



NOTES FOR APRIL 7, 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 4.7.16		
Marian	de la Cour	
Nancy	DeLuca	x
George	Gorgizian	
Mike	Jackman	x
Al	Macdonald	x
Jim	O'Neil	x
Judith	Reppucci	x
Deb	Schopperle	
Susan	West	x
MDPH AND STAFF		
Ron	O'Connor	
Kim	Allen	x
Maryann	MacDonald	x

Mike Jackman called the meeting to order at 1:30P.M.

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve minutes for the March 3rd steering committee meeting. Kim to post on website.

SUBCOMMITTEE UPDATES

FINANCE

- George not at meeting. No finance report received from Cindy.

HEALTH LITERACY (HL)

HEALTH LITERACY COORDINATOR

- Health literacy committee had a meeting on April 7th prior to the steering committee meeting.
- The kickoff event is scheduled for June 6th and committee is working to plan the event.
- Two speakers confirmed – Peter Holden (BID Plymouth President & CEO) and Lindsey Tucker (Associate Commissioner of the Department of Public Health). Committee is hopeful Rima Rudd will be able to come for health literacy remarks. Helen Osborne is “backup” health literacy speaker.
- Mimi shared draft of event invitation for mailing. Will also go out electronically on Constant Contact.
- Mimi shared current expense list with steering committee.
- Committee agrees pricing seems to be in line with projected expenses. Steering committee gave Mimi permission to spend the money proposed.
- Mike to send check request to United Way to pay venue deposit.
- Alan inquired about the roundtables and the role of the table facilitators.
- Mike reports roundtables were discussed in depth at HL committee meeting and provided a recap to steering committee. Mimi is finalizing table topics.
- Kickoff should be a call to action to get people more involved with SSCPP’s HL initiative.
- Mimi will need a lot of volunteers on the day of kickoff from steering and HL committees. SC members will also need to do direct advocacy and reach out to people to promote the event.
- Judith suggested inviting all schools social workers to event.

TECHNOLOGY

WEBSITE

- Kim passed out Google Analytics report for website for March 1 – April 1. There were 14 sessions and 12 users in this time frame.
- Kim is working with website developer, Lois to make minor edits to website and Lois is running the annual website checkup.
- Mike provided a Facebook report: 80 page likes, 12 page views, 466 reach, 27 post engagement. One person has unliked page.
- Facebook page and website should be put on kickoff invitation.

GRANTS

- No new grants received.
- **Health Compass Grant Proposal (Home for Little Wanderers) Update:**
- At March meeting, this grant was left open pending further research. Mike did the research and found Project Adventure (PA) was not listed as a promising practice on the South Shore Health Compass.
- PA is listed on SAMHSA’s list and is credible.
- Committee discussed asking HCI to add PA to their list on the Compass. Alan believes HCI will add a practice if it is requested.
- **All in attendance voted unanimously to approve grant on the condition of Project Adventure being added to the Compass as a promising practice.** Mike will email HCI to add PA to the Compass.

MEMBERSHIP

Election of new Steering Committee (SC) members

- Terms are 1 year, so must reelect all current members at June meeting.
- Several health literacy committee members are interested in joining SC.
- Currently at 9 members and can have up to 15 on SC.
- Current members to work on recruitment and will announce openings at April general meeting. Judith suggests SC members ask others one-on-one to join.
- Group discussed potential new members to ask: Donna Ciapinna & Liz Haughn.

INTERCHNA

New SSH Factor 9 Funding

- South Shore Hospital is working on another DoN \$45 million project for factor 9 funding. Will be similar scale as current DoN. DPH is looking to change formula for distribution of these funds. Does not want to split between three CHNAs this time (Plymouth, Brockton & Blue Hills).
- Alan recapped: SSH wants to develop a proposal at end of FY 17/ start of FY 18 for this and is currently looking for a group to facilitate this conversation. DPH gave Al a few places to call to send out the RFPs. DPH is not formally involved in the CHNAs anymore.
- All discussed. SSCPP's health literacy initiative is a great way to demonstrate what SSCPP is doing in the local community to make a real impact. This HL work would likely be compelling to DPH.
- Alan will let SC know when the discussion sessions are and what a distribution model would look like as the process develops.
- Jim suggested collecting testimonials from SSCPP members and people who have benefitted. SC discussed working on ways to measure SSCPP's community impact.
- Discussed potentially bringing in someone to help SC develop a way to measure our impact. Potential item to discuss at summer retreat.

SE InterCHNA group

- Mike provided an update. This group has, unfortunately, become defunct.
- Each CHNA that is a part of group could get a 1/6 portion of funds held and if so, SSCPP would get \$650.
- Ron O'Connor offered to hold a conference call to discuss this with the six CHNAs involved. SSCPP may at some point get this money back. Alan thinks SSCPP may have been required to submit money to this as a regional contribution - a previous requirement of DPH. Mike will keep all posted.

GENERAL MEETING PLANS

- 2016 Meeting Plans
- **April:** Food Security Panel. Brittany Brady is ready to facilitate the panel and have 6 panelists confirmed. Brittany developed questions and sent them out for feedback. Thanks to Judith for her help in putting this panel together.
- Kim will make tent cards for panelists. Deb will have room set up theater style.
- **May:** Agency Highlight confirmed - Sexual Assault, Health Imperatives. Will need a second presentation for May. Group discussed ideas: Kerry Haskell and Heather Connor are on agency

highlight signup list; Nancy could talk on Family Planning; Judith would be willing to conduct a disability panel if SC could help get panelists.

- Can also talk about HL kickoff at May meeting and have a person from committee talk about it with a brief recap on HL and how SSCPP came to it. Could ask Maureen and Siobhan to talk about the DDS training they are developing and the summit. Mike to reach out to Maureen and Siobhan.
- **June:** SSCPP annual meeting and HOPEFEST will present briefly. Will have elections at this meeting.
- Have kick off on June 6th and annual meeting June 8th. Committee discussed if this makes sense or if other options for annual meeting should be looked at (i.e. no meeting in June, push meeting back to third week in June). All expressed desire to keep the June 2nd SC meeting before the kick off.
- Mike reviewed operating principles for annual meeting and elections.
- Committee will announce the schedule for June at April general meeting and ask for feedback.
- **Summer:** SSCPP Retreat Meeting.

OLD BUSINESS

- Dark Side of the Full Moon: Film screening on May 4th. SSCPP has been promoting and are getting good feedback.
- Jim O'Neil, Health is Wealth update: Jim has been reflecting on some programs he has done with the grant. Due to family health issues, fall/winter proposal is still going into spring. Jim reviewed his process and distributed a new brochure he developed on his programs to SC. Has changed the format to make presentations more engaging and as a result has seen better interaction. Jim wanted to alert SC that he has made slight changes in the style of his presentations, but is sharing same information. Has heard good feedback and will make sure feedback is captured in the form of a metric.
- Jim's grant was to provide 6 HL classes and 5 osteoporosis classes. He has more scheduled and will send to Kim and Mike for promoting on website and Facebook once confirmed.
- Jim to add SSCPP grant funding language/logo onto his brochures.

Meeting adjourned at 2:59 P.M.

Minutes in draft form and subject for review.

Respectfully submitted by Kimberly Allen
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