR

- Health literacy committee had a meeting on March 3rd prior to the steering committee meeting.
- The kickoff event is scheduled for June 6<sup>th</sup> and committee is working to plan the event.
- Mimi put together a mailing list and steering committee will take a look at the list and suggest deletions and additions by Friday, 3/11.
- Group is also working to confirm speakers.
- HL committee talked about format of the meeting and Mike reviewed: 9:00AM start, 9:30AM Welcome, 9:45AM Remarks/Keynote, 10:15AM Rima Rudd or similar speaker, 11:15AM Guests get lunch and choose roundtable, 11:30AM – 12:30PM Roundtable groups.
- Roundtable details need to be flushed out. Mimi is working on categories for tables. All tables will be in the ballroom.
- George discussed a previous CHNA world café event and suggested guests can determine where they want to go after they get their lunch. Self selection.
- The key is having discussion questions for each roundtable.
- Mike and George offered to facilitate any table.
- Jim brought up Agency for Healthcare Quality and Research as a facilitator resource. Jim to send Kim an excel spreadsheet with health resources to help facilitators. Mimi will work to develop a bullet point sheet for each facilitator.
- Facilitators do not have to be from SSCCP's catchment area (i.e. We Heart Health Literacy <http://communicatehealth.com/ideas/we-heart-health-literacy>).

## TECHNOLOGY

### WEBSITE

- Kim passed out Google Analytics report for website. Still seeing a high bounce rate. 83 sessions between January 1 – February 24<sup>th</sup>. Group brainstormed ways to attract people to the website - making it more of a resource. Kim to add a link to the website to view minutes/agendas to the meeting announcements in order to bring people to website.
- Mike shared Facebook report - 7 page visits, weekly total reach: 247. Total FB page likes: 76.
- Facebook can also be a method to direct people to website.
- Jim suggests making sure all steering committee members have "liked" the page and shared it.

- Twitter: Mike occasionally posts on SSCPP's twitter page. The Twitter handle is "SoShorePrev".

## GRANTS

- Two new grants received – Home for Little Wanderers Plymouth (Health Compass Grant) and the Arc of Greater Plymouth (Health Literacy Grant).
- Group reviewed **Health Literacy Grant Proposal (Arc of Greater Plymouth)**: Bobbi Martino submitted and is asking for \$5,000. Grant works in partnership with PACTV to create a health literacy video.
- Deb questioned what services at PACTV the grant is paying for as many of their video services are free to nonprofits. After discussion, group determined PACTV does charge for production and thus the fees check out.
- Jim expressed his feelings that the grant is oriented well around SSCPP's goals and the health literacy mission. The audience also works well.
- Grant goals make sense and Arc will put together a short survey on outcomes as well.
- **All in attendance voted unanimously to approve the Arc of Greater Plymouth's Health Literacy Grant for \$5,000.** Kim to send out award letter to Bobbi.
- Group Reviewed **Health Compass Grant Proposal (Home for Little Wanderers)**: Judith reviewed grant and budget with group. Grant is asking for \$5,000.
- Group questioned if Project Adventure (PA) is a promising practice found on the health compass. PA training is what the grant is asking for and it does not come up immediately when searching the site.
- PA is evidence-based. If agency gets the training, it will be accredited. George is familiar with the program and has heard good feedback.
- Group wondered if grant writer/contact Susan Rabinowitz should be called to clarify PA and how it aligns with the Compass.
- Before voting, SSCPP needs to be sure this project is on Compass. Mike will send something around to all after doing further research. Grant tabled pending further review.

## GENERAL MEETING PLANS

- 2016 Meeting Plans
- Jim, REquipment: Ready to go for March meeting. Has a 20 minute presentation set. Kim to add this to next meeting reminder.
- April: Food Insecurity Panel. Judith working on panel and will reach out to WIC. Brittany Brady is ready to facilitate the panel. Mike reached out to a few people as well and Kim shared contacts for South Shore Community Action Council and Cooking Matters from agency highlight signup list. Will set up room in same format as healthy aging panel and Kim will make tent cards for panelists. Mike to send Judith confirmed panelists and people to follow-up with. Ideal panel size is 4 – 5 people.
- May: Agency Highlight - Sexual Assault, Health Imperatives.
- June: Health Literacy Kick-off. Perhaps annual meeting can be conducted after kick-off event in June.
- Kim reviewed those on highlight list who have not presented: DCF Recruitment & Parent Information Network (PIN) and BMC Health Net Plan Health Insurance.
- Group brainstormed future agency highlights: HIV Access group.
- Looking for different, varied content for agency highlights.
- Next week (March): Pembroke Titans Against Drugs (PTAD) and REquipment.



- Discussed moving SSCPP general meeting resource table to the space outside of the conference room. Deb reports BID Hospital will be okay with the table outside of the room. Kim to set up table in this location for March meeting on a trial basis.

### OLD BUSINESS

- Dark Side of the Full Moon Screening (SSCPP sponsoring) – May 4<sup>th</sup>, Plymouth Public Library. Kim to check in with Liz to finalize event flyer to have at March meeting. Will be using Stop & Shop gift cards for refreshments at event.
- New Business: None.
- Announcements: None.

Meeting adjourned at 2:48 P.M.

*Minutes in draft form and subject for review.*

Respectfully submitted by Kimberly Allen  
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