



## NOTES FOR AUGUST 10, 2017 SUMMER RETREAT MEETING

### MEETING LOCATION

John Carver Inn, Standish Room, Plymouth MA

### MEETING ATTENDEES

STEERING COMMITTEE 8.10.17		
Kathleen	Considine	x
Marian	de la Cour	x
Nancy	DeLuca	x
Tina	Dwyer	x
George	Gorgizian	x
Elizabeth	Haughn	
Mike	Jackman	x
Eleni	Kontogli	
Siobhan	McKay	x
Jim	O'Neil	
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 9:15 A.M.

### PREVIOUS MONTH'S MINUTES

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

### SSCPP BUSINESS

#### FINANCE

- George distributed finance report and reviewed. Report approved unanimously by all in attendance.
- SSCPP sponsorship guidelines – Mike shared an opportunity he received to sponsor a suicide prevention and awareness event in our community. All discussed. Discussed idea of sponsorship cap per year. Need guidelines- could reach out to Ron O'Connor for guidance. Mike will respond saying SSCPP is not doing sponsorships at this time, but we can promote the event via e-mail and social media.
- Tina has a friend that may be interested in joining finance committee. Looking for more people to join and for help coming up with a budget.

## ORIENTATION FOR NEW MEMBERS

- Reviewed expectations and responsibilities of steering committee members from our operating principles. Kathleen is the newest member of the steering committee.
- Discussed subcommittees. Currently health literacy (HL) is active and no general members sit on committee. Maureen offered to recruit more members to HL committee.
- Other potential committee needs – website, finance, media/communications. Discussed how to get more volunteers and community members to join. Kim could post on United Way's volunteer matching site, Volunteer SouthCoast. Could also send out a press release announcing need for volunteers.
- Discussed people friends and colleagues that may be interested in joining. Need job descriptions for these volunteer positions.
- It is key to explain mission to people to get volunteers engaged- where they could make a difference. Could reach out to council of aging volunteers.
- Mike opened floor for questions on SC responsibilities. Explained DoN process. DPH is looking at changing this process to find a way to equalize it. More to come under interCHNA report.
- Terms for SC officers- need to look into.
- All agreed if they cannot make a steering committee meeting, they will alert Kim in advance.
- Deb led an ice breaker. All in attendance described their role outside of CHNA.

## HEALTH LITERACY UPDATE

- Mike distributed a HL year in review document Mimi put together to all for comment. At our HL kick off in June 2016, had 150 people in attendance. Some come to our meetings, but many do not. Want to send this year in review out to all who attended to keep them engaged and continue energy on HL effort. Can also share with general list.
- Talked about a potential HL mini survey. Want to get energy back on HL effort. Mike highlighted the 3 HL grants we funded this past year – NAMI, Terra Cura and Arc of Greater Plymouth.
- HL video update- PACTV will be adding subtitles to video and SSCPP will be covering costs for this. Mike to follow-up with Donna. Will also order 50 hard copies of the video.
- October is HL and mental health awareness month. Maureen shared the video with a doctor at Children's Hospital who liked the video and will share in his classroom at Harvard Medical Teaching School.
- HL award idea- SSCPP could give out a HL award and recognize someone in our local community. Could do a press release on nominations. Need to ask for submissions from both membership and those who attended conference. Maureen has a nomination letter template and will send to Kim and Mike. Will send out early September if we can pull it off. Want to present award at October meeting and would want to acknowledge all nominated. Mike will try to get a HL subcommittee meeting together before Labor Day.

## INFRASTRUCTURE

- Voting on grants: All discussed grant approval process. Like the idea of a one-pager grading system. All could attend meeting with scoring sheet filled out ready to discuss. Will Kate put together a tool for smaller grants?
- Mini grant deadlines: **All in attendance voted unanimously to change mini grant submission deadlines to a quarterly schedule.** Dates: Due Oct. 15th, vote on Nov 2<sup>nd</sup>; Due Jan. 15th vote Feb. 8<sup>th</sup>; Due April 15<sup>th</sup>, vote on May 3rd; and Due July 15<sup>th</sup>, vote at summer retreat.
- Need to publicize this. Kim to forward grants as they come to SC and send out a reminder to SC with a list of all grants submitted after due dates.

- Tina to look at scoring sheets for Brockton and Blue Hills CHNA to work off of as an example.
- Maxi Grants: Deb distributed work done by consultant, Kate. Also did a scoring rubric for larger grants. Kate is waiting for a reply from us on her work. Asked all to read through materials and make comments before next SC meeting.
- Will role out two maxi grants this fiscal year. Likely in late winter.
- Discussed idea of potential need for more administrative support. Also need more people for HL committee. Could we ask some of people at HL kickoff event to join HL committee? “Working on a lot of great things, if interested, contact us.” Will send out letter with update and HL subcommittee invitation. A separate mailing with award nominations will go out.
- Meeting calendar: Kim handed out calendar of SC and general meeting dates. March and February SC dates proposed are second Thursday of the month. Deb to see if Funkhouser is open for these meeting dates before Kim shares calendar on website. Health literacy subcommittee meets each month at noon and SC at 1:00PM.
- Communication: Discussed press releases (templates for grants). Need to start promoting ourselves better in the community- should send out a press release each time we award a grant. Send out to PACTV, FB page, etc. Had good coverage on recent Algonquin Heights grant. Kim will draft a press release template and send to Deb for review.

## WEBSITE & FACEBOOK

- Discussed website. Multiple SC members sent it out to coworkers and interns for review. Maureen and Deb received all positive reviews. Mike reviewed detailed pros and cons list from his intern.
- Order of information on the website- should always be newest to oldest. Also heard parts of Members’ Area are blank. Kim to look into both.
- Calendar – currently a list of meetings and community events. Could we have a calendar a user can scroll through? Kim to look into.
- Deb shared website feedback from Lois.
- Next steps: Look at new colors? Create a community happenings page? Re-organize calendar page? Kim to reach out to Lois to find a time she and Deb could call Lois to get her thoughts on the website. Can ask Lois if we can make website more user friendly.
- Kim to join SSCPP’s Facebook page as an admin and share community events on FB.

## INTER CHNA REPORT

- Tina provided an update.
- DoN process is moving along smoothly. \$2.4 million to be spread out through the 3 CHNAs on south shore (Plymouth, Brockton and Blue Hills) over 5 years. All is right on target- looking at January 2019. 2018 will be a busy year.
- InterCHNA SC is meeting on September 20<sup>th</sup>.
- Tina has talked to Ben Wood. Rules for DoN have changed, but because ours is prior we do not have to adhere to new rules.
- New official DoNs guidelines- hospital must work with a community partner (does *not* have to be a CHNA). Must set social determinants and DoN must address them. We are grandfathered into old rules, but are following new rule pretty much anyway. We have 4 hospitals working together.
- Ben said our plan looks fine. 75% of \$2.4 million new DoN is for behavioral health/regional pot. 25% will be equally divided between each of the three CHNAs. About \$60,000 a year per CHNA.
- At 9/20 meeting will do strategic planning and set goals.

- Tina brought copies of more changes coming to DoN (proposed). These new changes are still under discussion and they would be state-wide. Tina will send details on open forums for this to come in future. All discussed. SC feels local decision making is very important.
- Will continue with our plan for next 3-5 years and keep eyes and ears open for future.
- Our bigger grants on behavioral health at SSCPP tie into collaborating very well.
- Mike feels it might make sense to talk to legislators to advocate for funding staying in community.

### PLANNING FOR YEAR

- All brainstormed topics for the year. Ideas generated: an update on HL video – feedback & next steps; Health Reform Update – Healthcare for All, Brian Roseman; Project Outreach/Substance Abuse, Capt. Rogers; Community health workers- presentation about certification process/community health worker award in the spring?; “Recovery is Real” NAMI presentation; ESOL panel- Portuguese community; Angela Harrington BID Plymouth; LGBTQ Panel- Fenway Health; ABI- acquired brain injury, Maureen to help?; Housing Solutions; Social Inclusion- Friends Matter
- Have nine mini grants outstanding to report. Would like to match outcome reports to topics.
- Meeting Evaluations- Deb passed around a draft. After every general meeting, we’d have all fill out an eval. Deb to send Kim file to print out for September.

**September-** need to talk about changes in grant dates and HL award (can nominate self and nominate organization), Better Breathers Club outcome report? Deb to reach out. Kim to reach out Home for Little Wanderers. Project Outreach- Mike to reach out to Capt. Rogers.

**October-** Medline Plus update; Mental Health awareness “In Our Own Voice” NAMI presentation, Kathleen to help; HL month; SafetyNet grants outcome report.

**November-** Veterans w/ TBI (Mike) and ABI (Maureen and Siobhan); Mind Body Connection grant outcome report? Kim to see if this grant has started yet (does it start in fall?)

**December-** Donna White- Compassion Fatigue? May draw a larger crowd – different venue? Maureen to check to see if Donna is available.

**January** - TBD

**February** - TBD

**March** - TBD

**April** –National Volunteer Month, Volunteer Panel?

**May** - TBD

Topics left to plug in- Friends Matter, Housing, HCR Reform- HCFA, CHWs, Recovery is real, ESOL Panel, LGQBT.

Adjourned at 2:10 P.M.

Respectfully submitted by Kimberly Allen  
SSCPP Coordinator