



STEERING COMMITTEE NOTES FOR DECEMBER 7, 2017

MEETING LOCATION

Beth Israel Deaconess Hospital, Funkhouser A Conference Room, Plymouth MA

MEETING ATTENDEES

STEERING COMMITTEE 12.7.17		
Kathleen	Considine	x
Marian	de la Cour	
Nancy	DeLuca	x
Maureen	Doherty	x
Tina	Dwyer	
George	Gorgizian	x
Elizabeth	Haughn	x
Mike	Jackman	x
Siobhan	McKay	
Jim	O'Neil	
Maureen	O'Rourke-King	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x

Mike Jackman, Chair, called the meeting to order at 1:20 PM

PREVIOUS MONTH'S MINUTES

- All in attendance voted unanimously to approve November minutes. Kim to post on website.

FINANCE COMMITTEE

- George reported and distributed handout.
- Reviewed expenses. Current balance: \$435,764.63
- All in attendance voted unanimously to approve finance report.

Major Grant update

- Mike provided an update. Are working on MOU with Kate (grant writer). Hope to have something more comprehensive to report in January.

TECHNOLOGY – WEBSITE & FACEBOOK

- Have 126 likes on our Facebook page. Are seeing more activity lately and trying to post more often.
- Kim shared a website report for the month of November. Saw 205 users with 239 sessions. Bounce rate of 72.38% and average session duration of 01:14.
- Would be nice to post a group photo on FB of steering committee when all members are available for a photo opp.

HEALTH LITERACY

- Had low attendance at this month's sub-committee meeting.

HL Coordinator Hiring

- Committee went over job description- still needs some edits. Will change the part about organizing the HL summit to organizing other activities, presentations, etc. to continue to enhance the initiative.
- Once finalized, we can post job description on Monster and will send to general distribution list. Want to hire someone for next year.

HL Survey

- Mike thanked all for edits. Survey is pretty much ready to go. Paper form is 3 pages.
- Will send out Survey Monkey to general membership and HL event attendee lists. Kim to look into paid Survey Monkey account for results analysis tools especially.
- Maureen offered to distribute survey to her offices. Kathleen to forward to NAMI Plymouth list. Survey monkey link *only* will be sent to membership (not paper form).
- SC members can make copies and distribute. Survey monkey is the preferred method of completion (vs. paper forms). Put Survey Monkey link on Word doc and add at the bottom to send completed surveys to chna23@gmail.com.
- Kim to put on our website and Facebook page. Will send out after the holidays. Our January meeting is 1/10. Will send out around 1/3. Due date will be January 19th (Friday).
- Audience for survey: Anyone in the community who has interest in community health. Could send to Plymouth Center on Active Living, Councils on Aging, etc.
- Edit: Would phrase "health literacy" confuse people? Maybe say "Plain language for health"? Mike to work on edits to opening paragraph and will send out to all again.

Award Ceremony Luncheon

- Are planning a continental breakfast event on a Friday morning. Kathleen confirmed Sarah Stanley can make April 6, 2018.
- Liz to look into renting the Otto Fehlow Room at the Plymouth Library. Agenda: Check in at 8:30am, start at 9:00am. Nominees: Patty Menzel, Plymouth WIC, Sarah Stanley, Janice and Lauren Fender, Donna Rodriguez and Bobbi Martino. Suggestions for breakfast catering: Cardinal Cushing School, Plymouth High School. Kim cannot attend.
- Mike to send save the dates to nominees.

- Need to choose the winner. All will get a certificate. Discussed ideas for winner: citation from Congressman Keating? A trophy (Things Remembered)? Maybe incorporate Helen's 3 kids looking through fence image? Desk Name Plate?
- Mike will write congratulation letters to all 6 nominees and invite them to our 4/6 event. HL committee will vote on the winner and will recommend to SC at January meeting. Nominators will need a save the date too.

GRANTS

- None received. Tick Prevention & Education grant may come in January. George shared that the Jail plans to put in a drumming/yoga mentor grant.
- Mike plans to get back to Plymouth Public Health Department regarding their grant submission.

INTERCHNA

- Officers have a call planned to get an update and will share with all next month.

GENERAL MEETING PLANS

- December: Compassion Fatigue- Donna White is all set to go. She will send us an invoice. Maureen to send Mike a bio to introduce Donna.

January: Housing and its Impact on Health Care Panel Part 1: Define Problem

February: Housing and its Impact on Health Care Panel Part 2: Offer Some Solutions

- Mike confirmed Carl KN. from South Shore Housing is available. He mentioned their annual meeting speaker talked about "housing as vaccine" and will see if she is available or if she had anyone she could recommend. Also talked to Carl A., part of homeless provider network.
- Other suggestions: Connie from Christ Church. Would be nice to have a homeless individual represented. Kathleen to reach out to Andy Foreman.
- Housing market is sometimes an issue with rent being unaffordable.
- Discussed sharing housing resources. Maureen suggested congregate housing. Marshfield congregate housing often has openings for men and women. Maybe bring in some of these resources too. Maureen to reach out to her contact.
- In January will define the problem and in February we will offer some resources/solutions (i.e. congregate housing). Maybe have a state rep come in Feb. Mike to ask Carl KN which month he'd rather come to.
- Nancy to reach out to Mary Severy from Plymouth Housing Authority for Feb. Could also ask in groups like Habitat for Humanity, etc.

Opened floor for announcements/ new business.

Adjourned at 2:57 P.M.

Respectfully submitted by Kimberly Allen, SSCPP Coordinator