



## NOTES FOR MAY 4, 2017 STEERING COMMITTEE MEETING

### MEETING LOCATION

Beth Israel Deaconess Hospital – Plymouth, Funkhouser Conference Room A

### MEETING ATTENDEES

STEERING COMMITTEE 5.4.17		
Marian	de la Cour	
Nancy	DeLuca	x
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	
Mike	Jackman	x
Siobhan	McKay	x
Jim	O'Neil	x
Maureen	O'Rourke-King	
Judith	Reppucci	
Deb	Schopperle	
Susan	West	
STAFF		
Kim	Allen	x
Mimi	MacDonald	

Mike Jackman, Chair, called the meeting to order at 1:10 P.M.

### PREVIOUS MONTH'S MINUTES

- Vote on April minutes: Provisional approval of minutes by those in attendance. Mike to send for electronic vote to steering committee.

### SUBCOMMITTEE UPDATES

#### FINANCE

- No report. Cindy at United Way is on vacation this week.
- Grant writer update – Deb, George and Mike met with Kate Harrold. She has an impressive background and knowledge of CHNA, DPH, Factor 9 funds, etc. Has worked on federal grants and large grants. Mike to meet with Christine Nordstrom as well (connected by Sue West).
- Kate would review our grants as written and would also make recommendations about how to score grants that come in. Could help us clarify grants.
- Grant writer could also help develop a TA session for applicants.

- Blue Hills & Brockton CHNAs do TA sessions. Could also put FAQs on website for grants.
- Will make decision after talking to Christine. Kate will send us a proposal.
- Could also potentially hire someone as a grant coordinator.
  
- United Way MOAs for Fiscal Agent & Coordination Services FY 2017-18: Steering committee by electronic vote 8-0 voted in favor of the new MOAs with UWGPC. Kim given signed hard copies for UWGPC to keep on file. Kim expressed her appreciation to the steering committee as well as United Way's appreciation and gratitude.

## WEBSITE/SOCIAL MEDIA

- Kim passed out Google Analytics data for April 2 – May 2. In this time frame, SSCPP's website had 321 unique page views on the site for an average of 1 minute and 37 seconds. The bounce rate was 52.29%.
- Questioned meaning of "exit %". Kim to look into this.

## GRANTS

- **High Point Treatment Center Health Literacy Grant – Reconsideration**
- Previous issues identified by SC: budget and printing costs.
- Mike distributed Hilary's response to SSCPP's inquires on grant.
- High Point has already worked with Bridgewater Pediatrics on a similar program.
- Mike asked if they would take funding for focus groups alone (without covering printing costs). High Point feels it wouldn't be worth the time without a tangible resource at the end (the printed materials).
- Steering committee would be interested in seeing the previous flyer. All agree the focus groups component is great. They will also offer scope of pain training with focus groups.
- Tina expressed concerns about bulk printing- could this collect dust or need revisions? SSH has stopped direct mailing and are getting more bang for their buck with paid adverts on Facebook.
- Are looking for \$7,500 for printing costs for 70,000 brochures.
- Nice that 75% of budget is a tangible project. If funded, would require SSCPP logo be on materials.
- Siobhan asked about the distribution plan - How do we know providers are giving them out?
- Questions posed: How do they know what they want to print before focus groups?  
With electronic records, patients often get immediate info. Could High Point's info be built into doctor's printouts for patients?
- Mike is okay with pulling plug because we will be unable to resolve grant due to the printing portion. Perhaps we could put something like this out as an RFP in the future.
- At summer session, SSCPP to decide what we do and do not want to fund in grants.
- All in attendance voted to not fund High Point's grant request. Mike to send out Hilary's response and summarize today's conversation to steering committee for final discussion and vote.
  
- **Carver Elementary School - Calm Classroom Mini Grant**
- All reviewed submission.
- Proposing to train 2 staff people and they will then come back to school and train the other 180 teachers. Would be willing to support other school districts.
- Proposal is a good value for training and large audience will benefit.
- Tina has seen program done elsewhere and it is very successful.
- These health education programs used to be able to be funded by the schools, but this is often no longer the case.
- All in attendance vote unanimously to approve grant at full funding request of \$3,500. Mike to send out for electronic vote to reach quorum. Questions can be sent via e-mail as well.

- On 5/9/17, grant approved by quorum.
- **South Shore Health System Health Compass Grant**
- Tina recused herself from vote.
- Request is for a yoga program. Chronic pain patients, 8-10 patients, 4 six week sessions a year.
- Treatment is an alternate to opioids for pain management.
- Kim pointed out that though the request is on a Health Compass grant application and at a Health Compass grant level request, it appears to be responding to mini grant questions. Does not reference the compass or any promising practices.
- The amount requested, \$5,000, is above the maximum request of a mini grant.
- Big part of budget appears to be paying the yoga instructor.
- Questions: Would the program be once a week for 6 weeks for 1 hr. @ \$125/ hour? Concern that this is a high fee. What kind of data analysis is being done? How are they measuring impact? Where are these patients being recruited from and where would the trainings be located? Have they identified instructor and if so, is she an employee of the hospital?
- The materials will be reused.
- Threshold issue- not connected to Health Compass and asking for more than mini grant. Cannot vote on grant as presented because of this issue. Mike to explain threshold issue to Heather and ask if they'd like to resubmit under a mini grant or connect the program with health literacy or Health Compass.
- All in attendance agree it is a good program. Will also ask other steering committee members what their sense of this grant is. Mike will not ask grant writer any questions at this time, just to resubmit in correct format. If she resubmits, will review the merits of the program.
- Tina re-entered and shed some light on instructor. She works with kinetics and movement. Did a course last fall, and want to continue working on this. Referrals would come from pain clinic at hospital and would be done at site on the Hingham/Hanover line. Nancy suggests grant resubmission to elaborate on pilot program and where referrals are coming from. Tina to bring these suggestions back to grant writer.

#### **South Shore Community Action Council Mini Grant Request**

- Have been reviewing this grant since February.
- Mike talked to Pat Daly. She had initially planned to withdraw grant for this year, but then sent a follow-up answering questions. Mike shared this information with all. Explained they submitted twice in one fiscal year because of a new grant writer.
- SSCPP is the 4<sup>th</sup> smallest funder of food resources program.
- Mike feels SSCAC did a lot of work for this grant. George agrees and feels SSCAC does their work very well. Tina feels program is sustainable and their donations are down so they are in need. They can do a lot with \$1,500.
- All in attendance vote unanimously to fund South Shore Community Action Council at \$1,500 for the Food Resources Program mini grant. Motion carriers tentatively. Mike to send out for electronic vote to reach a quorum.
- On 5/9/17, grant approved by quorum.
- Mike talked to **St. Bonaventure Fund for the Needy** and the **Plymouth Pilgrims**. Pilgrims may reapply. St. Bonaventure may also reapply with a specific request. Both of these requests came in initially through BID Plymouth newsletter.
- Question/ideas posed: Could we include outcome reports on the grant recipients page of website? Could we highlight a grant recipient of the month on website perhaps with a photo submitted by grantee? Kim to ask Lois what the possibilities are for the website. Perhaps this could be put somewhere on the home page.

## HEALTH LITERACY

- After plain language training at Tufts, want to work with ESOL programs in area.
- Mike, Mimi and Marian are meeting with greater Plymouth adult literacy group at the Plymouth library next week. They have tutors for English language learners. Will meet to see if our program would be a good match.
- Paul Key at Massasoit's Plymouth Campus referred us to a person in Brockton. Plymouth program is more "working man's English".
- Tina suggests reaching out to Leo MacNeil to see if he knows of any programs in Plymouth.
- Website- Mimi shared suggested plain language improvements to website. Steering committee to discuss website plans at summer retreat.

## INTERCHNA

- Tina has heard group is still alive and well, but has been quiet.
- She is still trying to meet with Ben Woods, but hasn't met as of yet. Tina to keep us posted.

## GENERAL MEETING PLANS

- May: Liz has panelists set. Mike to ask Liz if she is planning to moderate as well.
- June: Annual Meeting. Agenda to include steering committee vote & nominations and summary of year. In the past, have had an elected official this time of year. Perhaps a person on healthcare reform? Mike to reach out to Brian from Healthcare for All.
- Kim to send out with May meeting notice that SSCPP would welcome SC nominations for vote to join in June.
- Will plan to do a summer retreat likely in August.
  
- MHFA training held on April 14th- have not heard from Arlene with information.
  
- May SSCPP programs:
  - May 16th- A Conversation About Removing Obstacles to HealthCare for People with Disabilities, Bobbi Martino's video with PACTV. SSCPP to post on our website when it is complete.
  - May 17<sup>th</sup>- SSCPP sponsors "Laughter is the Best Medicine" Comedy Night on Breaking Down the Stigma of Mental Health
  - May 18<sup>th</sup>- Marian De La Cour, Medical Librarian at BID Plymouth and SSCPP steering committee member will be presenting a training on Untangling the Web on Consumer Health Information.

Opened floor for announcements.

Adjourned at 2:43 PM.

Respectfully submitted by Kimberly Allen  
SSCPP Coordinator