

NOTES FOR OCTOBER 5, 2017

MEETING LOCATION

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

MEETING ATTENDEES

STEERING COMMITTEE 10.5.17		
Kathleen	Considine	x
Marian	de la Cour	
Nancy	DeLuca	
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	x
Mike	Jackman	x
Eleni	Kontogli	x
Siobhan	McKay	x
Jim	O'Neil	x
Maureen	O'Rourke-King	x
Deb	Schopperle	x
Susan	West	x
STAFF		
Kim	Allen	x
Mimi	MacDonald	

Mike Jackman, Chair, called the meeting to order at 1:05 PM

PREVIOUS MONTH'S MINUTES & STEERING COMMITTEE UPDATES

- Liz is no longer working with KDC, and is looking for new role with kids part time.
- Eleni introduced herself to all. Is no longer with Harbor Health and has started her own marketing business.
- All in attendance voted unanimously to approve September minutes. Kim to post on website.

FINANCE COMMITTEE

- George passed out finance report and reviewed.
- Grant development expenses are in for Kate, our maxi grant writer.
- HCI has been paid. This is the last year of the 3 year contract.
- Cash available for year: \$60,194.22. Would also like to see the overall amount available. Kim to ask Cindy to include this figure with the monthly reports.
- All in attendance voted unanimously to approve report.

- **Grant Writer update:** Mike, George and Deb have been working with Kate on RFP for major grant. Kate has a few remaining questions before finalizing RFP.
- Big question is 1 year vs. a 3 year grant. If the grant is for 3 years, do grantees need to reapply each year? All discussed.
- SSCPP RFP will include wording that there may be an option for future years funding if it is available. Something like “Apply for one year and if funds are available, we reserve the right to consider another year.” Kate will write this for us. Blue Cross Blue Shields foundation has a similar model. Eleni can look up their language and send out to all.
- Second question—do we give preference to 3 year grants? All discussed.
- Consensus- 1 year funding with allowability of a 3 year grant (no guarantees). After 1 year, can reapply for future years. Would not give extra weight to a 3 year program when scoring it. Should be easier to oversee maxi grant process after first year.
- Potential cons of 1 year funding discussed: Won’t get same impact in 1 year as you would in 3 years, outcome reports- would have to report more frequently for 1 year funding.
- Mike will share the drafts with all. All are welcome to be a part of the planning calls.
- SSCPP still plans to do mini grants in addition to the maxi grants.

TECHNOLOGY – WEBSITE AND FACEBOOK

- Kim, Lois and Deb have worked on refreshing the website including a new interactive calendar and fresh color scheme.
- All reviewed. Kim to send edits to Lois. Would like to add a search box to the website. New orange header background color is okay, but top page bars to be kept as original green color (not blue as drafted).
- Kim added as an admin on the Facebook page.

HEALTH LITERACY- REPORT

- Mimi has given her resignation as HL coordinator. It is important to have someone in her role to keep the initiative on task.
- Position is a 25 hrs. a week max position. Mimi has done less than 20 hours since May 24th. Depends on time of year- she had a lot of hours when planning kick-off event.
- HL coordinator’s role is to coordinate the HL initiative and its nine goals.
- Kathleen has a suggestion of a potential candidate. Mike will brush up the job description and can send SC Mimi’s deliverables as well.
- HL Award: Have received one nomination so far- Bobbi nominated Donna from PACTV.
- Discussed SSCPP steering committee nominating Bobbi as well for the award.
- At December meeting, will announce one winner but will acknowledge all nominations. Mike is working on wording for plaque.
- Sent out a press release on award nominations to local media.
- HL Survey Update- up to 8 questions now. Added some open ended questions. Will use survey monkey. Will send out to general list and list of kick-off attendees. Mike to work on and send to Kim to distribute.
- Focus group on 10/19 at BAMSI Family Support Center- Maureen is organizing and will be sending out invitations soon. Focus group is on obstacles to HL using our video. Mike and Siobhan to attend.
- Kathleen shared that Plymouth NAMI sponsored a HL focus group at Carver library- “Recovery is Real”. Kathleen to share notes.
- Maureen’s group at BAMSI will be a good pilot focus group.

- Eleni volunteered to help find another focus group and facilitate. After pilot group, will gather a list of potential populations to work with.

INTERCHNA

- Tina provided an update. Had a meeting of the tri-CHNA in September. Are working to set plan of where we are going so when the money is available we are ready to run with it.
- One CHNA discussed idea of conducting another community needs assessment- not needed as we know what we are focusing on and hospitals are required to do regular needs assessments.
- Jennifer at SSH (background in community benefits and marketing) will compile information from all 3 CHNAs, health assessments from hospitals, etc. and create one document we can all look at. Will send this out by next meeting.
- Goals are to start putting data together and getting to know each other/working together. Tina invited DPH to come to next meeting.
- Also talked about a decision process and a board of trustees for tri-CHNA made up of the three CHNA co-chairs, Tina, and Jennifer.
- DPH is looking for impact. Looking at social determinants of health. This will help CHNAs be accountable.
- Tina will go before South Shore Hospital BOD to present the plan as the 2019 DoN comes from SSH.

GRANTS

- No new mini grant applications submitted.

MEMBERSHIP

- Kim passed around bio for Maureen Doherty, potential new SC member.
- Several members know Maureen. She is on the Board for REACH. Do not currently have staff from REACH as part of our membership.
- Kim to send out Maureen's bio to general membership. Will vote at October meeting.
- Maureen will bring SC members to 14 – operating principles allow for 15 members.

GENERAL MEETING PLANS

- October 11th– NAMI In Our Own Voice panel. Kathleen coordinated and is all set to go. Better Breather's Club mini grant outcomes report-Deb to check in with Peg. SafetyNet outcomes report is all set to go. Deb to bring flyers for Hopefest to meeting.
- November 8th – Acquired Brain Injury panel. Maureen and Siobhan coordinating. Dr. Susan Roberts is confirmed as is Janice Fender (mom of a young lady with ABI injury). Have four panelists total. Mike can share veteran stats too.
- December 13th – Donna White/Compassion Fatigue is confirmed. Will announce HL award winner. Donna needs approximately 1 hour. Maureen may be unable to attend, Siobhan will meet Donna. Will need to pay Donna \$200.
- Could we get Funkhouser A & B for ABI panel and for Donna's presentation? Deb to look into. Will put resource table outside for these meetings for extra space for chairs.
- Last year we did massage gift cards at December meeting. Perhaps this year we will order different food (i.e. pastries from Panera).

PROMOTION/MARKETING

- Press release on health literacy award was sent out. Also posted and shared a video on the award Deb and Mike put together.

Opened floor for announcements/ new business.

Adjourned at 2:57 P.M.

Respectfully submitted by Kimberly Allen
SSCPP Coordinator